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REQUEST FOR QUOTATIONS:

RFQ No: 13/01/23

From: Supply Chain Management

Contact Person: Lastar Makhubela

Tel: 012 003 1400

Fax: 086 645 9286

Date: 26/01/2023

Laster.Makhubela@fpb.org.za

REFERENCE NO: 13/01/23

You are hereby invited to submit a quotation as per the specification indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at Film and Publication Board on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

**FAILURE TO SPECIFICALLY QUOTE AS PER THE SPECIFICATION AND
COMPLYING WITH THE LISTED INSTRUCTIONS WILL RESULT IN YOUR
QUOTATION BEING DISQUALIFIED. PLEASE ENSURE THAT YOUR
QUOTATION PROVIDES THE DETAIL AS PER SPECIFICATION FAILING WHICH
IT WILL BE DISQUALIFIED.**

Expected date of delivery	14 February 2023
Venue :(Place of delivery)	3 Fleet St, East London CBD, East London 5200
Time: Food required	Breakfast should be set up by 09:00 a.m. Lunch set-up by 11:30 a.m.
Type (Please be specific about the type of the function to be catered for e.g. Training, executive meeting etc.)	LEA Workshop

Detailed Specification Requirements

Catering for 30 people

Tea/ Coffee to be served at 09:00 a.m.

Tea should include: 30 cappuccino muffins

60 plain scones

Instant Coffee and Rooibos Tea

Milk (both powder and liquid (a mixture of fresh milk and long life)

Sugar (both brown and white)

Fruit Juice 300ml for non-coffee drinkers (estimation of 6)

Geyser for hot beverages and drinking cups to be supplied by Caterer

Lunch to be served at 12:00

Main: Chicken curry

Savoury Rice and Steamed Bread

Potato Wedges

Greek Salad

Beetroot

Beverages

30 assorted 100% Fruit juices 300 ml

30 500ml still water

The beverages should be served cold

Cutlery: serving plates, drinking straws, forks, knives, and spoons.

Closing time and date: 06 February 2023 at 12:00

1. Suppliers must supply written quotations that reflect the following information:
 - 60 days price validity period (From the closing date of RFQ)
 - Price per item **(All-inclusive prices are required. The price reflected in the quotation will be accepted as being all inclusive.)**
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - **VAT Registration must be accompanied by SARS PIN**
 - Address
 - Contact Person
 - Telephone
 - Email Address
2. Suppliers must sign and return the Quotation Declaration with their quotation.
3. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
4. Supplier must submit SBD forms along with CSD report. You may be requested to submit SARS tax pin
5. Valid certified proof of BBBEE level contribution must be submitted if supplier wish to claim points.
 - 5.1. Non submission will lead to disqualification were in the event BBBEE contribution level is a mandatory prequalifying requirement
 - 5.2. Non submission will not lead to disqualification were in the event BBBEE contribution level is non-compulsory not pre-qualify requirement, no points will be allocated for BBBEE contribution level.
6. Suppliers should note that the 80/20 or 90/10 preference points system will be applicable to transactions from R30 000 (Refer to SBD 6.1)
7. All prices must be fixed and firm.



8. Submission of your quotation will be taken by FPB as that you are in agreement with the clause. **Any clause for upfront or deposit declaration will be disregarded.**
9. No deposit will be paid. Supplier delivers goods/services then payment is made in full unless on a service level agreement. Refer to point 14 below.
10. Delivery will be as per the delivery address above, unless specifically specified otherwise.
11. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
12. SBD7.1 must be completed, signed and returned as a confirmation of acceptance of Purchase Order. Failure to do this will result in tax invoice not being paid.
13. All tax invoices will be paid within 30 days, subject to satisfactory delivery of good and services to FPB.
14. Depending on the type of goods and services to be delivered the successful bidder may be requested to contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: Type out document names of attachments. SBD 1, 4, 6.1,



QUOTATION DECLARATION

RFQ No: 13/01/23

I/we the undersigned, who warrants that he/she is duly authorized to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct
2. If the company is selected to supply the product/service requested, the company may be required to furnish documentary proof to the satisfaction of Film and Publication Board that the information provided on this quotation is correct.
3. If the information provided on this quotation is found to be incorrect, Film and Publication Board, in addition to any other remedy it may have:

For: Supplier company name

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date