



REQUEST FOR QUOTATION (RFQ)

Request Details

RFQ Number	RFQ No: DLCA/33/2025
Request Specifications	<p>To appoint a suitable service provider to provide DLCA with a full-day conferencing services based on the following:</p> <p>Date: 4 December 2025, 08h00 – 17h00</p> <p>No. of delegates: 20</p> <p>Equipment: Projector and supporting equipment, noting pad, pens etc</p> <p>Refreshments: Bottled water, sweets</p> <p>Breakfast : Fruit to be held @08H00,</p> <p>Tea Break @10H00 & 15h00,</p> <p>Lunch: @12H00, two (2) meals with fish.</p>
Delivery address	459B Tsitsa Street, Erasmuskloof Pretoria 0048
Billing address	459B Tsitsa Street, Erasmuskloof Pretoria 0048

Closing details

Closing date of quote	12 November 2025 at 16H00
Quotes to be emailed to:	Quotations@dlca.gov.za & tyron.mkhari@dlca.gov.za



REQUEST FOR QUOTATION (RFQ)

Quotation Return Instructions

- 1 Please ensure that the quote is addresses to DLCA in a PDF format.
- 2 Prices quoted should include all costs including delivery costs and VAT.
- 3 Please ensure that the invoice/delivery note is submitted to DLCA on the day of delivery of goods or services, for payment thereafter.
- 4 **For any enquiries please contact:
Tyron Mkhari - 012 347 2522**

Requirement list

Quantity	Item description
	<p>To appoint a suitable service provider to provide DLCA with a full-day conferencing services based on the following:</p> <p>Date: 4 December 2025, 08h00 – 17h00</p> <p>No. of delegates: 20</p> <p>Equipment: Projector and supporting equipment, noting pad, pens etc</p> <p>Refreshments: Bottled water, sweets</p> <p>Breakfast : Fruit to be held @08H00,</p> <p>Tea Break @10H00 & 15h00,</p> <p>Lunch: @12H00, two (2) meals with fish.</p>



REQUEST FOR QUOTATION (RFQ)

Conditions

- DLCA does not bind itself into accepting the lowest quote nor making an appointment from presentations, proposals/quotations received.
- DLCA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and quotations or not to make any appointment at all and also reserves the right to appoint more than 1 service provider.
- DLCA reserves the right to negotiate the quoted amount with the winning bidder.
- The DLCA reserve the right not to award the tender.
- Should this transaction exceed R30k including all applicable taxes, the 80/20 point system will be applied as follows (80 price; 20 Preference points).
- Preferential procurement principles will be applied according to the stated policies of the department.
- Any conditions imposed by the Service Provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the Service Provider.
- The Service provider will be held liable for any damage or loss suffered by the entity, because of the Service Provider's own or his/her employees' negligence or intent, which originated at the site.
- The Service Provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Service Provider's own employees.
- The Service Provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- A copy of such insurance bid must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- Any shortcomings in this specification must be identified by the service provider prior to the awarding of the bid and raised with the DLCA for rectification and agreement.
- Any shortcomings identified by the service provider after the bid has been awarded and that would have had an impact on the bid price will be for the account of the service provider

Compiled by

Date 10/11/2025