



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 2199 Fax: 086 272 8850
E-mail: keneuwe.mathatho@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 : 0452
QUOTATION DESCRIPTION : SUPPLY AND DELIVERY OF STATIONERY
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 09/12/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
BIG DESK PENCIL SHARPNER	EACH	05		
CELLOTAPE 55 X 66 (ROLL)	EACH	10		
PENCIL ERASER IN SLEEVE LARGE	EACH	05		
FILE DIVIDER A4 A-Z DIVISION (BRIGHT SOLID COLOURS) MULTI PUNCHED	SET OF 12	25		
FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS (BLUE AND RED)	EACH	150		
GLUE STICK 43G	EACH	25		
HIGHLIGHTERS ASSORTED COLOURS	EACH	25		
LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM	BOX OF 10	30		
PEN BALL POINT BLACK	EACH	50		
PEN BALL POINT RED	EACH	12		
PENCIL TRADITIONAL HB	EACH	15		
POP UP SIGN HERE FLAGS 45 MM X 12 MM ASSORTED COLOURS	EACH	100		
RULER CLEAR PLASTIC 30CM	EACH	05		
BIG SCISSORS ASSORTED COLOURS 170MM STAINLESS	EACH	05		

STEEL BLADE				
STAPLES 26/6	BOX OF 5000	10		
STAPLER OFFICE METAL S17	EACH	05		
STAPLE REMOVER	EACH	05		
STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	PAD	25		
STICKY NOTE HOLDER	EACH	04		
WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED	EACH	05		
PEN HOLDER	EACH	05		
DESK ORGANIZER	EACH	05		
2 PLY FACIAL TISSUES (WHITE)	BOX OF 180	36		

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

Quotations must be submitted to the following email address:
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.