

# REQUEST FOR QUOTATION (RFQ) FORM

CONTACT PERSON	Nana Modiba	
EMAIL ADDRESS	nana.modiba@tia.org.za	
CLOSING DATE	Monday 09 February 2026 at 09h00	
DELIVERY ADDRESS	iGym (Idea Generator), Central University of Technology, 20 President Brand Street, Bloemfontein	
DESCRIPTION OF GOODS / SERVICES		
ITEM DESCRIPTION	QUANTITY	PRICE
<p>Request for quotation for catering services for the National Cleantech Innovation Challenge (NCIC) – Stakeholders Partnership Sessions in Free State on Thursday 12 February 2026.</p> <p><b>Breakfast at 09:30:</b> arrival snacks and refreshments for 20 people</p> <ul style="list-style-type: none"> <li>• Enough tea and coffee (also provide with cups)</li> <li>• <b>2x</b> Seasonal fruit salad platter</li> <li>• <b>4x</b> Muffins platter</li> <li>• <b>4x</b> Scones with jam and cream platters</li> </ul> <p><b>Light finger lunch at 13:00:</b></p> <ul style="list-style-type: none"> <li>• <b>2x</b> Meatballs platter</li> <li>• <b>2x</b> Mini sausage rolls platter</li> <li>• <b>2x</b> Spring rolls platter</li> <li>• <b>2x</b> Chicken wings platter</li> <li>• <b>2x</b> Cheese and corn bites/ pumpkin fritters (for vegetarians) platter</li> <li>• <b>2x</b> Mini quiche (spinach and feta, quiche lorraine) platter</li> <li>• <b>20x</b> Assorted mixed drinks in cans</li> </ul> <p><b>NB!! Please bring (cutlery and crockery) plates, utensils, straws, serviettes, cups, teaspoons. Catering equipment must be clean and food to be delivered on time and look presentable.</b></p>		
<ol style="list-style-type: none"> <li>1. Invoice paid after good and services delivery and within 30 days as per the National Treasury Act.</li> <li>2. Suppliers must all be registered on the Central Supplier Database</li> <li>3. Quotations: to be accompanied by SBD 4 AND 6.1 forms, Proof of specific goals where applicable, the completed and signed request for quotation form</li> <li>4. Quotation received after the closing date and time will not be considered.</li> <li>5. 80/20 preferential point system will be used</li> <li>6. The validity period of price quotations after the closing date is 30 days</li> </ol>		
SPECIFIC GOALS FOR TIA FOR DAY - TO - DAY PROCUREMENT		PROOF

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50% OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUALS	5	SHARE REGISTER / CSD REPORT
51% OWNED BLACK WOMEN	5	SHARE REGISTER /CSD REPORT
AT LEAST ONE OF THE OWNERS HAS A DISABILITY / DISABILITIES	5	STATEMENTS OR LETTERS ON A PHYSICIAN'S / MEDICAL PROFESSIONAL'S LETTERHEAD WITH PRACTISE NUMBER CONFIRMING DISABILITY
AT LEAST ONE OF THE OWNERS IS A YOUTH	5	COPY OF A CERTIFIED ID CARD
<b>TOTAL</b>	<b>20</b>	
<b>SUPPLIER'S INFORMATION</b>		
<b>COMPANY NAME</b>		
<b>CONTACT PERSON</b>		
<b>CONTACT NUMBER</b>		
<b>EMAIL ADDRESS</b>		
<b>SIGNATURE</b>		<b>DATE</b>