



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION FORM

SUPPLY CHAIN MANAGEMENT – PROCUREMENT
Email: GPT.Quotations@gauteng.gov.za

IMPORTANT: This is a request for quotation and does **NOT** commit Gauteng Provincial Treasury to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. If you are unable to quote, please so indicate on this form and return it to the email address or fax number provided. Late submissions will not be considered.

RFQ No.: RFQ – FY26-0236

Published: 2025/10/10

Closing Date: 2025/10/24

Closing Time: 11:00 AM

Description: Request for quotations for Customer Service and Communication Training with Catering

SITE VISIT INFORMATION

☐ Compulsory briefing session

Contact Person

☐ Non-compulsory briefing session

☒ No briefing session

Item #	Description	QTY	Unit of Measure (Each/Box)
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	See attached specification		
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QUOTATION SUBMISSION:

- Price (s) quoted must be valid for at least sixty (60) days from closing date of the bid.
- Price (s) quoted must be firm and must be inclusive of VAT.
- Submission of price quotation on company's Letter head.

ADMIN COMPLIANCE

- Submission of completed and signed Standard Bidding Documents SBD 1, 4 and 6.1
- If there will be a share of services i.e., Joint Venture/Consortium, the bidder must submit a joint venture/consortium service level agreement signed by all parties to the agreement and provide supporting documents.

NOTE: Bidder/s that fail to meet required criteria stipulated under Administrative Mandatory Compliance shall not be considered for further evaluation.

OTHER REQUIRED DOCUMENTS:

- Bidders are required to submit their unique number Tax Compliance Status pin issued by South African Revenue Services (SARS)
- Bidders are required to provide relevant evidence to claim for preference points
- Bidders must provide their Central Supplier Database (CSD) number as per registration on the National Treasury Central Supplier Database.
- Business Registration Certificate issued by the Companies and Intellectual Property Commission (CIPC).

EVALUATION OF BIDS ON PRICE AND PREFERENCE POINTS

STAGE 2: PRICE AND PREFERENCE POINTS

Award will be made in terms of Regulation 4: Preferential Procurement Regulations, 2022. Bids will be adjudicated in terms of 80/20 preference point system in terms of which points are awarded to bidders based on:

Area	Points
Price	80
Preference	20
Total	100

Preference Points

Specific Goals	Points Allocated
HDI Enterprises owned by Women	20

- Points for the above specific goals will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/ PwD/youth. Therefore, this bidder will obtain 60% of the points allocated for the goal and the resultant number will be rounded off to two decimal places.

EVIDENCE REQUIRED TO CLAIM SPECIFIC GOALS POINTS

Tenderer must submit applicable returnable documents as stipulated below in order to be awarded points.

Specific Goal	Evidence required
Historically Disadvantaged Enterprises owned by Women	Identity document / Valid B-BBEE certificate/ sworn affidavit/ Full CSD report

- Bidders must complete and sign SBD 6.1 to claim points.
- A tenderer failing to submit supporting document for the specified goal/s as per the above Table will not be disqualified, but-
 - shall only score points out of 80 (eighty) for price; and
 - shall scores 0 (zero) points out of 20 (twenty) for specific goal/s.
- The points scored by a tenderer for specific goal will be added to the points scored for price.

Price and preference points evaluation will be conducted as per the prescribed formula on SBD 6.1

SUBMISSION

Quotations/Proposals must be sent **via e-Tender Portal**

ENQUIRIES

Enquiries may be directed to the following persons during office hours (08:00 - 15:30). All enquiries must be submitted not later than two days before the closing date.

Bidders should not rely on any information provided by any person(s) other than those listed below:

Technical enquiries should be directed to:

Name: Lucky Macevele

Email: Lucky.Macevele@gauteng.gov.za

Procedural (SCM) enquiries should be directed to:

Name: GPT Quotations

Email: GPT.Quotations@gauteng.gov.za

Bidders are encouraged to communicate in writing when enquiring.

Kindly quote the RFQ number provided on your quotation/proposal and as the subject of your email.