



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 : 0367**  
**QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY**  
**VALIDITY PERIOD : 84 Days**  
**CLOSING TIME : 11:00**  
**CLOSING DATE : 16/10/2025**

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
Blue quotation files	Pack of 25	02		
Sign Here Stick	Each	10		
Ball Pen Black	Box	02		
Ball Pen Red	Box	01		
Ball Pen Blue	Box	02		
Glue stick 43g	Each	03		
Lever Arch Files A4 70mm	10 Pack	01		
12 Tab Divider PVC A4 Unprinted	Each	01		
Index Flags Plain Medium (Blue)	50 flags per Pack	05		
Pencils	Set of 12	02		
Sharpener (2 holes metal)	Each	10		
Scissors	Each	03		
Pencil Erasers 23mm X 13mm	Each	10		
Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.				

**Please e-mail the completed quotation to**

**: Public Works**  
**: Corner Church and Bosman Street**

Enquiries : Keneuwe Mathatho  
Tel : 012 406 2199  
E-mail : [keneuwe.mathatho@dpw.gov.za](mailto:keneuwe.mathatho@dpw.gov.za)

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

Or at the Quotation Box: CGO Building, 256 Madiba Street, Pretoria Central, 0001

**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.