



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: **22AM (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 on your company's letterhead; correct banking details should also be included on the quotation.
- Quotations received after the closing date and time, at 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:		EMAIL ADDRESS:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:	Zola Mdlangazi		
DATE REQUESTED:	06 May 2025		
SERVICE/GOODS LOCATION	MADIBENG LOCAL MUNICIPALITY		

SUBMIT QUOTATION TO THE 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: 12 May 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	

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

*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"

be disqualified and will not be evaluated further.



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: REQUEST FOR VIP CATERING SERVICES FOR 100 PEOPLE ON 15 MAY 2025 AT MADIBENG LOCAL MUNICIPALITY	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be the same as the quotation attached)
	REQUEST FOR THE SERVICE PROVIDER TO PROVIDE VIP CATERING FOR 100 PEOPLE ON THE 15th MAY 2025 VIP CATERING: 100 Pax Delivery Date: 15 th May 2025 Delivery Venue: Madibeng Local Municipality				
01	Breakfast and Arrival Tea and Coffee Station Breakfast menu to be served at 07h00 in the morning: <ul style="list-style-type: none">- Tea (rooibos & five roses/Joko or equivalent)- Assorted tea and coffee- Hot fresh milk, cold fresh milk and powder milk- Brown and white sugar- Sweetness and honey- Lemon slices- Assorted Sandwiches with fillings- Assorted individually wrapped muffins (assorted flavours)	Each	100		

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	- Scones				
02	LUNCH Lunch menu to be served at 11h00: <ul style="list-style-type: none"> - x2 Starch (Rice and Samp) - x2 salad (Potato salad and beetroot) - x2 vegetables (Pumpkin/ Sweet potato or Spinach) - x2 meat (Roasted chicken and Beef Stew) 	Each	100		
	BEVERAGES				
03	- X200 (300ml soft drink assorted flavours x2 per person)		200		
04	- X200 (300ml 100% canned fruit juice assorted flavours x2 per person)		200		
05	500 ml Bottled still water (x2 morning and x2 lunch)		400		
	Additional requirements <ol style="list-style-type: none"> 1. Tea (Joko and Five Roses or equivalent), coffee (Jacobs or equivalent), and sugar must be served in individually sealed sachets. 2. Valid Food Premises Certificate issued by the Municipality 3. Bottled Water to comply with the South African National Bottled Water Association (SANBWA) in terms of other legal, hygiene, food safety and quality, packaging, and environmental legislation 4. Cutlery, Crockery, toothpicks and Serviettes must be enough to cater for the number of delegates 5. Ensure that serving stations are clean, sanitised, and well-presented. 6. Have the appropriate staff for the safe and hygienic production, transport, and serving of meals according to industry standards. 7. The catering company is to use dedicated bins and remove waste generated within the facility after the service. 				

	8. Tongs/braai-tongs, food warmers or other food handling tools(to form part of the cutlery) must be made available for patrons to use. 9. The vehicle for transporting meals must have a canopy to deliver meals (Not at the back of an open van) 10. Staff must wear the relevant uniform and Personal Protective Equipment (disposable gloves, hair nets, closed shoes, and apron) and ensure sufficient personnel on site for food distribution 11. Cooling facilities (To keep the soft drinks/ juice cool) 12. Ensure sufficient provision for 3 serving stations.				
TOTAL AMOUNT (Excl. 15% VAT)					R
TOTAL VAT 15%					R
GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors) 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. 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.					R
	NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment. <ul style="list-style-type: none"> 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 				