

REQUEST FOR QUOTATION

Reference No:	DSBD RFQ 2024/01/16
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You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
Turn over (TICK appropriate box below) Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person		Jane Kekana or Thapelo Mantlaka			
e-mail address		DSBDEExternalRFQ@dsbd.gov.za			
Telephone number		012 394 3236/3560			
Issue/Request date		12 August 2024			
Closing date and time		19 August 2024 @ 09H00			
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation				

Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards specific goals, Size of Enterprise, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
1	700 boxes Y1 100 boxes Y2	Once off taken on, preparation and transfer of records to offsite storage per year for a period of 2 years	
2	5% files per year	Destruction per year (withdrawals) for a period of 2 years	
3	700 boxes Y1 800 boxes Y2	Monthly storage of files per month for period of 2 years	
4	100 files per month	20 deliveries and collections of files per month for period of 2 years	
5	24 months	Reports per month for a period of 2 years	
6	24 months	Tracking software services for a period of 2 years	
7	Compulsory documents to be returned. (a) Fully completed Standard Bidding Documents; SBD 4 and 6.1 (b) Points for tender shall be awarded based on the Price, B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth (80/20). To claim the points the following should be provided. i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit, ii. A Confirmation of SMMEs, take note of the above and below table (business classification) and tick relevant Colom in line with your business. iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence less than 6 months iv. And Include the ID for conformation of youth		

SCHEDULE 1

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4	Tick relevant compulsory	Signature-compulsory
Sectors or sub-sectors in accordance with the	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover		
Agriculture	Medium	51 – 250	≤ 35,0 million		
	Small	11- 50	≤ 17,0 million		
	Micro	0 – 10	≤ 7,0 million		
Mining and Quarrying	Medium	51 – 250	≤ 210,0		
	Small	11- 50	≤ 50,0 million		
	Micro	0 – 10	≤ 15,0 million		
Manufacturing	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 50,0		
	Micro	0 – 10	≤ 10,0		
Electricity, Gas and Water	Medium	51 – 250	≤ 180,0		
	Small	11- 50	≤ 60,0 million		
	Micro	0- 10	≤ 10,0 million		
Construction	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 75,0 million		
	Micro	0- 10	≤ 10,0 million		
Retail, motor trade and repair services.	Medium	51 – 250	≤ 80,0 million		
	Small	11- 50	≤ 25,0 million		
	Micro	0 – 10	≤ 7,5 million		
Wholesale	Medium	51 – 250	≤ 220,0		
	Small	11- 50	≤ 80,0 million		
	Micro	0 – 10	≤ 20,0 million		
Catering, Accommodation and other Trade	Medium	51 – 250	≤ 40,0 million		
	Small	11- 50	≤ 15,0 million		
	Micro	0 – 10	≤ 5,0 million		
Transport, Storage and Communications	Medium	51 – 250	≤ 140,0		
	Small	11- 50	≤ 45,0 million		
	Micro	0 – 10	≤ 7,5 million		
Finance and Business Services	Medium	51 – 250	≤ 85,0 million		
	Small	11- 50	≤ 35,0 million		
	Micro	0- 10	≤ 7,5 million		
Community, Social and Personal Services	Medium	51 – 250	≤ 70,0 million		
	Small	11- 50	≤ 22,0 million		
	Micro	0 – 10	≤ 5,0 million		

