



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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Dear Sir/ Madam

You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/service to the Department of Public Works.

QUOTATION NO	: RFQ0398
QUOTATION DESCRIPTION	: <b>SUPPLY AND DELIVERY OF STATIONERY</b>
VALIDITY PERIOD	: 84
CLOSING TIME	: 11:00AM
CLOSING DATE	: 07/02/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<b><i>CALCULATOR</i></b>	EACH	4		
<b><i>CELLOTAPE 55X66</i></b>	EACH	12		
<b><i>PENCIL ERASER IN SLEEVE</i></b>	EACH	12		
<b><i>FILE DURAPLUS A4 WITH CLEAR FRONT POCKET</i></b>	EACH	120		
<b><i>FOLD BACK CLIPS (19MM)</i></b>	BOX	12		
<b><i>FOLD BACK CLIPS (32MM)</i></b>	BOX	12		
<b><i>FOLD BACK CLIPS (77MM)</i></b>	BOX	12		
<b><i>GEMCLIP/PAPER SILVER 30MM</i></b>	BOX	12		
<b><i>GEMCLIP/PAPER SILVER 50MM</i></b>	BOX	12		
<b><i>GLUE STICK</i></b>	EACH	12		
<b><i>HIGHLIGHTERS ASSORTED COLOURS</i></b>	SET	12		
<b><i>MARKER PERMANENT MEDIUM BULLET POINT</i></b>	EACH	12		
<b><i>PAPER BOND A4 80GM</i></b>	REAM	150		
<b><i>SHREDDER BAGS XL</i></b>	EACH	100		
<b><i>GEL BLUE PENS</i></b>	EACH	48		

<b>GEL BLACK PENS</b>	<b>EACH</b>	<b>48</b>		
<b>GEL RED PENS</b>	<b>EACH</b>	<b>48</b>		
<b>HB PENCIL</b>	<b>EACH</b>	<b>48</b>		
<b>POP UP SIGN HERE FLAGS ASSORTED COLOURS</b>	<b>EACH</b>	<b>48</b>		
<b>PRESTIK 100G</b>	<b>EACH</b>	<b>12</b>		
<b>CLEAR RULER</b>	<b>EACH</b>	<b>12</b>		
<b>SCISSORS ASSORTED COLOURS</b>	<b>EACH</b>	<b>12</b>		
<b>STICK NOTE SELF ADHESIVE 130MM X 85MM</b>	<b>PAD</b>	<b>12</b>		
<b>A4 HARDCOVER 192 FEINT RULED</b>	<b>EACH</b>	<b>48</b>		
<b>A5 SHORTHAND NOTEBOOK</b>	<b>EACH</b>	<b>48</b>		
			<b>VAT 15%</b>	
			<b>TOTAL</b>	
<b><i>The service provider should be located in Gauteng province for the scoring of location on specific goals points.</i></b>				

Please e-mail the completed quotation to

: Public Works  
: Corner Church and Bosman Street

Enquiries

: Tshwarelo Ramoleta

Tel

: 012 406 1248

E-mail

: [tshwarelo.ramoleta@dpw.gov.za](mailto:tshwarelo.ramoleta@dpw.gov.za)

Quotations must be submitted to the following email address:  
[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@dpw.gov.za) .

***NOTE:*** Suppliers are to ensure that their banking details are successfully verified on CSD, The department may at any point request verification of the details.

Please stamp the RFQ with your Company Stamp. However a quotation on the company letterhead would be accepted. Failure to return the forwarded PA-Forms will result in your quotation being considered as non-responsive.