



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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 : RFQ0264
QUOTATION DESCRIPTION : TRAINING: MANAGERIAL SKILLS FOR PERSONAL ASSISTANT AND SECRETARIES
VALIDITY PERIOD : 30
CLOSING TIME : 11:00
CLOSING DATE : 05/09/2023

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
Training: Managerial Skills for Personal Assistant and Secretaries (See attached Terms of Reference)	EACH	01		

Enquiries

Contact : Keneuwe Mathatho
Tel : 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.