



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: DFFE **Q020D (23/24)**

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@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),
 - 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;**
 - a. Submit a complete and signed SBD 6.1 which is used for claiming specific goals.
 - b. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
 - c. Submit Full CSD report or Central Supplier Database CSD 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:**
 - a. Perform due diligence during evaluation of quotations on information submitted by tenderers.
 - b. 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 brands will be accepted by the Department.**

SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:

TEL NO:

FAX NO:

*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"

CENTRAL SUPPLIER DATABASE (CSD) NUMBER									
ATTENTION TO:									
DATE REQUESTED:									
SERVICE/GOODS LOCATION									
SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES									
ATTENTION TO:									
TEL NO:		EMAIL ADDRESS:		Quotations@dfpe.gov.za					
CC EMAIL ADD : Matome Monyela mmonyela@dfpe.gov.za Given Ramulifho GRamulifho@dfpe.gov.za									
CLOSING DATE: (Quotations to be advertised for at least 5 days)		CLOSING 10 May 2023		TIME	1	4	H	0	0
MANDATORY REQUIREMENTS (YES/NO)		Proof Attached (to be completed by DFPE)							
Professional registration:		YES							
Institute of Internal Auditors Accreditation		YES							
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.									



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	AMOUNT (to be same as the quotation attached)
Appointment of Service provider to conduct online Short course on Audit studies as per the below table:				
01	Short Course for 2 Participants on Conducting audits from cradle to grave <ul style="list-style-type: none">Conducting of audits from the beginning to the end(Planning, Execution and Reporting)		2 Participants	
02	Short Course for 2 Participants: Tools and Techniques for internal auditors <ul style="list-style-type: none">Preparation of Audit working papers for Planning, Execution and Reporting		2 Participants	
03	Short Course for 1 Participant: CIA Part 3 <ul style="list-style-type: none">Understanding Business Knowledge for Internal Auditors		1 Participant	
04	Short Course for 2 Participants: Advance risk Based Auditing <ul style="list-style-type: none">Risk management principles and concepts, Identifying strategic risks audit and developing risk-based audit plan and audit universe.Identification of IT risk		2 Participants	
05	Short Course for 2 Participants: Advanced auditing performance Information in the public sector <ul style="list-style-type: none">Understanding Performance Information.Principles for auditing performance information in the public sector and the relevant legislation/requirements		1 Participants	

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06	Short Course for 1 Participant: Combined Assurance <ul style="list-style-type: none"> • Understanding combined assurance • The roles of management, internal assurance providers and external assurance providers • Implications for the Audit Committee • The role of Internal Audit • Drafting the combined assurance plan o Determining the objectives of the combined assurance plan 		1 Participant	
07	Short Course for 1 Participant: Institute of Internal Audit Auditors (IIASA) annual audit conference 2023 <ul style="list-style-type: none"> • Attending the Institute of Internal Auditors Conference for knowledge base and for CPD for Certified Internal Auditors(CIA) 		1 Participant	
08	Short Course for 1 Participant: Control Self-Assessment: Facilitation skills. <ul style="list-style-type: none"> • Roles and responsibilities of all role players in Enterprise Risk Management and Control Self-assessment • Different types of Control Self-assessment and when to apply a specific type • Understand the concept of facilitation • facilitation and presentation techniques in practical case studies and facilitated workshop 		1 Participant	
NB: All short Courses must be presented online and the training costs must include all learning materials. All participants must be presented with Competency Certificates at the end of the Course.				
TOTAL AMOUNT (Exl. 15% VAT)				R

TOTAL VAT 15%	R
<p data-bbox="1308 245 1944 285">TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)</p> <p data-bbox="188 309 1944 397">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 data-bbox="188 421 1944 509">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>	R
<p data-bbox="188 528 2188 568">NB: No goods/ services should be delivered before an official order is received from the Department of Forestry,Fisheries and the Environment.</p> <ul data-bbox="188 584 2188 679" style="list-style-type: none"> <li data-bbox="188 584 2188 679">• 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 	