



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

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	: RRQ210A0080
INVITATION DESCRIPTION	SUPPLY & DELIVERY OF BRANDED STATIONERY FOR MINISTRY
VALIDITY PERIOD	: 84 Days
CLOSING TIME	: 11:00
CLOSING DATE	: 04-06-2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
SUPPLY & DELIVERY OF BRANDED STATIONERY FOR MINISTER AND DEPUTY <i>please note that only suppliers with proof of address from GAUTENG will be allocated points for location under specific goal</i> PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE				
CORPORATE FOLDERS - Quantity – 1000 - Folder Flat size: 510 mm x 507 mm - Gold-foiling (pantone 873) - Die line - Scoring - Stock: Magno matt 300 gsm - Printing: single side foiled - Colour: Full colour - Size closed: 215mm x 305mm - Paper colour: white - Screen: 150	EACH	500		

LETTERHEADS • Quantity X500 • Gold-foiling (pantone 873) • Size: 210 mm X 297 mm (A4) • Stock: Dukuza Plus matt 100sgm • Printing: single side foiled • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 Wording: Minister of Public Works and Infrastructure (after the logo) • Descriptor: Arial Plain 7.3pt • Colour: Green • Kerning: 10	EACH	1500		
A3 Envelope • Gold-foiling (pantone 873) • Stock: Dukuza Plus matt 100sgm • Printing: single side foiled • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 Wording: will be provided	EACH	500		
A4 ENVELOPES • Gold-foiling (pantone 873) • Stock: Dukuza Plus matt 100sgm • Printing: single side foiled • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 Wording: will be provided	EACH	500		
A5 NOTEPAD A4 Quantity - - must have a cover page, 80 Inner pages , Adhesive binding, Each page must be branded in full colour, hardbord back page. • Gold-foiling (pantone 873) • Stock: Dukuza Plus matt 100sgm • Printing: single side foiled • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 Wording: will be provided	EACH	500		

, A4 AND A5 NOTEPAD - must have a cover page, 80 Inner pages , Adhesive binding, Each page must be branded in full colour, hardboard back page. • Gold-foiling (pantone 873) • Stock: Dukuza Plus matt 100sgm • Printing: single side foiled • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 Wording: will be provided	EACH	500		
.Ministry Business cards (MINISTER • The descriptor font must be 4.5pt, green in colour • The person's name – Arial 8pt (in green colour) (bold) • Address details – font Arial 5.5 black in colour • Kerning – 3 • Leading – 5 • All to be centred • Business card must be in Full colour front • Black and white at the back • Quantity – 500 • Gold-foiling (pantone 873) • Size: 50 mm X 90 mm • Stock: Bond 250gsm • Printing: Double-sided, foiled one side • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 • Back: Black and white MINISTRY PUBLIC WORKS AND INFRASTRUCTURE REPUBLIC OF SOUTH AFRICA	EACH	500		
.Ministry Business cards DEPUTY MINISTER • The descriptor font must be 4.5pt, green in colour • The person's name – Arial 8pt (in green colour) (bold) • Address details – font Arial 5.5 black in colour • Kerning – 3 • Leading – 5 • All to be centred • Business card must be in Full colour	EACH	500		

front • Black and white at the back • Quantity – 500 • Gold-foiling (pantone 873) • Size: 50 mm X 90 mm • Stock: Bond 250gsm • Printing: Double-sided, foiled one side • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 • Back: Black and white MINISTRY PUBLIC WORKS AND INFRASTRUCTURE REPUBLIC OF SOUTH AFRICA				
Slimline Media Banner Futures :Digitally printed onto bannerweaves , single sided,Trolly carry bag included,Portable aluminium frame - Quantity X3 - Size 3m L x 2.25m H - Branded with DPWI logos , printed in full colour - Layout and design X2 Dpwi Logos X1 Dpwi and entities Logos	<i>EACH</i>	<i>03</i>		
Slimline Media Banner Futures :Digitally printed onto bannerweaves , single sided,Trolly carry bag included,portable aluminium frame Quantity X4 - Size 3m L x 6m H - Branded with DPWI logos , printed in full colour - Layout and Design X1 Dpwi and Entities logoS X1 Dpwi Logos	<i>EACH</i>	<i>04</i>		

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

**Enquiries
Tel**

**: Public Works
: Corner Vermeulen and Bosman Street
: Pretoria
: Portia Moipolai
: 012 406 1812**

Quotations must be submitted to the following email address:
portia.moipolai@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.