



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

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E-mail: Phuti.Mahlanya@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 : RFQ165A0107  
QUOTATION DESCRIPTION APPOINTMENT OF A SERVICE PROVIDER TO TRANSCRIBE TWO  
AUDIO RECORDING  
VALIDITY PERIOD : 84  
CLOSING TIME : 11:00  
CLOSING DATE : 18.06.2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<b>Specification of the required service:</b> <ul style="list-style-type: none"><li>• Transcription of two audio recordings into word format.</li><li>• The first recording should be transcribed until its 25<sup>th</sup> minutes</li><li>• The second recording to be transcribed from its 5<sup>th</sup> minutes 18 seconds to its 35 minutes</li><li>• The total number of records to be transcribed is 55 minutes all inclusive</li></ul>	Each	One (1) word format for each recording		
<b>Total Bid amount</b>				

**Please e-mail the completed quotation to**

**Enquiries** : Public Works  
**Tel** : Corner Church and Bosman Street  
**E-mail** : **Phuti Mahlanya**  
: **012 406 1658**  
: [Phuti.Mahlanya@dpw.gov.za](mailto:Phuti.Mahlanya@dpw.gov.za)

**Quotations must be submitted to the following email address: Phuti.Mahlanya@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.**