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 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 : RFQ0260
QUOTATION DESCRIPTION : PROMOTIONAL STATIONERY
VALIDITY PERIOD : 30
CLOSING TIME : 11:00
CLOSING DATE : 17/08/2023

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
1. LETTERHEADS <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Descriptor: Arial Plain 7.3pt • Colour: Green • Kerning: 10 				
2.COMPLIMENTARY SLIPS <ul style="list-style-type: none"> • Quantity – 500 • Gold-foiling (pantone 873) • Size: 210 mm X 99 mm (DL) • Stock: Dukuza Plus matt 100sgm • Printing: single side foiled • Colour: Full colour • Font: Address: Arial 6pt • Paper colour: white • Screen: 150 Logo – Ministry Public Works and Infrastructure Republic of South Africa				

<p>3. CORPORATE FOLDERS</p> <ul style="list-style-type: none"> • 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 				
<p>4. A4 AND A3 Envelope</p> <p>A4 Quantity – 250 A3 Quantity - 250</p> <ul style="list-style-type: none"> • 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 <p>Wording: will be provided</p>				
<p>5. A4 AND A5 NOTEPAD</p> <p>A4 Quantity - 250 A5 Quantity - 250</p> <p>- must have a cover page, 80 Inner pages , Adhesive binding, Each page must be branded in full colour, hardbord back page.</p> <ul style="list-style-type: none"> • 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 <p>Wording: will be provided</p>				
<p>6. Ministry Business cards</p> <p>Quantity : 1000 Minister X500 Deputy Minister X500</p> <ul style="list-style-type: none"> • 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 				

<ul style="list-style-type: none"> • 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 <p>MINISTRY PUBLIC WORKS AND INFRASTRUCTURE REPUBLIC OF SOUTH AFRICA</p>				
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Enquiries

Contact

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: 012 406 2199

E-mail

: keneuwe.mathatho@dpw.gov.za

Quotations must be submitted to the following email address:
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.