



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 : RFQ272A0113  
INVITATION DESCRIPTION : STATIONERY  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 25/06/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>REQUEST FOR QUOTATION FOR STATIONERY</b>				
1. FILE DIVIDER A4-A-Z, 20 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED	Set	30		
2. FILE DIVIDER A4-1-12 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED	SET	30		
3. FILING POCKETS A4 PLASTIC BINDING EDGE MULTI PUNCHED	Packet	5		
4. FILE DURABLE A4 RED 2579	Box of 25	10		
5. BOOK NOTE HARDCOVER A4	Ea	20		
6. BOOK NOTE HARDCOVER A5	Ea	20		
7. GLUE STICK 40G	Ea	4		

8. HIGHLIGHTRES ASSORTED COLOURS	Ea	20		
9. PEN, BALL-POINT, RED	Ea	10		
10. PEN, BALL-POINT, BLACK	Ea	40		
11. PENCIL CLUTCH MECHANICAL 0,5MM LEAD NON SLIP RUBBER BARREL	Ea	5		
12. ENVELOPE MAILING A4 BROWN	Box of 100	2		
13. PRESTIK 100G	Ea	2		
14. STAPLES 26/6	Box	5		
15. STAPLE REMOVER	Ea	10		
16. FILE DURABLE A4 (BLUE) 2579	Box of 25	15		
17. STAPLE REMOVER FOR GIANTS STA	Ea	3		
18. SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	Ea	7		
<b>TOTAL PRICE</b>				

**SUPPLIER LOCATION MUST BE WESTERN CAPE PROVINCE**

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](mailto:Veronica.Tshokwe@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.