



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 : RFQ0243
QUOTATION DESCRIPTION : 2023 CALENDARS AND DIARIES
VALIDITY PERIOD : 30
CLOSING TIME : 11:00
CLOSING DATE : 28/09/2022

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<u>2023 Calendar – A2 Desk Pad</u> <ul style="list-style-type: none"> • Quantity 3000 • Layout and design • Size – A2 landscape 594 x 420 mm • No. of pages (x13) • Full colour throughout • Printed only one side each page • Back page - backing hard board • Finishing: trimmed to size, collated, glue padded • Image and logos will be provided to the awarded service provider 	EACH	3000		
<u>2023 Calendar – A5 Desk calendar</u> <ul style="list-style-type: none"> • Quantity 3000 • Layout and design • Size 150 (w) x 140 (h) x 65 (depth) (pyramid design) • To be printed in full colour • 300 gsm gloss hard board • Printed in full colour both sides • Image and logos will be provided to the awarded service provider • 12 months calendar (6 months each side) with school and public holidays 	EACH	3000		
<u>2023 A4 Diaries</u> <ul style="list-style-type: none"> • Quantity 400 • It should contain 6 extra pages of the 	EACH	400		

department information which should be printed in full colour <ul style="list-style-type: none"> • Year 2023 on the cover • Material of front and back cover – Orange Semi leather cover • The cover should have a departmental logo and the departmental slogan written in Gold • Each page should include a motivational quote 				
<u>2023 A5 Diaries</u> <ul style="list-style-type: none"> • Quantity 400 • It should contain 6 extra pages of the department information which should be printed in full colour • Year 2023 on the cover • Material of front and back cover – Orange Semi leather cover • The cover should have a departmental logo and the departmental slogan written in Gold • Each page should include a motivational quote 	EACH	400		

Enquiries

Contact

Tel

E-mail

: Keneuwe Mathatho

: 012 406 2199

: keneuwe.mathatho@dpw.gov.za

Quotations must be submitted to:

ndpwquotations@dpw.gov.za

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.