**REQUEST FOR QUOTATION OF GOODS AND SERVICES**

**RFQ NO: RFQ31AM (25/26)**

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| **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.*
* Quotations received after the closing date and time at Quotations1@dffe.gov.za 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, Women or 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),
* DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed,
* 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.***
* **For bidders to claim preference points, the following must be adhered to;**
1. Submit a complete and signed SBD 6.1, which is used for claiming specific goals.
2. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
3. 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
4. Submit Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
5. CSD Registration Report or MAAA..number.
* 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.
* **DFFE reserves the right to:**
1. Perform due diligence during the evaluation of quotations on information submitted by tenderers.
2. 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,*
* DFFE reserves the right to negotiate prices with the preferred t*enderers* 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:** |  |
| **DATE REQUESTED:** | **20 May 2025** |
| **SERVICE/GOODS LOCATION** |  |
| **SUBMIT QUOTATION TO DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT** |
| **ATTENTION TO:** |  |
| **TEL NO:** |  | **EMAIL ADDRESS:** | Quotations1@dffe.gov.za  |
| **CC EMAIL ADD:** Sithembela Mthalane smthalane@dffe.gov.za  |
| **CLOSING DATE: 26 May 2025****(Quotations to be advertised for at least 5 days)** | **CLOSING** | **TIME** | **1** | **1** | **:** | **0** | **0** |
| **MANDATORY REQUIREMENTS (YES/NO)** | **Proof Attached****(to be completed by DFFE)** |
| **Professional registration:**  | **NO** |  |  |
| **Food Premises Certificate issued by the Municipality.** | **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 will not be evaluated further.** |

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| **NO** | **BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED:****EXHIBITION STANDS HIRE** | **UNIT OF ISSUE** **(BOX/ ITEM)** | **QUANTITY OF ITEM(S)** | **UNIT AMOUNT** | **TOTAL AMOUNT** **(to be same as the quotation attached)** |
| **EXHIBITION SPECIFICATIONS FOR G20 TECHNICAL MEETING,** **VENUE: SKUKUZA SAFARI LODGE, SKUKUZA REST CAMP, KRUGER NATIONAL PARK, MPUMALANGA, 11 – 19 JULY 2025** |
| 01. | Country stand design sample for 6x3 A close-up of a booth  Description automatically generated | 6x3 Exhibition Stand Design | 1 |  |  |
| 02. G20 stand artworks and fittings | **Graphics :**8750 x 24002250x22001000x24001000x100 | 4 |  |  |
| Astro Turf (green) for 6x3 Flooring | 1 |  |  |
| Lockable counter with branding for 6mX3m stand | 1 |  |  |
| Electrical plug points for DFFE stand | 2 |  |  |
|  | Spotlights for DFFE stand | 2 |  |  |
| 03. |  Exhibition shell schemes  | 3 by 3 shell scheme stands | 14 |  |  |
| 1 electrical plug point per stand | 14 |  |  |
| 1 spotlight per stand | 14 |  |  |
| Brochure stands | 16 |  |  |
| Small bins | 16 |  |  |
| Fascia board per stand (with G20 branding, look and feel and company name)Vinyl letter company names on the fascia boardPotted plants 16 to be placed randomly at exhibition hall | All standsPer confirmed exhibitor16  |  |  |
| 27”- 32” inch (68 cm-82 cm) free standing screens with USB port, with relevant HDMI cables | 13 |  |  |
| Flooring and interlocking carpet flooring per exhibition stand, colour: bottle green VIP entrance astro turf (green) from the entrance leading to the DFFE exhibition stand | 30m X 10m exhibition area  |  |  |
| 04 | A black and white image of a room with chairs  AI-generated content may be incorrect. | 1 Side Event Area setting within the exhibition marquee-20 white chairs | 1 |  |  |
| X PA System x 2 Speakers 2 roving mics location inside exhibition areaRelevant cabling and set up  | 2 |  |  |
| 05 |  **A clear podium with a clear base  AI-generated content may be incorrect.**  | Clear podium with G20 branding in full colour (for side event and main conference venue) | 2 |  |  |
| 06 |  | Cocktail tables | 16 |  |  |
| 05. |  A white bar stool with a chrome base  Description automatically generated | White barstools with back support | 48 |  |  |
| 06. | A white rectangular display box  AI-generated content may be incorrect.  | 1m X 1m Lockable counter, white1 full colour logo /name of organisation on the front of the counter20 or per counter | 14 |  |  |
| 07. |   | Free standing heaters with gas | 2 |  |  |
| 08. |   | **Two (02) Pause areas:**Pause area setting with 2X two -seater couches-white colour  | 4 |  |  |
| Coffee tables (as on the floor layout) | 2 |  |  |
| African ornament for décor | 2 |  |  |
| White ottoman | 2 |  |  |
| Small bins per pause area | 4 |  |  |
| 09 |  | Hot and cold water dispensers Water supply for duration of the conference-4 daysDisposable cups-1000 | 4 |  |  |
| 10. | Fire extinguishers for emergency | Fire extinguishers for emergency4kg DCP Fire extinguishers | 5 |  |  |
| **IMPORTANT REQUIREMENTS:** * **Electric certificate**
* **Engineer’s certificate**
* **Floor plan drawing/design**
* **Transportation, build-up and break- down of the stands:**

***Set up date: 11 July 2025 from 08:00 a.m.******Break down: 19 July 2025*** |
| **TOTAL AMOUNT (Excl. 15% VAT)** |  | **R** |
| **TOTAL VAT 15%** |  | **R** |
|  **GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)**Note: All delivery costs, all applicable taxes, includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions and skills development levies must be included in the bid price, for delivery at the prescribed destination.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. |  | **R** |
|  | **NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries, and the Environment.*** **Failure to deliver goods within the agreed timelines might result in an order being cancelled and possible inclusion on the Database of Restricted Suppliers by the National Treasury**
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