



forestry, fisheries & the environment

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

*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	RFQ336AM (25/26)
RFQ Description	Supply and delivery of Vetting of Qualifications (Refer to Annexure A below)
RFQ Issue Date	02 December 2025
Closing date and Time	09 December 2025 At 11:00AM
Delivery address	<i>Environment House, Cnr Steve Biko Road & Soutpansberg Street Cnr Steve Biko Road & Soutpansberg Street, Pretoria</i>
COMPULSORY/ NON-COMPULSORY BRIEFING SESSION	None
Briefing Session Date and Time: (IF APPLICABLE)	None
Mandatory Requirement (<i>non- submission will lead to disqualification</i>)	None
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 on the subject of 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:
 - 4.1 20 (twenty) points if the Bidder has more than 50% (fifty percent) ownership of Black People or Women, or people with disabilities; or
 - 4.2 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 RFQ, 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

25. 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.....

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (Department of Forestry, Fisheries & Environment)

RFQ NUMBER:	RFQ336AM (25/26)	CLOSING DATE:	09 December 2025	CLOSING TIME:	11:00AM
DESCRIPTION					
RFQ RESPONSE DOCUMENTS MAY BE SUBMITTED ON THE CENTRAL EMAIL					
quotations1@dffe.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	RFQenquires@dffe.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



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

NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: REQUEST FOR TO CONDUCT THE VERIFICATION OF TERTIARY QUALIFICATIONS FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT.	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
01	Appointment of the service provider to conduct the verification of tertiary qualifications for the DFFE (36) Board members. <ul style="list-style-type: none">• 121 records of qualifications should be verified.• The electronic report should be provided within 30 days after the issue of the purchase order.• Provide a detailed report of the verified qualification(s), i.e. relevant institution, year obtained and NQF level.• Provide authentic verification reports timeously.• Limit the report's details to the Department, and it should not be divulged to the third party.• The service provider will be expected to utilise their resources to meet the expected deliverables.	Each	121		
	Important note: <ul style="list-style-type: none">• Qualifications details will be provided to the successful bidder.				
TOTAL AMOUNT (Exl. 15% VAT)					
TOTAL VAT 15%					

*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"

<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>GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)</p>		
	<p>NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</p> <ul style="list-style-type: none"> 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 		