Dear Supplier / Bidder

This serves as the request for quotation (RFQ) from the Department of Tourism for suppliers to prepare and submit written price quotation. ***Note that the 80/ 20 preference point system will be applied***. Bidders are required to submit written price quotation including documentaty proof to claim points for Women and Black ownership,valid sworn affidavit for EME or QSE , compliant tax clearance certificate or pin, updated Central Supplier Database (CSD) report and banking details, before stipulated closing date and time.

**Bidders should adhere to the following instructions and non adherence may result in disqualification of the proposal / RFQ;**

1. Standard Bidding Document (SBD1) or RFQ must be completed,signed and returned;
2. Standard Bidding Document (SBD4) – Bidder’s Disclosure must be completed,signed and returned; and
3. All written price quotations or bids received after closing date and time of ***27 JANUARY 2023 at 11:H00*** *will not be considered – (will be disqualified and recorded as received late)*

**NOTE** : All completed and signed documents should be retuned and submitted with bidders written price quotation covering the RFQ scope of work and proposal to the following email address: [**quotationsscm@tourism.gov.za**.](mailto:quotationsscm@tourism.gov.za.) *Hand delivered RFQ / Bids must be recorded in a submission register.*

Kind regards