



Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street.  
Private Bag X447, Pretoria, 0001

## REQUEST FOR QUOTATION OF GOODS AND SERVICES

RFQ NO: 47AM(25/26)

### IMPORTANT INFORMATION FOR CONSIDERATION BY SUPPLIERS

#### NOTE:

- Tenderers are required to use this Request for Quotation (RFQ) Form when quoting and include VAT per item (where applicable), and the quotation must be on your company's letterhead; correct banking details should also be included on the quotation.
  - All quotations must be submitted to [Quotations@dfpe.gov.za](mailto:Quotations@dfpe.gov.za). However, quotations received after the closing date and time will NOT be accepted for consideration.
  - For quotations with a Rand value up to R50 000 000, the preference point system of **80/20** will apply, where **80** points will be for (Price) and **20** points will be for **Specific Goals** (more than 50% ownership by either Black People, Women or People living with Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000),
  - A trust, consortium, or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g. two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points),
  - DFPE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.
  - Unless specifically stated by DFPE in the specification, all received prices must be firm until the required goods or services are delivered to the specified location. **No price adjustment will be accepted, except those that are subject to the rate of exchange.**
  - For bidders to claim preference points, the following must be adhered to;
    - Submit a complete and signed SBD 6.1, which is used for claiming specific goals.
    - Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
    - Submit a SANAS/ Companies and Intellectual Property Commission (CIPC) Accredited B-BBEE certificate or sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race, gender, or
    - Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
    - CSD Registration Report or MAAA..number.
  - Failure on the part of a tenderer to submit proof or document required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.
  - DFPE reserves the right to:
    - Perform due diligence during the evaluation of quotations on information submitted by tenderers.
    - NOT to appoint any tenderer.
  - Tenderers must indicate delivery timelines and quotation expiry date (**Unless otherwise stated, quotations will be deemed valid for a period of 30 days from the date RFQ closes**)
  - Tenderers are required to duly complete and sign the **SBD 4** and **SBD 6.1** forms, respectively.
  - DFPE reserves the right to negotiate prices with the preferred tenderers in line with the legislative requirements.
- In a case where there are pictures and or brand names on the specification, tenderers must note that those pictures are for illustration purposes and similar or equivalent brand specifications will be accepted by the Department.**

### SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:			
TEL NO:		EMAIL ADDRESS:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:	Zola Mdlangazi		
DATE REQUESTED:	26 MAY 2025		
SERVICE/GOODS LOCATION	GA-MATJI VILLAGE, LIMPOPO PROVINCE		

### SUBMIT QUOTATION TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

ATTENTION TO:	Zola Mdlangazi		
TEL NO:	012 399 9059	EMAIL ADDRESS:	Quotations@dfpe.gov.za
CC EMAIL ADD:	ZMdlangazi@dfpe.gov.za		
CLOSING DATE: 02 June 2025		TIME	1   1 : 0   0

MANDATORY REQUIREMENTS (YES/NO)

Proof Attached  
(to be completed by DFPE)

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"

Professional registration:	NO		
The above mandatory requirements will apply, and bidders must submit the requested requirements indicated above with the RFQ documents at the closing date and time of the RFQ. Bidders who fail to comply with any of the mandatory requirements will be disqualified and not be evaluated further.			



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED REQUEST FOR VIP BREAKFAST AND DECOR FOR MINISTERIAL EVENT AT GA-MATJI VILLAGE, LIMPOPO PROVINCE	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be the same as the quotation attached)
	<b>Event Details</b> <b>Date 17 June 2025</b> <b>Venue: (Mphanama Community Hall) pending confirmation of the meeting venue for DM and the Chiefs</b> <b>Pax: 100</b>				
1.	<b>DECOR: (Pax: 100)</b> <b>Set up: 16 June 2025 (Handover at 15:00)</b> <b>Strike down: 17 June 2025 at 12:00</b>  <b>Set up: banquet style</b>				
	- "x10 round tables one to accommodate 10 to 12 seater(1,8m x 76 cm )	Each	10		
	- x10 white round table clothes for (1,8m x 76 cm table)	Each	10		
	- x10 ethnic centerpieces( Clear glass vase with artificial flowers)	Each	10		
	- x White 100 Phoenix chairs with white cushions	Each	100		
	- x8 serving trestle tables (1.8m length, 76 width and 75 cm height) with white stretch covers (to be set up boardroom style for briefing session at the Community hall)	Each	8		
<b>TOTAL AMOUNT (Excl. 15% VAT)</b>					
<b>TOTAL VAT 15%</b>					
<b>GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)</b>					
Note: All delivery costs, all applicable taxes, includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions and skills					

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<p>development levies, must be included in the bid price for delivery at the prescribed destination.</p> <p>NB: The service provider must submit a valid quotation as per the above guideline on his/ her letterhead reflecting the item descriptions, validity, banking details, contact details and CSD MAAA number.</p>	
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