



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: 22AM(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 the 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 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.
- DFFE 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.**
- DFFE reserves the right to negotiate prices 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 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:	Zola Mdlangazi		
DATE REQUESTED:	06 Oct. 25/2025		
SERVICE/GOODS LOCATION	Pretoria		

SUBMIT QUOTATION TO THE DEPARTMENT OF FORESTRY, FISHERIES, AND THE ENVIRONMENT

ATTENTION TO:	Zola Mdlangazi		
TEL NO:	012 399 9059	EMAIL ADDRESS:	Quotations@dffe.gov.za
CC EMAIL ADD: ZMdlangazi@dffe.gov.za			
CLOSING DATE: 14 October-25 (Quotations to be advertised for at least 5 days)	CLOSING	TIME	1 1 H 0 0

MANDATORY REQUIREMENTS (YES/NO)

Proof Attached
(to be completed by DFFE)

*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"

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.



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NO	DETAILED DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRE: REQUEST FOR SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY LOCATION: 473 STEVE BIKO STREET, PRETORIA, ARCADIA, 0083	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be the same as the quotation attached)
1	Retractable Roller pen (0.7mm) Black-	Box of 12	10 Boxes		
2	Superb or equivalent Refillable pen (0.7mm) Black – Box of 12	Box of 12	10 Boxes		
3	Superb or equivalent Refillable pen (0.7mm) Red –	Box of 12	2 Boxes		
4	Staple Remover (claw type)	Each	10 Each		
5	Fingerrette rubber cones (Size 00)	Box of 12	5 Boxes		
6	Fingerrette rubber cones (Size 1)	Box of 12	5 Boxes		
7	File Fasteners (80mm) – 50 sets	Box of 12	20 Boxes		
8	Highlighters (Assorted colours) – Pack of 8	Each	26 Each		
9	Eraser Size: 65mm x 23mm x 13mm	Each	15 Each		
10	Stamp pad ink – red Size: 30ml	Each	3 Each		
11	Stamp pad ink – Black Size: 30ml	Each	3 Each		
12	PVC A4 Lever Arch File - Black Size: 70mm (Fits A4 sized paper)	Pack of 10	5 Packets		
13	Pritt or equivalent Glue stick 43G	Box of 24	1 Box		
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	 Office Scissors 210 mm(any colour)	Each	26 Each		
15	Clear Packaging Tape Size: 48mm x 50m	Each	26 Each		
16	Brown Packaging Tape Size: 48mm x 50m	Each	26 Each		
17	 Adjustable Under desk Footrest with height settings foot rest (5 height settings) Material: Plastic Weight: 2kg Dimensions: 46cm x 35.5cm Height range: 10cm / 17cm /23cm Colour: Black	Each	26 Each		
18	Permanent Marker Bullet tip Pen (Black)	Pack of 10	2 Packets		

19	Plastic Ruler 30 cm (colour: clear)	Each	26 Each		
20	Stapler Giant Heavy Duty(160 sheets)	Each	2 Each		
21	 2 Hole heavy Metal 100 Sheet Punch - Black	Each	4		
22	2 Hole Metal 20 Sheet Punch - Black	Each	10		

23	 Calculator: -12 digits display -Front Panel Metal Coating -Big Display -Memory Functions -Up to 4 Decimal Support -High Quality Plastic Construction and Keys -OFF Key -Double Zero with Rounding Function Support	Each	26 Each		
24	 Stationery Pouch	Each	26 Each		

	Colours: black, dark grey or green Material: Fabric Sizes: 20.4 (l) x 6 (w) x 4.2 (d) Additional Info: With main zip compartment Packaging: stationery pouch Print Methods: Silk Screening, Direct to Film (DTF)				
25	 Anti Static LCD Screen Cleaning Kit • LCD Liquid features prompt decomposition of greasy dirt and spots. (110ml) • Microfiber Cloth to prevent scratches. Rapid absorption of dirt. • Computer brush to clean keyboard and screen in hard-to-reach places. • Compatible with: Laptop, LED Display, Digital Camera, PDA, Smartphone and PSP	Each	26 Each Kit		

	• Accessory Type: Cleaners & Dust Blowers • Safe for use on LCD surface, no watermarks left, non-corruptive. • No harm to the coating of the screen. • Non-aerosol cleaner removes fingerprints, dirt, dust, stains, etc. • Strong absorb dirty water, no flock dropping off from the wiper • A keyboard brush can be used to clean many items. • Set 3 in 1 - cleaning wipe, spray, soft brush. Removes dust without stripes and stains, • cleans easy massively dirty surfaces. A brush can help with keyboard and PC cleaning.				
26	 Paper pro or equivalent Stapler 25 sheets	Each	26		
27	Clutch pencil 0.5 mm (12 in a pack)	Each	2		

28	Pencil Lead HB 0.5mm x 60mm 12/Tube	Each	5 Each		
29	 3 Step Steel desk tray	Each	5 Each		
30	 Staple remover(kangaroo or equivalent type)	Each	20 Each		

TOTAL AMOUNT (Excl. 15% VAT)		R
TOTAL VAT 15%		R
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.		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 canceled and possible inclusion on the Database of Restricted Suppliers by the National Treasury	