



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1036 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 | : RFQ140A0290 |
| INVITATION DESCRIPTION | : SECRETARY CONFERENCE 2025 |
| VALIDITY PERIOD | : 84 Days |
| CLOSING TIME | : 11:00 |
| CLOSING DATE | : 22/09/2025 |

| DESCRIPTION | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST (INCL VAT) | TOTAL AMOUNT (INCL VAT) |
|---|------------------|-------------------|----------------------|-------------------------|
| REQUEST FOR QUOTATION FOR SECRETARY/ PA SEMINAR/ CONFERENCE 2025 FOR 03 OFFICIALS FROM 23/09/2025 TO 25/09/2025 TAKING PLACE AT DURBAN | <i>Ea</i> | <i>03</i> | | |
| <u>SEE ATTACHED TERMS OF REFERENCE</u> | | | | |
| TOTAL PRICE | | | | |

SUPPLIER LOCATION MUST BE GAUTENG PROVINCE FOR AWARDING OF POINTS ON LOCALITY

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

| | |
|--|--------------------------------------|
| Enquiries | : Public Works |
| Tel | : Corner Vermeulen and Bosman Street |
| | : Pretoria |
| | : Veronica Tshokwe |
| | : 012 406 1036 |
| <u>Quotations must be submitted to the following email address:</u> | |
| <u>Veronica.Tshokwe@dpw.gov.za or ndpwquotations@dpw.gov.za</u> | |

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.