



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 QUOTATION OF GOODS AND SERVICES:

RFQ NO: DFFEQ045E(22 23)

NOTE:

- Tenderers are required to use this Request For Quotation (RFQ) Form when quoting and include VAT per item (where applicable), and the quote 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 quotes 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** (Black, Women & Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000),
- For service providers to claim for preference points the following must be adhered to:
 - Submit a complete and signed SBD 6.1, (DFFE will utilise CSD to verify ownership for Black and Women),
- DFFE reserves the right to:
 - Perform due diligence during evaluation of quotations on information submitted by tenderes
 - NOT to appoint any tenderer.
- Tenderers are required to be registered on the Central Supplier Database (CSD) and DFFE shall verify the bidder's tax compliance status through the CSD, a copy of the latest **CSD Registration Summary Report** should be submitted with the RFQ.
- Tenderers must Indicate delivery timelines and quotation expiry date (Unless otherwise stated on the quote, quotes will be deemed valid for a period of 30 days)
- Tenderers are required to duly complete and sign the **SBD 4**, **SBD 6.1** forms respectively, (**Annexure C** and **SBD 6.2** must also be duly completed and signed for Local Content Designated Sector Items)
- DFFE reserves the right to negotiate price with the preferred tenderer in line with the legislative requirements.

DETAILS OF SUPPLIER (TO BE COMPLETED BY THE USER)												
SUPPLIER NAME:												
TEL NO:						FAX NO:						
CENTRAL SUPPLIER DATABASE (CSD) NUMBER												
ATTENTION TO:												
DATE REQUESTED:												
SERVICE/GOODS LOCATION												
SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES												
ATTENTION TO:		Mantwa Princess Segopane										
TEL NO:		0123095778				EMAIL ADDRESS:		Quotations@dffe.gov.za msegopane@dffe.gov.za				
CC EMAIL ADD : Fanyana Moyo fmoyo@dffe.gov.za Given Ramulifho GRamulifho@dffe.gov.za												
CLOSING DATE: 06 February 2023 (Quotations to be advertised for at least 5 working days)					CLOSING		TIME	1	1	H	0	0
MANDATORY REQUIREMENTS (YES/NO)						Proof Attached (to be completed by DFFE)						
Professional registration:						NO						
Local Production and Content						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.												



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED (TO BE COMPLETED BY THE USER)		UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	AMOUNT (to be same as the quotation attached)
	SUPPLY AND DELIVERY OF KITCHEN APPLIANCES FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND ENVIRONMENT OFFICES AT 110 HAMILTON STREET, FORESTRY OFFICES, PRETORIA				
1	320 L Fridge (silver) Capacity: 320 L Door Types: Double Door Bottom Mount Freezer Defrosting Type: Frost Free Color: Silver Compressor: Reciprocatory Compressor Package Box Contains: 1 Refrigerator, User Manual, Ice Tray and Key Body And Design Features Refrigerator Type: Bottom Mount Interior Light: Yes Gasket Type: Anti Fungal Convenience Features Door Lockable: Yes Water Dispenser: No Clock: No Deoderizer: Yes		Each	1	

	Child Lock: No Handle Materia: Plastic / ABS Temperature Control: Manual Toughened Glass Available: Yes Power Features Power Consumption: 105 W or SABS accepted standard Power Requirement: 260 V AC , 50 Hz Compartment Features Egg Tray: Yes Shelves Material: Toughened Glass Shelves Removal Gasket: Yes Freezer Tray Type: Ice Tray Warranty Features Warranty: 1 Year Warranty on Product and 10 Years Warranty on Compressor Warranty Service Type: Technician Visit			
2	55 L Microwave(silver) Specifications Detail <ul style="list-style-type: none"> • Installation CMO. • Capacity 55 L (1.9 cu.ft) • Heat Source Solo. • Power Output Power (Max) 1,000 W Power Consumption (Microwave) 1,500 W Power Source 230 V / 50 Hz. • Power Level 10 Level. • Display Type LED. • Control Method Membrane. • Door Opening Type Push Button. 12 months warranty		1	

3	55 L Urn Electrical Feutres <ul style="list-style-type: none"> • Digital controls • Programmable timer • Keep warm and reheat functions • Side handles for carrying convenience • Water level viewing window • 50 cup capacity • Made of stainless steel • Wipe clean • Measures 14.4" L x 13.8" W x 20.8" H • Cord measures 1' L • Weighs 9.5 lb. • 2-year (24 months) manufacturer's warranty 		1	
TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)				R
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: 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. 				



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PROSPECTIVE BIDDERS ARE TO NOTE THE FOLLOWING:

1. Quotations **must** be submitted within the stipulated date and time to the correct email address ONLY – Quotations@dfpe.gov.za. **QUOTATIONS SUBMITTED LATE AND TO THE INCORRECT EMAIL ADDRESS WILL 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 for the quotation and NOT to Quotations@dfpe.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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	

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:

