REQUEST FOR QUOTATION OF GOODS AND SERVICES

**RFQ NO:183 AM (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 on your company’s letterhead; correct banking details should also be included on the quotation.*
* Quotations received after the closing date and time, at Quotations1@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 per cent) 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 sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of 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:** | **28-AUGUST-2025** |
| **SERVICE/GOODS LOCATION** | **PRETORIA CENTRAL** |
| **SUBMIT QUOTATION TO THE DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES** |
| **ATTENTION TO:** |  |
| **TEL NO:** |  | **EMAIL ADDRESS:** | Quotations1@dffe.gov.za |
| **CC EMAIL ADD:**  |
| **CLOSING DATE: 05-SEPTEMBER-2025** | **CLOSING** | **TIME** |  |  |  |  |  |
| **MANDATORY REQUIREMENTS (YES)** | **Proof Attached** |
| **The service provider must be accredited with a relevant South African Quality Assurance Body, such as:*** **MICT SETA (for Information and Communication Technology-related training),**
* **QCTO (Quality Council for Trades and Occupations), or**
* **Department of Higher Education and Training (DHET)**
 | **YES** |  |  |
| **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.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED****DATA ANALYSIS TRAINING FOR TWO(2) OFFICIALS** | **UNIT OF ISSUE** **(BOX/ ITEM)** | **QUANTITY OF ITEM(S)** | **UNIT AMOUNT** | **TOTAL AMOUNT** **(to be the same as the quotation attached)** |
| 01 | **Training title: Data Analysis**The Department of Forestry, Fisheries, and the Environment requests a quotation for Data Analysis for two(2) officials.This course is aligned with the core functions of the post and aligned with the mandate of the Branch: Climate Change and Air Quality.**Accreditation:** The service provider must be accredited by* MICT SETA (for Information and Communication Technology-related training)
* QCTO (Quality Council for Trades and Occupations) or
* Department of Higher Education and Training (DHET)

**Mode of delivery**: Virtual**Course duration**: Minimum of 8 weeks and a maximum of 11 weeks.The course content should cover and not be limited to the following: fundamental concepts and practical skills, including data collection methods, data cleaning and preprocessing, exploratory data analysis (EDA), statistical analysis, data visualisation techniques, and interpretation of results. It should introduce tools and programming languages commonly used for data analysis, such as Excel, Python (with libraries like pandas, numpy and matplotlib), or R and SQL. The course should also delve into descriptive and inferential statistics, hypothesis testing, regression analysis, and basic machine learning concepts. Additionally, emphasis should be placed on data ethics, data storytelling, and communicating insights effectively to support decision-making. Real-world case studies and hands-on projects to help apply theory to practical scenarios. **Venue**: online | People | 2 |  |  |
| 02 | Competency certificate  | Each | 2 |  |  |
| **TOTAL AMOUNT (Excl. 15% VAT)** |  | **R** |
| **TOTAL VAT 15%** |  | **R** |
|  **GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)**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. |  | **R** |
| **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**
 |