



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 : RFQ177A0203
INVITATION DESCRIPTION : BOOKLETS
VALIDITY PERIOD : 84 Days
CLOSING TIME : 11:00
CLOSING DATE : 23/09/2026

DESCRIPTION				UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
REQUEST FOR QUOTATION TO PRINT, PACKAGE AND DELIVER ILO BOOKLETS							
<i>Course</i>	<i>Quantity</i>	<i>No. of pages</i>					
<i>Generate Your Business Idea (GYB)</i>	<i>3000</i>	<i>73</i>	<i>The cover page should have DPWI Logo</i>				
<i>Start Your Business (SYB Manual)</i>	<i>3000</i>	<i>118</i>	<i>The cover page should have DPWI Logo and we will provide them. Here we would</i>				
<i>Start Your Business (Business Plan Template)</i>	<i>3000</i>	<i>41</i>					

			like to combine both manuals into one booklet				
<u>SEE ATTACHED SPECIFICATIONS</u>							
1. START YOUR BUSINESS A4 Start your own business plan template, 41pg + 4pg cover,saddle stitch • Size: 297 x 210mm portrait • Colours:cover:4colour process on the face • Text:1 colour process (process black) both sides • Page cover: 4 pages,text:41 pages • Material:cover:mango 200gsm gloss-pro,text:mango 130gsm gloss-pro • Finishing:saddle stitched with two wires • Packing instruction:10 per pack shrink wrapped and in stock 4 boxes • Delivery:DPW Offices-customer delivery in 5 working days • Proofs: one set of proof included				EA	3000		
2. START YOUR BUSINESS MANUAL A4 Start your own business plan manual (SYB), 118pg + 4pg cover,saddle stitch • Size: 297 x 210mm portrait • Colours:cover: 4 colour process on the face • Text: 1 colour process (process black) both sides • Page cover: 4 pages, text:118 pages • Material: cover: mango 200gsm gloss-pro,text:mango 130gsm gloss-pro • Finishing:saddle stitched with two wires • Packing instruction: 10 per pack shrink wrapped and in stock 4 boxes				EA	3000		

• <i>Delivery:DPW Offices-customer delivery in 5 working days</i> • <i>Proofs:one set of proof included</i>				
3. GENERATE YOUR BUSINESS IDEAS A4 Generate your business idea (GYB), 73pg + 4pg cover,saddle stitch • <i>Size:297 x 210mm portrait</i> • <i>Colours: Cover:4 colour process on the face</i> • <i>Text: 1 colour process (process black) both sides</i> • <i>Page cover: 4 pages, text:73 pages</i> • <i>Material: cover: mango 200gsm gloss-pro, text:mango 130gsm gloss-pro</i> • <i>Finishing: saddle stitched with two wires</i> • <i>Packing instruction: 10 per pack shrink wrapped and in stock 4 boxes</i> • <i>Delivery: DPW Offices-customer delivery in 5 working days</i> • <i>Proofs: one set of proof included</i>	EA	3000		
<u>DELIVERY ADDRESS</u> CENTRE WALK BLD 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.