

Dear Supplier / Bidder

This serves as the request for quotation (RFQ) from the Department of Tourism for suppliers to prepare and submit written price quotation. **Note that the 80 / 20 preference point system will be applied.** Bidders are required to submit written price quotation including documentary proof to claim points for Women and Black ownership, valid sworn affidavit for EME or QSE, compliant tax clearance certificate or pin, updated Central Supplier Database (CSD) report and banking details, before stipulated closing date and time.

**Bidders should adhere to the following instructions and non adherence may result in disqualification of the proposal / RFQ;**

1. Standard Bidding Document (SBD1) or RFQ must be completed, signed and returned;
2. Standard Bidding Document (SBD4) – Bidder's Disclosure must be completed, signed and returned; and
3. All written price quotations or bids received after closing date and time of **02 February 2026 at 11H00AM** will not be considered – (*will be disqualified and recorded as received late*)

**NOTE :**

- ✓ All completed and signed documents should be retuned and submitted with bidders written price quotation covering the RFQ scope of work and proposal to Tourism House, 17 Trevenna Street, Sunnyside, Pretoria
- ✓ *Hand delivered RFQ / RFP must be recorded in a quotation register. Failure to record submitted RFQ / RFP will result in disqualification.*
- ✓ ***Only hand delivered quotation/proposal will be accepted***

Kind regards