



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: 283AM(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 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@dfpe.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),
- DFPE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed,
- Unless specifically stated by DFPE 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 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.
- DFPE reserves the right to:**
 - Perform due diligence during 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, SBD 6.1 forms respectively,**
- DFPE reserves the right to negotiate price 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 purpose 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:	20 Oct. 25		
SERVICE/GOODS LOCATION	KWAZULU NATAL – NEWCASTLE ADAPTATION SCENARIOS COMMUNITY ENGAGEMENT		

SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

ATTENTION TO:	Zola Mdlangazi		
TEL NO:	012 399 9059	EMAIL ADDRESS:	Quotations@dfpe.gov.za
CC EMAIL ADD :	ZMdlangazi@dfpe.gov.za		
CLOSING DATE: 23 October (Quotations to be advertised for at least 5 days)	CLOSING	TIME	1 : 0 : 0

MANDATORY REQUIREMENTS (YES/NO)	Proof Attached (to be completed by DFPE)
Professional registration:	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.

*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"



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: 1 DAY OF CATERING SERVICES FOR 100 OFFICIALS ATTENDING KWAZULU NATAL – NEWCASTLE ADAPTATION SCENARIOS COMMUNITY ENGAGEMENT DATE: 24 OCTOBER 2025	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
	Important notes: 1.Tea (Joko and Five Roses or equivalent), coffee (Jacobs or equivalent), and sugar must be served in individual sealed sachets. 2.Valid Food Premises Certificate issued by the Municipality 3.Bottled Water to comply with the South African National Bottled Water Association (SANBWA)in terms of other legal, hygiene, food safety and quality, packaging, and environmental legislation 4.Cutlery, Crockery, and Serviettes must be enough to cater for the number of delegates requested 5.Ensure that serving stations are clean, sanitized, and well-presented. 6.Have the appropriate staff for the safe and hygienic production, transport, and serving of meals according to industry standards. 7.The catering company to use dedicated bins and remove waste generated within the facility after the service 8.Tongs/braai-tongs or other food handling tools(to form part of the cutlery) must be made available to be used by the patrons. 9.Vehicle for transporting meals must have a canopy to deliver meals (Not at the back of an open van) Staff must wear the relevant uniform and Personal Protective Equipment (disposable gloves, hair nets, closed shoes, and apron).				

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01	Mid – Morning Tea, coffee - Scones and sandwich - Five roses, Joko tea or equivalent - Rooibos tea - Jacobs Coffee or equivalent - White and brown sugar - Hot and cold fresh milk	People	100		
02	500ml Bottled mineral water- still (per person) for Breakfast	People	100		
03	Warm Lunch - Two types of starch (Rice and Dumpling) - Two types of meat (beef stew and Fried chicken) 2 veggies (Pumpkin and Spinach) 1 salad (green salad) - Assorted Soft Drink for lunch (330ml per person) 1 per person	People	100		
04	500ml Bottled mineral water- still 1 (per person) for Lunch	People	100		
TOTAL AMOUNT (Exl. 15% VAT)					R
TOTAL VAT 15%					R
GRAND 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: 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					