



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 : RFQ210A0038  
INVITATION DESCRIPTION : STATIONERY  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 14/05/2025

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>REQUEST FOR QUOTATION FOR STATIONERY</b>  <b><u>DELIVERY ADDRESS</u></b> <b>CGO BUILDING</b> <b>256 MADIBA STREET</b> <b>PRETORIA</b>				
<b>1. LETTERHEADS</b> <ul style="list-style-type: none"><li>Quantity-1000</li><li>Gold-foiling (pantone 873)</li><li>Size: 210mm X 297mm (A4)</li><li>Stock: Dukuza plus matt 100sgm</li><li>Printing: single side foiled</li><li>Colour: Full colour</li><li>Font: Address: Arial 6pt</li><li>Paper colour: white</li><li>Screen: 150</li></ul> <p>Wording: Minister of Public Works and Infrastructure (after the logo)</p> <ul style="list-style-type: none"><li>Descriptor: Arial plain 7.3pt</li><li>Colour: Green</li><li>Kerning: 10</li></ul>	Ea	1000		

<p><b>2. COMPLIMENTARY SLIPS</b></p> <ul style="list-style-type: none"> <li>Quantity-1000</li> <li>Gold-foiling (pantone 873)</li> <li>Size: 210mm X 99mm (DL)</li> <li>Stock: Dukuza plus matt 100sgm</li> <li>Printing: single side foiled</li> <li>Colour: Full colour</li> <li>Font: Address: Arial 6pt</li> <li>Paper colour: white</li> <li>Screen: 150</li> </ul> <p>Logo-Ministry Public Works and Infrastructure Republic of South Africa</p>	Ea	1000		
<p><b>3. CORPORATE FOLDERS</b></p> <ul style="list-style-type: none"> <li>Quantity-1000</li> <li>Folder flat size: 510mm X 507mm</li> <li>Gold-foiling (pantone 873)</li> <li>Die line</li> <li>Scoring</li> <li>Stock: Magno matt 300gsm</li> <li>Printing:single side foiled</li> <li>Colour: full colour</li> <li>Size closed: 21mm X 305mm</li> <li>Paper colour: white</li> <li>Screen:150</li> </ul>	Ea	1000		
<p><b>4. A4 AND A3 ENVELOPE</b></p> <ul style="list-style-type: none"> <li>A4 Quantity X 500</li> <li>A3 Quantity X 500</li> <li>A5 Quantity X 1000</li> <li>Gold-foiling (pantone 873)</li> <li>Stock: Dukuza plus matt 100sgm</li> <li>Printing: single side foiled</li> <li>Colour: full colour</li> <li>Font: Address: Arial 6pt</li> <li>Paper colour: White</li> <li>Screen: 150</li> </ul> <p>Wording: will be provided</p>	Ea	2000		
<p><b>5. A4 AND A5 NOTEPAD</b></p> <ul style="list-style-type: none"> <li>A4 Quantity-250</li> <li>A5 Quantity-250</li> </ul> <p>-must have a cover page, 80 Inner pages, Adhesive binding, Each page must be branded in full colour, hardboard back page.</p> <ul style="list-style-type: none"> <li>Gold-foiling (pantone 873)</li> <li>Stock: Dukuza plus matt 100sgm</li> </ul>	Ea	500		

<ul style="list-style-type: none"> <li>• <i>Printing: single side foiled</i></li> <li>• <i>Colour: full colour</i></li> <li>• <i>Font: Address: Arial 6pt</i></li> <li>• <i>Paper colour: white</i></li> <li>• <i>Screen: 150</i></li> </ul> <p><i>Wording: will be provided</i></p>				
<p><b>6. MINISTRY BUSINESS CARDS</b></p> <ul style="list-style-type: none"> <li>• <i>Quantity X 1500</i></li> <li>• <i>Minister X1000</i></li> <li>• <i>Deputy Minister X 500</i></li> <li>• <i>The descriptor font must be 4.5pt, green in colour</i></li> <li>• <i>The person's name-Arial 8pt (in green colour) (bold)</i></li> <li>• <i>Address details-font Arial 5.5 black in colour</i></li> <li>• <i>Kerning-3</i></li> <li>• <i>Leading-5</i></li> <li>• <i>All to be centred</i></li> <li>• <i>Business card must be in full colour front</i></li> <li>• <i>Black and white at the back</i></li> <li>• <i>Quantity-500</i></li> <li>• <i>Gold-foiling (pantone 873)</i></li> <li>• <i>Size: 50mm X 90mm</i></li> <li>• <i>Sock: Bond 250gsm</i></li> <li>• <i>Printing: Double-sided, foiled one side</i></li> <li>• <i>Colour: full colour</i></li> <li>• <i>Font: Address: Arial 6pt</i></li> <li>• <i>Paper colour: white</i></li> <li>• <i>Screen: 150</i></li> <li>• <i>Back: Black and white</i></li> </ul> <p>MINISTRY PUBLIC WORKS AND INFRASTRUCTURE REPUBLIC OF SOUTH AFRICA</p>	<i>Ea</i>	<i>1500</i>		
<b>TOTAL PRICE</b>				

**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:**

**: Public Works  
: Corner Vermeulen and Bosman Street**

Enquiries : Pretoria  
Tel : Veronica Tshokwe  
: 012 406 1036

**Quotations must be submitted to the following email address:**  
**Veronica.Tshokwe@dpw.gov.za or 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.