



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1036 Fax:
Website: 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 : RFQ269A0049
INVITATION DESCRIPTION : STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 12/06/2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION FOR STATIONERY				
1. File A4 Duraplus with clear front pocket (Blue & Red)	Box of 25	20		
2. Clear A4 pocket filing sleeves	Packet of 100	10		
3. Sign here flags 44mm x 25mm yellow and red wording sign here	Each	20		
4. Ballpoint pen black 0.7mm	Box of 50	3		
5. Lead pencil with refills	Box of 50	2		
6. Highlighter assorted colours	Each	5		
7. Liquid glue stick 15ml	Each	10		
8. Correction pen 10ml	Each	5		

9. Cellotape 18mm x 66mm & 12mm x 66mm	Each	5		
10. A4 Brown envelopes	Box of 250	1		
11. Folder dividers A4 PVC	Packet of 100	20		
12. Heavy duty staple remover	Ea	5		
13. Sticky notes 76x76 4x100	Packet of 100	5		
14. Spiral bind notebook A5 100 pages	Box of 50	4		
DELIVERY ADDRESS CGO BUILDING 256 MADIBA STREET PRETORIA				
TOTAL PRICE				

SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR ALLOCATION OF POINTS

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

Enquiries : Public Works
Tel : Corner Vermeulen and Bosman Street
: Pretoria
: Veronica Tshokwe
: 012 406 1036

Quotations must be submitted to the following email address:
Veronica.Tshokwe@dpw.gov.za or 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.**