



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: RFQ356AM (24/25)

### 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 be also included on the quotation.
  - Quotations received after the closing date and time, at [Quotations@dffe.gov.za](mailto: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 the 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 the 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 Mlangazi		
DATE REQUESTED:	20 Nov. 24		
SERVICE/GOODS LOCATION	Tsistikama, Eastern Cape		

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

ATTENTION TO:	Zola Mlangazi		
TEL NO:	012 399 9059	EMAIL ADDRESS:	Quotations@dffe.gov.za
CC EMAIL ADD:	ZMlangazi@dffe.gov.za		
CLOSING DATE: 26 November 2024 (Quotations to be advertised for at least 5 days)	CLOSING	TIME	1 1 : 0 0

MANDATORY REQUIREMENTS (YES/NO)	Proof Attached (to be completed by DFFE)
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	

\*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"

be disqualified and not be evaluated further.




*Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street. Private Bag X447, Pretoria, 0001*

NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: CONFERENCE AND ACCOMMODATION FOR BUSINESS MANAGEMENT TRAINING FROM 09 DECEMBER 2024 TO 13 DECEMBER 2024 LOCATION: AROUND TSITSIKAMMA, EASTERN CAPE.	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)
01	<b>Full-Day Conference Package for 5 days from 09 December 2024 to 13 December 2024</b> <b>Conference Package inclusive of:</b> <ul style="list-style-type: none"><li>• PA system</li><li>• Projector and screen</li><li>• 1 roving microphone</li><li>• Writing notepads and Pens</li></ul>	Each	5 Days
02	500ml Bottled water and sweets (1 bottle of water per person)	5 Days	28 people
03	<b>Food and beverages for 5 days (09 until 13 December 2024)</b> <ul style="list-style-type: none"><li>• Arrival Tea</li><li>• Mid Morning Tea</li><li>• Lunch with 1 soft drink per person</li><li>• Afternoon Tea</li></ul>	5 Days	28 people
04	<b>Accommodation for 28 people (6 nights accommodation including Dinner, Bed and Breakfast) with 2 soft drinks per person.</b> <b>Check-in:</b> 08 December 2024 <b>Check-out:</b> 14 December 2024	6 Nights	28 people

\*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"

	<p><b>Important notes:</b></p> <ul style="list-style-type: none"> <li>- Conference Facilities &amp; DBB accommodation must be around Tsitsikamma, Eastern Cape.</li> <li>- Suppliers are requested to submit/attach their Tourism Grading Certificate.</li> <li>- The venue must have a safe parking facility to accommodate the vehicles of the officials</li> <li>- The conference venue must have a technician on-site</li> </ul>
<p><b>Note:</b> 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.</p> <p><b>NB:</b> 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.</p>	
<p><b>NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</b></p> <ul style="list-style-type: none"> <li>• 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 theNational Treasury</li> </ul>	

Signed by: 

Date: 13/11/2024