

**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: DFFEQ012E(22/23)

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 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),
- 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 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 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.
- DFFE 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, SBD 6.1** forms respectively,
- DFFE reserves the right to negotiate price 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 purpose and similar or equivalent brand specifications will be accepted by the Department.

SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:			
TEL NO:		FAX NO:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			
DATE REQUESTED:	07 June 2023		
SERVICE/GOODS LOCATION	473 Environment House, Arcadia, Pretoria 0001		

SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

ATTENTION TO:	Nico Mamojele		
TEL NO:	012 399 9073	EMAIL ADDRESS:	Quotations@dfpe.gov.za
CC EMAIL ADD : Matome Monyela mmonyela@dfpe.gov.za Given Ramulifho gramulifho@dfpe.gov.za			

CLOSING DATE: 19 June 2023 **CLOSING** **TIME** 1 4 H 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 not be evaluated further.

*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"



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
01	Bantex A4 lever arch file with plastic cover 70mm or equivalent (Black, Green or White).	10 each box	5		
02	Bantex A4 level arch file cover 50 mm or equivalent.	10 each box	5		
03	Bantex A4 level arch file with plastic cover 30mm or equivalent.	10 each box	5		
04	A4 Plain PVC 10 Tab Dividers Assorted Colours or Equivalent	100 packet each	5		
05	Treeline A4 Counter Book 2 Quire Feint & Margin 192 pages or equivalent	10 each box	10		
06	A4 Carry Folder 12 Assorted Colours or equivalent	5 packet each	20		
07	File dividers	Pack of 12	22		
08	Filing trays	1	2		
09	Flash Drive 16GB or equivalent	1	20		
10	Paperpro Compact Half Strip 15 Sheet Stapler or equivalent	1 unit	10		
11	Treeline Orange Handle Scissors 210 mm or equivalent	1 unit	11		
12	Tower Urgent Label 125s or equivalent	1 unit	4		
13	5 x (150 Flags) Pop-Up Flags Assorted Colours 45x12 mm 5 pads x 30 Sign Here Repositionable Self Adhesive or equivalent	10 strips	5		
14	Pritt glue Stick 43g or equivalent	5 pack	5		
15	Parrot product GU 10 20 Sheet A4 steel base Guillotine (310mm)	1	1		

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16	Parrot Thumbtacks Assorted	Pack of 30	11		
17	Parrot Laminating Pouches A4 220X310 160mic Box 100 or equivalent	Box 100 sheets	2		
18	Waller 6 Highlighters Assorted Colours or equivalent	6 each pack	11		
19	Pentel 0.7mm Superb Ball Pen Fine Black or equivalent	12 each pack	11		
20	Pilot BPS Ballpoint Pen Fine Black or equivalent	20 each pack	5		
21	Pilot BPS Ballpoint Pen Fine Blue or equivalent	20 each pack	5		
22	Pentel Energel X Retractable Gel Roller Pen 0.7mm Blue or equivalent	12 each pack	8		
23	Pentel Energel X Retractable Gel Roller Pen 0.7mm Black or equivalent	12 each pack	8		
24	Pentel Energel X Retractable Gel Roller Pen 0.7mm Green or equivalent	12 each pack	8		
25	Pilot G2 07 Fine GEL Ink Retractable Rollerball Pen Black or equivalent	12 each pack	8		
26	Pentel Energel X Retractable Gel Roller Pen 0.7mm Blue or equivalent	12 each pack	8		
27	Rubber Bands size 33 or equivalent	100g	5		
28	Staedler HB Pencils 12PK Tradition or equivalent	12 pack	11		
29	Staedler Rasoplast Sleeved Eraser 43x 19 x13mm or equivalent	30 each pack	1		
30	Staedler Asst Rulers-Pkt -12 (30cm) or equivalent	12 pack	2		
31	Pencil Sharpener Canister or equivalent	12 pack	1		
32	Journal notebooks (A5) lined pages,160 pages,elastic closure & Ribbon page saver (Black cover) or equivalent	1	7		
33P	Journal notebook (A5) lined pages ,160 pages,elastic closure & page saver (Turquoise cover) or equivalent	1	7		
34	Sharp EL-531 WHB Scientific 12 digit	1	11		

35	Multifuntion Office Stationary Box	1	11		
36	Metal Paper ClipS(Black) 51mm, 19mm,12mm	3 boxes	5		
37	Plastic Paper Clip 52mm	100 each box	2		
38	Staple Remover 36mm	1	24		
39	Correction Tape	1	11		
40	Fellowes Mouse Pads Microban or equivalent	1	11		
41	Cable Zip 2m (Black)	1	5		
42	Staples	1box	11		
43	Hole Puncher,2 hole	1	11		
44	Permant Marker	1	22		
45	Sticky Labels(Colours)	3 pack	11		
46	Heavy Duty Staplers and Staples	1	3		
47	Clipboard A4 PVC Blue/White	1	10		
48	Energizer Tape AA,AAA 1XAAA Bateries(Pack of 4) 1XAA Bateries (Pack of 4)	1	11		
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					

Batho pele- putting people first

	National Treasury
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forestry, fisheries and the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

PROSPECTIVE BIDDERS ARE TO NOTE THE FOLLOWING:

1. Quotations **must** be submitted within the stipulated date and time to the correct email address Quotations@dffe.gov.za. **QUOTATIONS SUBMITTED LATE AND TO THE INCORRECT EMAIL ADDRESS MAY NOT BE TAKEN INTO CONSIDERATION.**
2. The following information must be on the email subject line when submitting quotations:
 - i. RFQ Reference number AND
 - ii. Brief description of item(s)/service(s) - as on the RFQ Form (Example: DFFE Q00(21/22) – Catering)

3. ENQUIRIES:

All enquires related to the RFQ should be directed to the Chief User/Email that requested the quotation and NOT to Quotations@dffe.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 **To be completed by the organ of state:**

The total points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation 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.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of **Regulation 4(2)** of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- (a) any other invitation for tender, that is 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	A: Number of points allocated (80/20 system) (To be completed by the organ of state)	B: Number of points claimed (80/20 system) (To be completed by the tenderer) B=A(20)
more than 50% (fifty percent) ownership by Black people	20	
more than 50% (fifty percent) ownership by Women	20	
more than 50% (fifty percent) ownership by people with disabilities	20	
NB: POINTS CLAIMED BY SUPPLIER MUST BE THE SAME AS POINTS IN A FOR SPECIFIC GOALS		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	