



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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**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** : RFQ0348  
**QUOTATION DESCRIPTION** : **SUPPLY AND DELIVERY OF 2025 DIARIES AND CALENDARS**  
**VALIDITY PERIOD** : 84  
**CLOSING TIME** : 11:00AM  
**CLOSING DATE** : 19/11/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<b>SUPPLY AND DELIVERY OF 2025 DIARIES AND CALENDARS.</b>				
<b>-2025 Calendar- A2 Desk pad</b> -Layout and design -Size – A2 Landscape 594 x 420mm -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	<b>EACH</b>	<b>4000</b>		
<b>-2025 Calendar- A5 Desk Calendar</b> -Layout and design -Size 150(w) x 140 (h) x 65 (depth)	<b>EACH</b>	<b>4000</b>		

<p><i>(pyramid design)</i></p> <ul style="list-style-type: none"> <li>-To be printed in full colour</li> <li>-300 gsm gloss hard board</li> <li>-Printed in full colour both sides</li> <li>-Image and logos will be provided to the awarded service provider.</li> <li>-12 months calendars (6 months each side) with school and public holidays underneath.</li> </ul>				
<p><b>-2025 A4 Diaries</b></p> <ul style="list-style-type: none"> <li>- Layout and design</li> <li>-It should contain 6 extra pages of the department information which should be printed in full colour.</li> <li>-Year 2025 on the cover</li> <li>-Material of front and back cover – Orange Semi leather cover.</li> <li>-The cover should have a Departmental logo and the Department slogan written in Gold.</li> <li>-Each page should include a motivational quote.</li> </ul>	<b>EACH</b>	<b>800</b>		
<p><b>-2025 A5 Diaries</b></p> <ul style="list-style-type: none"> <li>- Layout and design</li> <li>-It should contain 6 extra pages of the department information which should be printed in full colour.</li> <li>-Year 2025 on the cover</li> <li>-Material of front and back cover – Orange Semi leather cover.</li> <li>-The cover should have a Departmental logo and the Department slogan written in Gold.</li> </ul>	<b>EACH</b>	<b>800</b>		

-Each page should include a motivational quote.				
<i>The service provider should be located in Gauteng province for scoring of specific goals.</i>				

Please e-mail the completed quotation to

: Public Works  
: Corner Church and Bosman Street

Enquiries

: Tshwarelo Ramoleta

Tel

: 012 406 1248

E-mail

: [tshwarelo.ramoleta@dpw.gov.za](mailto:tshwarelo.ramoleta@dpw.gov.za)

Quotations must be submitted to the following email address:  
[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@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.