

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

# REQUEST FOR QUOTATIONS (RFQ)

|  |
| --- |
| **You are hereby invited to submit a Quotation for the requirements of the Department of Forestry, Fisheries & Environment** |
| **RFQ number** | **RFQ 256AM (25/26)** |
| **RFQ Description** | **Request for training for pest control for 1 official** |
| **RFQ Issue Date** | **08 September 2025** |
| **Closing date and Time** | **16 October 2025 At 11:00AM** |
| Delivery address | **BLOEMFONTEIN (VENUE–BASED)** |
| **COMPULSORY/ NON-COMPULSORY BRIEFING SESSION** | **None** |
| **Briefing Session Date and Time: (IF APPLICABLE)** | **None** |
| **Mandatory Requirement *(non-submission will lead to disqualification)*** | * **CSD Registration Report**
 |
| **RFQ validity period:** |  **90 days (commencing from the RFQ Closing Date)** |
| **RFQ enquiries must be emailed to:** | **rfqenquiries@dffe.gov.za** |
| **RFQ responses must be emailed to:** | **Quotations1@dffe.gov.za** **Please use the RFQ Number about the email when responding to this RFQ** |

**CONDITIONS OF THIS RFQ**

1. Suppliers are required to submit a formal quotation on a company letterhead, indicating the supplier CSD number (MAAA number); correct banking details should also be included on the quotation and include VAT per item (where applicable).
2. Quotations received after the closing date and time at Quotations1@dffe.gov.za **will NOT** be accepted for consideration.
3. For quotations with a Rand value up to R1 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** in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000).
4. A maximum of 20 (twenty) points will be awarded to a supplier for the Specific Goals specified for the RFQ. A total of 20 (twenty) points will be awarded to a Supplier as follows:
	1. 20 (twenty) points if the Bidder has more than 50% (fifty percent) ownership of Black People or Women, or people with disabilities; or
	2. 0 (zero) points if the Bidder has 50% (fifty percent) and below ownership of Black People or Women, or people with disabilities.
5. 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),
6. DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.
7. Unless specifically stated by DFFE 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.***
8. **For bidders to claim preference points, the following must be adhered to:**
9. Submit a complete and signed SBD 6.1, which is used for claiming specific goals.
10. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
11. 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
12. Submit the Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
13. Failure on the part of a tenderer to submit proof or documents 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.
14. **DFFE reserves the right to:**
15. Perform due diligence during the evaluation of quotations on information submitted by tenderers.
16. Please take note that DFFE is not bound to select any of the suppliers submitting a quotation. DFFE reserves the right not to award any of the RFQ and not to award the contract the lowest bidding price.
17. DFFE reserves the right to reject quotations that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be evaluated further.
18. DFFE reserves the right to seek clarity, request additional information and verify documents submitted by suppliers.
19. During this evaluation, RFQ documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the RFQ documents at the closing date and time of the RFQ.
20. Suppliers must indicate delivery timelines and quotation expiry date (**Unless otherwise stated, quotations will be deemed valid for a period of 90 days from the date RFQ closes.**)
21. All SBD documents (SBD 4 and SDB 6.1) must be duly completed and signed, and must be submitted together with the quotation
22. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other service provider(s) who has not been recommended.
23. The price will be valid for 90 days from the closing date of the bid. The department reserves the right to extend the validity of the FRQ, where a written letter will be sent to every bidder that responded to the RFQ. In terms of procedural fairness, the bidder will be given an opportunity to respond, in writing, to the terms and conditions of the RFQ and the RFQ price. Such acceptance of the terms and conditions of the RFQ and RFQ price becomes legally binding in the procurement process. Any supplier that did not respond to the extension of the bid validity period, in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period.
24. ***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.***

**SPECIAL CONDITIONS OF THIS RFQ**

1. Accepted RFQ’s will be communicated by way of an official purchase order or a promissory note signed by a duly authorized official. Accordingly, no goods, services or works must be prepared or delivered before an official purchase order or a promissory note is received by the respondent. All prices quoted must be firm and be inclusive of Value Added Tax (VAT), where applicable
* The lowest or any offer will not necessarily be accepted and DFFE reserves the right to accept any offer either in full or in part.
* The offer remains binding and open for acceptance by DFFE during the validity period indicated and calculated from the closing time and date of this RFQ.
* DFFE reserves the right not to make an appointment for this RFQ.

**PRIVACY AND PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles by applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

DFFE’s role as the party responsible is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective service providers and third parties.

DFFE will process personal information only with the knowledge and authorization of the bidder/ respondent and will treat the personal information which comes to its knowledge as confidential and will not disclose it unless so required by law or subject to the exception contained in the POPIA.

DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.

In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bid. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for evaluation and subsequent award of the tender and by any applicable law.

**REASONS FOR DISQUALIFICATION**

Service providers will be disqualified for the following:

1. Non-compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database (CSD) or through SARS’s e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate, for example membership that does not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury’s Database of restricted suppliers and defaulters

I hereby accept the above-mentioned conditions

**This RFQ is subject to the general conditions of the RFQ, the National Treasury’s general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).**

**NAME OF BIDDER (COMPANY NAME) ……………………………………**

**SIGNATURE…………………………**

**CAPACITY………………………………………………. DATE…………**