



**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** : RFQ0230  
**QUOTATION DESCRIPTION** : PROMOTIONAL ITEMS  
**VALIDITY PERIOD** : 30  
**CLOSING TIME** : 11:00  
**CLOSING DATE** : 07/08/2023

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<p><b>1. Social Sector booklet printed in Full Colour</b></p> <p>Title : Social Sector Success Stories Size : A4, Potrail Booklet No. of pages : 16 pages Quantity : 500 Material : Gloss finish Finishing : Saddle stitches &amp; UV varnish throughout Binding 2x : Stapled two positions 170 grams paper and the cover page 250 grams matt Nevia</p> <p>Deliver in one address, 266 Center walk Building, Pretorius street</p> <p>N.B Content of the booklet will be given to the selected service provider for proof reading and editing , design and layout</p> <p>Booklets to be packaged in boxes with quantities clearly marked</p>	<b>EACH</b>	<b>500</b>		
<p><b>2. A4 Z folder brochures ,</b></p> <p>printed in full colour with DPWI and EPWP logo, CONTENT AND PICTURES WILL BE PROVIDED( two different brochures with different content</p> <p>2.1. A4 Z folder EPWP generic brochure</p>	<b>EACH</b>	<b>5000</b>		

<p>Quantity : 3000  Material : Gloss art  Finishing :</p> <p>2.2. A4 Z folder Vuk'uphile brochure  Quantity : 2000  Material : Gloss art  Finishing :</p>				
<p><b>3. NYS booklet in Full Colour</b></p> <p>Title : A5 Portrait Brochure  Size : A5  No. of pages : 4 pages including covers (2 sheets)  Quantity : 1500  Material : Gloss Art  Finishing : Saddle stitches &amp; UV varnish throughout  Binding : Stapled two positions  100 grams paper and the cover page 120 grams matt Nevia</p> <p>N.B content forprinting, design and proof reading will be provided</p>	<b>EACH</b>	<b>1500</b>		
<p><b>4. Adhesive Poster Printing stickers:</b></p> <p>Printed in full colour with DPWI and EPWP log</p> <p>Material: - Self-adhesive – simply peel off the back and stick the posters to a wall or any smooth surface.  - The self-adhesive posters are easy to remove and do not damage the walls.  -The stickers must be water proof</p> <p>Size: Small (20x7cm)  Quantity: 3000</p> <p>Size: Medium (42x12cm)  Quantity: 1500</p> <p>Size: Large (70x30cm)  Quantity: 700</p> <p>Size: X Large (100x60 cm)  Quantity: 500</p>	<b>EACH</b>	<b>5700</b>		
<p><b>5.Hard Paper Folders</b>  Quantity 1500  250 Matt 30x215cm (10cm flap) (210mm x 297mm)</p>	<b>EACH</b>	<b>1500</b>		
<p><b>6. White Hard Board Backed Envelopes</b>  Size A4  Quantity 3000</p>	<b>EACH</b>	<b>3000</b>		

Enquiries  
Contact : 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)

And 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.