



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 : RFQ165A0532  
INVITATION DESCRIPTION : **TRANSCRIPTION OF TWO AUDIO RECORDINGS INTO A WORD FORMAT DOCUMENT**  
VALIDITY PERIOD : 84 Days  
CLOSING TIME : 11:00  
CLOSING DATE : 10-03-2026

| DESCRIPTION  | UNIT OF PURCHASE | QUANTITY REQUIRED | UNIT COST (INCL VAT) | TOTAL AMOUNT (INCL VAT) |
|--|------------------|-------------------|----------------------|-------------------------|
| <p><b>TRANSCRIPTION OF TWO AUDIO RECORDINGS INTO A WORD FORMAT DOCUMENT</b></p> <p>1) 1st recording is 29mb<br/>2) 2<sup>nd</sup> recording is 48mb</p> <p><b>NB: Must be a certified transcribers<br/>Attach proof of professional body<br/>Attach certificate of accuracy</b></p> <p><b>Deliverables: Transcript to be binded</b></p> <p><i>please note that only suppliers with proof of address from GAUTENG PROVINCE Province will be allocated points for location under specific goal</i></p> | <i>Each</i>      | <i>02</i>         |                      |                         |

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  
: 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.