



public works  
& infrastructure  
Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 406 1812 Fax: 321-0517  
Website: [www.publicworks.gov.za](http://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 : RFQ140A0451  
INVITATION DESCRIPTION : MINUTES TAKING COURSE  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 24-01-2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<b>MINUTES TAKING COURSE FOR 38 LEARNERS</b>	<b>LEARNERS</b>	<b>38</b>		
<b>PLEASE NOTE REFERR TO THE ATTACHED TERMS OF REFERENCE</b>				

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

**Enquiries Tel** : Public Works  
: Corner Vermeulen and Bosman Street  
: Pretoria  
: Portia Moipolai  
: 012 406 1812

**Quotations must be submitted to the following email address:**  
[portia.moipolai@dpw.gov.za](mailto:portia.moipolai@dpw.gov.za) or [ndpwquotatons@dpw.gov.za](mailto:ndpwquotatons@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.