

**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: 58AM(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 in 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.
  - 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, and 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:		FAX NO:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:	Zola Mdlangazi		
DATE REQUESTED:	30 May 2025		
SERVICE/GOODS LOCATION	Alexandra (City of Johannesburg)		

### SUBMIT QUOTATION TO 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: 5 June 2025 (Quotations to be advertised for at least 5 days)	CLOSING	TIME	1	1	:	0	0
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MANDATORY REQUIREMENTS (YES)		Proof Attached (to be completed by DFFE)	
Professional registration:	NO		
Food Premises Certificate issued by the Municipality	YES	Food Premises Certificate issued by the Municipality	
<b>The above mandatory requirements will apply, and bidders' must submit the requested requirements indicated above with the</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"

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	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: REQUEST FOR VIP CATERING SERVICES  VIP CATERING: 150 Pax Delivery Date: 24 June 2025 Delivery Venue: Alexandra (City of Johannesburg)	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
01	<b>Breakfast and Arrival Tea and Coffee Station – No paper cups and paper plates</b> <b>Breakfast menu to be served at 07h00 in the morning:</b> <ul style="list-style-type: none"><li>- Tea (rooibos &amp; five roses/Joko or equivalent)</li><li>- Coffee</li><li>- Hot fresh milk, cold fresh milk and powder milk</li><li>- Brown and white sugar</li><li>- Sweetness and honey</li><li>- Lemon slices</li><li>- Assorted Sandwiches with fillings</li><li>- Assorted individually wrapped muffins (assorted flavours)</li><li>- Scones</li></ul> <b>NB: 3 serving stations will be required</b>	Each	150		

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	<p>Each serving stations to have all required equipment i.e Urn (water boiler) for hot water, cups and saucer, side plates and utensils etc.</p> <p>Serving station 1: 10 Pax</p> <p>Serving station 2: 90 Pax</p> <p>Serving station 3: 50 Pax</p>				
02	<p><b>LUNCH</b></p> <p><b>Lunch menu to be served at 11h00 morning:</b></p> <ul style="list-style-type: none"> <li>- x2 Starch ( Rice and Samp)</li> <li>- x2 salad (Potato salad/ Coelslaw/ Chackalaka/ Beetroot )</li> <li>- x2 vegetables (Pumpkin/ Sweet potato/ Spinach )</li> <li>- x2 meat ( Roasted chicken and Beef Stew)</li> </ul> <p><b>NB: 3 serving stations will be required</b></p> <p>Each serving stations to have all required equipment i.e Serving dishes for each serving stations and plates etc.</p> <p>Serving station 1: 10 Pax</p> <p>Serving station 2: 90 Pax</p> <p>Serving station 3: 50 Pax</p>	Each	150		
03	<p><b>BEVERAGES</b></p> <p><b>Assorted drinks:</b></p> <ul style="list-style-type: none"> <li>- <b>X300</b> (300ml soft drink assorted flavours x2 per person)</li> </ul>	Each			
			300		
			300		

	<ul style="list-style-type: none"> <li>- <b>X300</b> (300ml 100% canned fruit juice assorted flavours x2 per person)</li> <li>- <b>X600</b> (500 ml Bottled still water x2 morning and x2 lunch)</li> </ul>		600		
04	<b>HAND WASH STATION</b> <ul style="list-style-type: none"> <li>- Hand wash bowl for guests x2</li> <li>- 10L water container with tap and carry handles x2</li> <li>- 100ml hand wash soap x2</li> </ul>		2		
	<b>Additional requirements</b> <ul style="list-style-type: none"> <li>- Crockery, cutlery and necessary equipment.</li> <li>- Serviettes, toothpicks and condiments.</li> <li>- Waiters and Waitresses to man all serving stations.</li> <li>- Cooling facilities (To keep the soft drinks/ juice/Water cool)</li> <li>- Ensure sufficient provision for <b>3 serving stations</b>.</li> </ul> <b>Include all necessary equipment for full service.</b>				
	<b>COMPLIANCE</b> <ul style="list-style-type: none"> <li>- Food Premises Certificate issued by the Municipality</li> </ul>				
<b>TOTAL AMOUNT ( Exl. 15% VAT)</b>					<b>R</b>
<b>TOTAL VAT 15%</b>					<b>R</b>
<b>GRAND TOTAL AMOUNT ( incl. 15% VAT for VAT Vendors)</b>					<b>R</b>
<p>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.</p> <p>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.</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>• <b>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</b></li> </ul>
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