



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 012 406 1901 Fax: 086 272 8850
E-mail: siphokazi.mapeyi@dpw.gov.za 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 : RFQ277A0165
QUOTATION DESCRIPTION : Supply and Delivery of Stationery
VALIDITY PERIOD : 84 days
CLOSING TIME : 11:00
CLOSING DATE : 18/07/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COSINCL VAT)	TOTAL AMOUNT (INCL. VAT)
<i>Black Pens</i>	Each	30		
<i>Blue Pens</i>	Each	24		
<i>Red Pens</i>	Each	24		
Clutch Pencil 0,55mm	Each	24		
Pencil Leads 0.5mm	Each	10		
Pen G2 Gel Black	Each	12		
Glue Stick 22g	Each	24		
Writing Exam Pads A4, 100 Sheets punched	Each	30		
File Divider A4 A-Z, 20 Division (Bright solid colours) multi-punched	Each	20		
Fold back clips 19mm	Each	20		
Highlighters Assorted Colours	Each	20		
Memo Cubes Refills 800 Bond sheets assorted colours	Each	10		

Pouches for laminating A4	Each	1		
Pop-Up sign here flags 45mmX12mm assorted colours	Each	20		
Whiteboard marker assorted colours medium bullet point (non- permanent)	Each	15		
Whiteboard spray 237ml	Each	5		
Paper clips silver 33mm	Each	24		
Staples 26/6	Each	15		
Stick note self-adhesive 51mm X 38mm assorted colours	Each	24		
Stick note self-adhesive 75mm X 70mm assorted colours	Each	24		
THE DELIVERY WILL BE AT PRETORIA				

Please e-mail the completed quotation to

Enquiries	: Public Works
Tel	: Corner Church and Bosman Street
E-mail	: Siphokazi Mapeyi
	: 012 406 1854
	: Siphokazi.Mapeyi@dpw.gov.za

Quotations must be submitted to the following email address: 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.