



**Nedbank Building, 63 Strand street, Private Bag PO Box 4390, Cape Town office, 8000**

**REQUEST FOR QUOTATION OF GOODS AND SERVICES**

**RFQ NO: DFFEQ359 TRANSPORT 2025/2026**

**IMPORTANT INFORMATION FOR CONSIDERATION BY SUPPLIERS**

**NOTE 1: RFQ INSTRUCTION**

- a) 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 including correct banking details should also be included on the quotation.
- b) All quotations received [RFQCT@dffe.gov.za](mailto:RFQCT@dffe.gov.za) after the closing date and time will NOT be accepted for consideration.
- c) 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 People, Women or People living with Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000), If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities must be submitted. Members of the joint venture must submit a consolidated BBB-EE certificate in the name of joined entities in order to claim points for specific goals.
- d) DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.
- e) 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.**

**NOTE 2: PREFERENTIAL POINT SYSTEM**

**For bidders to claim preference points, the following must be adhered to;**

- a) Submit a complete and signed SBD 6.1, which is used for claiming specific goals.
- b) Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
- c) 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
- d) Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
- e) CSD Registration Report or MAAA. number.
- f) 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.

**NOTE 3: TAX LEGISLATION**

- a) Bidder must at all-time be compliant when submitting a proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- b) Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.
- c) SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided.

**NOTE 4: DFFE'S RESERVATION**

**DFFE reserves the right to:**

- a. Perform due diligence during the evaluation of quotations on information submitted by tenderers.
  - b. 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 90 days from the date the 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)**

<b>SUPPLIER NAME:</b>			
<b>TEL NO:</b>		<b>EMAIL ADDRESS:</b>	
<b>CENTRAL SUPPLIER DATABASE (CSD) NUMBER</b>			
<b>ATTENTION TO:</b>			

\*Any reference to the 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"

<b>DATE REQUESTED:</b>							
<b>SERVICE/GOODS DELIVERY ADDRESS</b>		Port St Johns Town (venue to be confirmed)					
<b>SUBMIT QUOTATION TO THE DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES</b>							
<b>ATTENTION TO:</b>	Andiswa Charlie						
<b>TEL NO:</b>	021 493 7149	<b>EMAIL ADDRESS:</b>	RFQCT@dfe.gov.za				
<b>CC EMAIL ADD:</b>							
<b>CLOSING DATE: 27/02/2026</b> (Quotations to be advertised for at least 5 working days)		<b>CLOSING</b>	<b>TIME</b>	12	:	0	0
<b>MANDATORY REQUIREMENTS (YES/NO)</b>			<b>Proof Attached (to be completed by DFFE)</b>				
Professional registration:		N/A					
Submit the Food Premises Certificate issued by the Municipality, in the name of the bidding company							
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.							



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED:	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)
1.	<p><b>TRANSPORT FOR 81 PEOPLE TO PORT ST. JOHNS TOWN, FOR 3 DAYS (03 – 05 MARCH 2026), FROM:</b></p> <ul style="list-style-type: none"><li>- Mbabalane Location Pick-up Point: Banana Shop Number of People: 40</li><li>- Ngcose Location Pick-up/Drop off Points: Weather Station: Number of People: 17</li><li>- Qhukuswayo Location: Pick-up/Drop off Points: Qhukuswayo Main Stop Number of People: 12</li><li>- Selwane Location Pick-up/Drop off Points: Khwezilokusa Pre-school Number of People: 12</li></ul> <p>Dates: 03 – 05 March 2026 Pick-up Time: 7am Drop off Time: 4:30pm</p> <p>On arrival contact: Ms Phucuka Mqhayi /Thumeka Mdlazi Department of Forestry Fisheries and Environment: EP Youth and Contractor Development Cell. 076 8000 369/066 282 5068</p>		<p><b>81 (Total)</b></p> <p>40</p> <p>17</p> <p>12</p> <p>12</p>
2.	Collection & Delivery for 3 days, starting from 03 – 05 March 2026		81 People

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.

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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**