**REQUEST FOR QUOTATION OF GOODS AND SERVICES**

**RFQ NO:104 (25/26)**

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| **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 also be included on the quotation.* * Quotations received after the closing date and time, at [Quotations@dffe.gov.za,](mailto: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.**  1. Submit a complete and signed SBD 6.1, which is used for claiming specific goals. 2. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability. 3. Submit a SANAS/ Companies and Intellectual Property Commission (CIPC) Accredited B-BBEE certificate or affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination based on race, gender, or 4. Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) 5. 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:**  1. Perform due diligence during the evaluation of quotations on information submitted by tenderers. 2. 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 t*enderers* 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:** | |  | | | | | | | | | |
| **DATE REQUESTED:** | | **11-JULY-2025** | | | | | | | | | |
| **SERVICE/GOODS LOCATION** | | **GP–PRETORIA** | | | | | | | | | |
| **SUBMIT QUOTATION TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT** | | | | | | | | | | | |
| **ATTENTION TO:** | **SITHOLE SINOTHANDO** | | | | | | | | | | |
| **TEL NO:** |  | | **EMAIL ADDRESS:** | | | Quotations@dffe.gov.za | | | | | |
| **CC EMAIL ADD:** | | | | | | | | | | | |
| **CLOSING DATE: 16-JULY-2025** | | | **CLOSING TIME** | | **1** | | | **1** | **:** | **0** | **0** |
| **MANDATORY REQUIREMENTS (YES/NO)** | | | | **Proof Attached** | | | | | | | |
| **Professional registration:** | | | **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 will not be evaluated further.** | | | | | | | | | | | |

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| **NO** | **BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED**  **THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT REQUESTS QUOTATIONS FOR SHEQ AUDITOR COURSE FOR ONE OFFICIAL** | **UNIT OF ISSUE**  **(BOX/ ITEM)** | **QUANTITY OF ITEM(S)** | **UNIT AMOUNT** | **TOTAL AMOUNT** |
| 01 | **THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT REQUESTS QUOTATIONS FOR SHEQ AUDITOR COURSE FOR ONE OFFICIAL**  **Course contents**   * Module One – Auditing & the Nosa System * Module Two: Measuring The Effectiveness Of The Nosa System * Module Three: The Audit Process * Module Four: The 10 Step Nosa Audit Methodology   **Mode of delivery:** Face to face (Classroom)  **Training Duration:** 5 days course  **Location**: GP – Pretoria  **Accreditation:** Accredited (12 Credits) NQF level 5   * CPD Points 5 | Official | 1 |  |  |
| 02 | Catering Requirements   * Arrival tea with sandwiches * Lunch with orange juice * Afternoon tea with snacks | Person | 1 |  |  |
|  | **Important Instructions:**   * The officials attending the training will bring their laptops. * 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 (Excl. 15% VAT)** | | | |  |  |
| **TOTAL VAT 15%** | | | |  |  |
| **GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)**  Note: All delivery costs and 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. | | | |  |  |
| **NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.**   * **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** | | | | | |