



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: 93AM(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 on your company's letterhead, correct banking details should be also included on the quotation.
- Quotations received after the closing date and time, at 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),
- 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),
- DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed,
- 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.**
- 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.
- DFFE reserves the right to:**
 - Perform due diligence during the 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,**
- DFFE 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:	19 June 2025		
SERVICE/GOODS LOCATION	Pretoria		
SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES			
ATTENTION TO:	Zola Mdlangazi		
TEL NO:	012 399 9059	EMAIL ADDRESS:	Quotations@dffe.gov.za
CC EMAIL ADD: ZMdlangazi@dffe.gov.za			
CLOSING DATE: 30 June 2025 (Quotations to be advertised for at least 5 days)		CLOSING	TIME 1 1 : 0 0
MANDATORY REQUIREMENTS (YES)		Proof Attached (to be completed by DFFE)	
Professional registration: Bidders must submit a copy of the certificate or accreditation list as proof of accreditation with MICT		YES	

*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"

SETA/ Equivalent Accreditation Body to offer NQF Level 4 Advance MS Excel training (The certificate/accreditation must be on a letterhead of the accreditation body)			
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 – Request for Advanced Microsoft Excel Training for 1 Official	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
01	Excel advanced programmes Course content will include, but not be limited to, the following: <ul style="list-style-type: none">• Gain a solid understanding of Excel's interface, tools, and capabilities for effective data management.• Master the creation and use of formulas and functions to perform complex calculations and data analysis. Develop proficiency in creating, formatting, and manipulating tables and charts for clear data presentation.• Learn to construct, modify, and analyze data using PivotTables, PivotCharts, and slicers for insightful business intelligence.• Acquire skills to automate repetitive tasks through the recording and writing of Macros and using Visual Basic for Applications (VBA).• Understand and apply data analysis tools such as Solver, Power Query, Power Pivot, and Power View for advanced data handling.• Design dynamic and interactive dashboards for data visualization and decision-making purposes.	Officials	1		

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	<ul style="list-style-type: none"> • Integrate and manage Excel Add-ins to extend the functionality of Excel for specific tasks and workflows. • Leverage the capabilities of Excel Online for cloud-based collaboration, sharing, and spreadsheet management. • Embrace best practices and troubleshooting techniques for maintaining efficient, secure, and error-free Excel workbooks. <p>Accreditation: NQF level 4 (credited)</p> <p>SAQA Unit Standard: The service provider must indicate the unit standard on their quotation</p> <p>Training Duration: Maximum of 5 days</p> <p>Mode of delivery: face-to-face</p> <p>Assessment and Certification: An assessment is required, and also certificate determines the level of competence.</p> <p>Area of training: Gauteng (anywhere in Gauteng).</p> <p>Catering for a duration of training (arrival tea with snacks, lunch with one soft drink per person, and afternoon tea with snacks)</p> <hr/>				
	<p>Important Instructions:</p> <ul style="list-style-type: none"> - The official attending the training will bring his laptop. - The service provider must provide a training venue and catering for the duration 				

	of the training (arrival tea with snacks, lunch with one soft drink per person, and afternoon tea with snacks)				
TOTAL AMOUNT (Exl. 15% VAT)					R
TOTAL VAT 15%					R
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. <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 				