



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 1658 Fax: 086 272 8850
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 : RFQ165A110 QUOTATION DESCRIPTION APPOINTMENT OF A
SERVICE PROVIDER TO TRANSCRIBE TWO AUDIO RECORDING
VALIDITY PERIOD : 84
CLOSING TIME : 11:00
CLOSING DATE : 01.07.2026

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
Specification of the required service: • Transcription of two audio recordings into word format. • The first recording should be transcribed until its 25th minutes • The second recording to be transcribed from its 5th minutes 18 seconds to its 35 minutes • The total number of records to be transcribed is 55 minutes all inclusive	Each	One (1) word format for each recording		
Total Bid amount				

Please e-mail the completed quotation to

	: Public Works
	: Corner Church and Bosman Street
Enquiries	: Phuti Mahlanya
Tel	: 012 406 1658
E-mail	: Phuti.Mahlanya@dpw.gov.za

Quotations must be submitted to the following email address: Phuti.Mahlanya@dpw.gov.za OR ndpwquotations@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.