

**Private Bag X 943, Pretoria, 0001 328 Festival Street, Hatfield, Pretoria**

**QUOTATION REQUEST**

OPENING DATE AND TIME : **17/10/2022**

CLOSING DATE AND TIME : **26/10/2022 @13:00 am**

QUOTATION NUMBER : DMV/PQ/085/2022

TELEPHONE : 012 765 9472

E-MAIL :Quotations@dmv.gov.za

ENQUIRIES : Kgaogelo Mapokgole

|  |  |
| --- | --- |
| **Name of Supplier** |  |
| **CSD Supplier Number** |  |
| **Tel** |  |
| **Fax of Supplier** |  |
| **Email address** |  |
| **Address** |  |
| **Attention** |  |

**THE UNDERNEATH SPECIAL CONDITIONS ARE TO BE ADHERED TO FAILURE TO COMPLY WILL RESULT IN IMMEDIATE DISQUALIFICATION.**

1. **MANDATORY REQUIREMENTS**
	1. The service provide must complete and submit the DMV RFQ form and attach valid quotation on a company letter head
	2. Quotation must be valid at least 30 days
	3. All Standard Bidding documents must be fully completed, signed and submitted with the quotation (e.g. SBD 4)
	4. Attached valid catering certificate issued under the company name.
	5. **The service provider must have quote number.**
	6. Service must be rendered at the following address **328 Festival Street, Pretoria 0001, Department of Military Veterans.**
2. **EVALUATON CRITERIA**
	1. Service provider must submit all required mandatory documents with their quotation on the closing date and time, failure to submit will result to your quotation being disqualified.
	2. Quotations will be evaluated based on 80/20 preferential point system
	3. For all quotations that are R30 000 or above, Service providers are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE certificate or a certified copy or sworn affidavit thereof at the closing date and time of the bid in order to claim the B-BBEE status level points.. Failure on the part of the service provider to complete and sign a declaration on SBD 6.1 and submit valid and original or certified copy of BEE certificate or sworn affidavit, will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
3. **PRICING**
	1. All quoted prices must be VAT inclusive (applicable only to VAT Vendors)
	2. Price must include delivery however delivery should not be quoted separate not unless it is indicated otherwise.
	3. Prices must be broken down in terms of items and unit cost when quoting.
4. **TAX COMPLIANCE REQUIREMENTS**
	1. It is a condition of this RFQ that the tax matters of the service provider be in order at any point in time,
	2. Tax Compliance Status of the service provider will be verified against the information recorded in the Central Supplier Database (CSD).
	3. Service provider must provide a Supplier number as issued by CSD in order to verify TCS on CSD.
5. **SUBMISSION OF QUOTATIONS**
	1. All quotations with supporting documents must be submitted via email to this address quotations@dmv.gov.za or hand delivered to Department of military veterans, 328 Festival Street, Hatfield, 2nd floor office 231
	2. No late quotations will be considered.
6. **QUOTATION REQUEST**
	1. Is the Price Firm……………………………………Yes/No
	2. Is the Delivery Firm………………………………...Yes/No
	3. Is the offer strictly to specification, if No state deviation
7. **SCOPE OF WORK**

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| # | **ITEM DESCRIPTION:** **APPOINTMENT OF A PANEL ACCREDITED****CATERING SUPPLIERS TO** **RENDER CATERING** **SERVICES FOR THE DEPARTMENT OF** **MILITARY VETERANS FOR A PERIOD OF 12 MONTHS** | Quantity | Unit price | Total Price |
|  | **NB: please find the attached terms of** **reference (TOR)** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **TOTAL** | **R……………….** | **R…………………** |
|  |  | **VAT** | **R…………….** | **R…………….** |
|  |  | **TOTAL INCL/EXCL** | **R………………...** | **R…………………..** |

**Bidder’s Signature………………………………. Company Stamp and Date**