**REQUEST FOR QUOTATION OF GOODS AND SERVICES**

**RFQ NO: 202 AMR (2025/2026)**

|  |
| --- |
| **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 Quotations1@dffe.gov.za, will NOT be accepted for consideration.
* For quotations with a Rand value up to R1 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;**
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 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****,* ***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:** | Zola Mdlangazi |
| **DATE REQUESTED:** | 10 Sept. 25 |
| **SERVICE/GOODS LOCATION** | **PRETORIA** |
| **SUBMIT QUOTATION TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT** |
| **ATTENTION TO:** | Zola Mdlangazi |
| **TEL NO:** |  | **EMAIL ADDRESS:** | Quotations1@dffe.g |
| **CC EMAIL ADD: ZMdlangazi@dffe.gov.za** |
| **CLOSING DATE: 17 September 2025****(Quotations to be advertised for at least 5 days)** | **CLOSING** | **TIME** |  |  |  |  |  |
| **MANDATORY REQUIREMENTS (YES/NO)** | **Proof Attached****(to be completed by DFFE)** |
| **Professional registration:** **•One (1) Reference letter or Purchase Order(s)** **•The service provider must demonstrate relevant experience and track record in offering training ISO 14064: Greenhouse Gas (GHG) Accounting and Verification.** | **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****ISO 14064: Greenhouse Gas (GHG) Accounting and Verification FOR (1) OFFICIAL OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT** | **UNIT OF ISSUE****(BOX/ ITEM)** | **QUANTITY OF ITEM(S)** |
| **1** | **Training title : ISO 14064: Greenhouse Gas (GHG) Accounting and Verification****The Department of Forestry, Fisheries, and the Environment requests the quotation for ISO 14064: Greenhouse Gas (GHG) Accounting and Verification Training short course for ONE (1) official****Training course to cover the following:** | People | **1** |
| **ISO 14064: Part 1 (Introduction)**Focuses on GHG inventories and provides guidance for organizations to develop and report their GHG emissions profiles. It outlines principles and requirements for designing and implementing a GHG inventory, including data collection, calculation methodologies, and quality assurance processes. |
| **ISO 14064: Part 2 (Implementation)**Specifies the principles and requirements for GHG projects and the quantification of GHG emissions reductions or removals. It provides guidance on evaluating and verifying emission reduction projects, including the use of relevant methodologies and criteria for project design, monitoring, and reporting..  |
| **ISO 14064: Part 3 (Internal Auditor)** Provides specifications for the verification and validation of GHG assertions. It outlines the principles, procedures, and competencies required for independent third-party verification of GHG inventories, projects, and assertions.. |
|  | **It is the responsibility of the Service provider to provide the following:*** Course materials and resources
* Certificates of competence post training and assessment completion

**Assessment and certification:** * Delegates must complete a self-paced assessment and a certificate of competence must be issued upon successful completion
 |
|  | **Accreditation:*** The Service Provider must ensure that the individual who will be facilitating the training possess Greenhouse Gas (GHG) Accounting and Verification (ISO 14064) is acredited and provide proof (certificate/s) of such credential for the required training.
* The facilitator must have a minimum of 3 years experience in delivering ISO 14064 training. The Service Provider must submit, together with their quotation, CV and supporting documents of the facilitator who will be delivering this training course.

**Training delivery method:** Physical**Training Duration:** Minimum duration of 4 working days and maximum of 5 working days depending on the training durantion for each certification**Training Catering:** Service provider to provide catering (Breakfast, Lunch and afternoon tea) for the duration of the training.**Location:** Pretoria | Reference letter or purchase order attached( tick the applicable one) |
| YES | NO |
|  |  |
| 2 | **Eligibility Criteria:** * One (1) Reference letter or Purchase Order(s)
* The service provider must demonstrate relevant experience and track record in offering training ISO 14064: Greenhouse Gas (GHG) Accounting and Verification by submitting One (1) Reference letter or Purchase Order(s) where such services where rendered.

**NB: Failure by the bidder to meet the above-mentioned requirements will be disqualified and not be evaluated further.** |  |
|  |
|  |
| **Note**: All delivery costs, all applicable taxes, including 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**
 |