



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 Fax: 321-0517  
Website: [www.publicworks.gov.za](http://www.publicworks.gov.za)

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 : RFQ268A0491  
INVITATION DESCRIPTION : STATIONERY  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 27-01-2027

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b><i>Supply &amp; delivery of stationery</i></b> <b><i>please note that only suppliers with proof of address from GAUTENG Province will be allocated points for location under specific goal</i></b>				
<b><i>Multi coloured packs of 06 of highlighters</i></b>	<b><i>Pack of 06</i></b>	<b><i>10</i></b>		
<b><i>File duraplus A4 with clear font pockets red</i></b>	<b><i>Each</i></b>	<b><i>500</i></b>		
<b><i>File duraplus A4 with clear font pockets blue</i></b>	<b><i>Each</i></b>	<b><i>500</i></b>		
<b><i>File duraplus A4 with clear font pockets (various colours) green</i></b>	<b><i>Each</i></b>	<b><i>50</i></b>		

<b>File duraplus A4 with clear font pockets (various colours) yellow</b>	<i>Each</i>	<b>5</b>		
<b>Packets plastic refuse bags (910mmX760mm)</b>	<i>Each</i>	<b>20</b>		
<b>Gel pens black</b>	<i>Each</i>	<b>100</b>		
<b>Glue stick 43g</b>	<i>Each</i>	<b>10</b>		
<b>self adhesive 130mmX85mm assorted colours</b>	<i>Each</i>	<b>10</b>		
<b>Sellopae 18mm</b>	<i>Each</i>	<b>10</b>		
<b>Exam pad A4 100 sheets punch</b>	<i>Each</i>	<b>40</b>		
<b>16 digital extra desktop calculator</b>	<i>Each</i>	<b>01</b>		
<b>Scientific calculator</b>	<i>Each</i>	<b>01</b>		
<b>192 Pages A4 hard cover writing book</b>	<i>Each</i>	<b>20</b>		
<b>Pop up sign here flags 45mmX12mm</b>	<i>Each</i>	<b>20</b>		

<b><i>Metal binder clip fold back clip 32mm</i></b>	<b><i>Each</i></b>	<b><i>10</i></b>		
<b><i>Metal binder clip fold back clip 19mm</i></b>	<b><i>Each</i></b>	<b><i>10</i></b>		
<b><i>100 sheets white cardboard sheets</i></b>	<b><i>Pack</i></b>	<b><i>01</i></b>		

**Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:**

**Enquiries**  
**Tel**

**: Public Works**  
**: Corner Vermeulen and Bosman Street**  
**: Pretoria**  
**: Portia Moipolai**  
**: 012 406 1812**

**Quotations must be submitted to the following email address:**  
[portia.moipolai@dpw.gov.za](mailto:portia.moipolai@dpw.gov.za) or [ndpwquotatons@dpw.gov.za](mailto:ndpwquotatons@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.