



human settlements

Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION(RFQ)		
QUOTATION NUMBER	QA3657/26	
REQUEST FOR QUOTATIONS: MAINTAIN THE DEBTORS SYSTEM FOR A PERIOD OF 18 MONTHS		
ENQUIRIES	Name of Enquiring Email	SCMquotations@dhs.gov.za
QUOTATION MUST BE SENT TO	E-Mail:	SCMquotations@dhs.gov.za
CLOSING DATE	27 JANUARY 2026	
CLOSING TIME	16:00	

Name of Company	Legal Name:	
	Trading as:	
Contact Details	Contact Person	
	Telephone	
	Cell phone	
	E-Mail	
Company Numbers	Co. Registration No.	
	Income Tax No.	
	VAT No.	
	CSD No.	

IMPORTANT NOTICE

**IT IS CRUCIAL THAT YOU QUOTE THE DEPARTMENT STRICTLY ACCORDING TO OUR SPECIFICATIONS, OTHERWISE THE QUOTE WILL BE DEEMED NON-RESPONSIVE.
PLEASE ACKNOWLEDGE RECEIPT OF THIS REQUEST.**

1. No late quotation(s) will be considered. All quotations must be submitted on the closing date and time to SCMquotations@dhs.gov.za
2. This RFQ is subject to the conditions contained in the General Conditions of Contract (GCC).
3. Fully complete and signed SBD 4 and SBD 6.1 forms including a proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ must be attached **(include a certified ID copy of the Company Director/s)**
4. CSD Registration Report and Tax clearance Pin from SARS must be attached.

TERMS AND CONDITIONS

5. You are invited to quote based on the attached specifications.
6. Kindly include your company quotation number on your quotation (not our departmental QA number).
7. Your Quotations should be valid for at least **60 DAYS**
8. **Is/are the price(s) firm for the duration of the contract? YES/NO**
9. If not to specification, state deviation(s) _____
10. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as exclusive of VAT.
11. If you are unable to quote, please email this page back to the sender as a no quote and stated the reason(s) for no quote: _____
12. If you have not been contacted within 30 days, after the closing date of this RFQ, please consider your quotation as unsuccessful.
13. Payments will be made within thirty (30) days after receipt of acceptable invoice by the Department.
14. **The service provider will be processing personal information on behalf of the DHS, as a result the service provider needs to demonstrate that it complies with Protection of Personal Information Act, 4 of 2013 ("POPIA").**
15. **The successful bidder will be expected to complete the Operator Checklist and provide all necessary information, which will then be assessed by the DHS. The Service Provider should put the POPIA security safeguards in place and sign the Operator Agreement.**
16. Quotations for catering services must be accompanied by a Health Certificate. Failure to submit the Health Certificate will result in the Quotation being disqualified.

Regards;

SUPPLY CHAIN MANAGEMENT

DATE: 23 JANUARY 2026