



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: 32 AMR (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 in your company's letterhead, correct banking details should be also included on the quotation.
- Quotations received after the closing date and time, at the [Quotations@dfpe.gov.za](mailto:Quotations@dfpe.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),
- 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 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:	09 June 2025				
SERVICE/GOODS LOCATION	Pretoria				
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: 17 June 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 DFPE)			
Professional registration:	NO				

\*Any reference to the 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"

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: REQUEST FOR A QUALIFIED SERVICE PROVIDER TO PROVIDE PROGRAMME IN PROJECT MANAGEMENT COURSE FOR FOUR (4 ) DFFE OFFICIALS LOCATION: FACE TO FACE	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)
01	<p><b>Request for Programme in Project Management Course for four (4) participants</b></p> <p>The Department of Forestry, Fisheries and the Environment (DFFE) is seeking quotations from qualified service providers to deliver a comprehensive Programme in Project Management Training Course to four (4) participants (EPWP Youth &amp; Contractor Development Region 1). The objective of this course is to equip participants with key project management skills aligned with industry standards (such as PMI's PMBOK or PRINCE2) and practical tools for managing real-world projects.</p> <p><b>Scope of Work</b></p> <p>The selected service provider will be responsible for:</p> <ul style="list-style-type: none"><li>• Designing instructor-led training course</li><li>• Providing course materials, handouts, templates, and a completion certificate.</li><li>• Customizing content to align with public sector environment.</li><li>• Covering key project management concepts</li><li>• Conducting pre- and post-assessments</li></ul> <p><b>The Programme content should include (but not limited to):</b></p> <ul style="list-style-type: none"><li>• Project management principles, practices and scheduling</li><li>• Legal aspects for project managers</li><li>• Project risk management</li></ul>	Each	04

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	<ul style="list-style-type: none"> <li>• People side of project management</li> <li>• Project quality management</li> <li>• Financial principles and project cost management</li> <li>• Project management in the business context</li> <li>• Project lifecycle and methodologies (Agile, Waterfall, Hybrid)</li> <li>• Scope, time, and cost management</li> <li>• Risk management</li> <li>• Stakeholder engagement</li> <li>• NQF Level 6</li> <li>• Credits of the course</li> <li>• Duration of the course: 16 -20 days</li> </ul> <p><b>Nature of Conducting the Training:</b> Face to face session</p> <p><b>Course Duration:</b> The service provider to indicate the duration of course on quotation and duration should be 16- 20 working days.</p> <p><b>Accreditation:</b> The service provider to indicate the Course NQF level 6</p> <p><b>Assessment and Certification:</b> The delegates must undergo an assessment to receive a certificate of competency, which determines their level of competence. A certificate of attendance will be issued to delegates who do not complete the assessment.</p> <p><b>Training Venue and Catering:</b> The costing by service provider must include the venue and catering (breakfast, lunch and afternoon tea) for the duration of training.</p>		
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<p>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.</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>			
<p><b>NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</b></p> <ul style="list-style-type: none"> <li>• <b>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</b></li> </ul>			