



REQUEST FOR PRICE QUOTATION

For office use only:

Reference No:	RFQ SCM -009-2025
Date RFQ Issued:	10 JUNE 2025

Request for Quotation on behalf of the Department of Trade, Industry and Competition (**the dtic**)

The dtic hereby invites suitable service providers to provide the department with a quotation in accordance with requirements as per Annexure A, or in accordance with the Terms of Reference (Scope of work).

Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	MAAA
Contact person	
Email address	
Telephone number	

Enquiry and Closing Details

For office use only:

Contact person	Isaac Kganyago
E-mail address	IKganyago@thedtic.gov.za
Telephone number	
Closing date and time for quotation	17 June 2025 time 16:00
Quotations to be e-mailed to the dtic provided email	RFQs@thedtic.gov.za

Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
 2. Quotations received after the closing date and time will not be considered.
 3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and 20 points for preferential procurement specific points.
 4. No quotation will be considered from service providers employed by the state.
 5. **Quotations should be valid for a minimum period of 90 days from the date the RFQ closed.**
 6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
 7. The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.
- Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the SBD 6.1 claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete Table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific points are not claimed irrespective of the relevant proofs attached.
- HDI(Race, Women and People with disabilities)**
- Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
 - Proof of Race and women attach latest CSD report
- Small Medium Micro Enterprises (SMME's)**
- Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 1
- Local Procurement (Provincial / Municipal)**



the dtic

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-  Proof of address (municipal rates/ bank statements/ lease agreement / affidavit *or any other statement not older than three months containing proof of address*)
- B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)**
- B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit *and* completed as per BBBEE guide paragraph 17

9. **Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.**
10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
11. All prices quoted **MUST** be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.
12. All quotations must be strictly in accordance with Annexure A.
13. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
14. Price offered by the service provider scoring the highest points must be reasonable and market related

Please note:

EVALUATION CRITERIA

- Quotations will be evaluated based on the 80/20 preference, where 80/20 principle will apply to all procurement with a rand value of up to R50 million (all applicable taxes included)¹. 80 Points will be allocated for price and 20 points will be used for preferential procurement in line with the specific goals.
- Refer to SBD 6.1 form for specific goals
- Contract will be awarded to the bidder who scores the highest total points²
- This RFQ is line with the PREFERENTIAL PROCUREMENT REGULATION 2022



¹ “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

² “highest total points” equals the point scored for price added to the points for preferential procurement and RDP goals.



POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

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Signature Date

.....
Position Name of bidder



the dtic

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ANNEXURE A

Requirement list / Specifications			
SUBJECT: SUPPLY AND DELIVERY OF 50 BRANDED (the dtic logo) UMBRELLAS			
PROVINCE: GAUTENG			
MUNICIPALITY : ALL MUNICIPALITIES IN GAUTENG			
Item No	Number of Units	Item description	Unit Price
1	50	TORRENT GOLF UMBRELLA OR EQUIVALENT (MADE IN SOUTH AFRICA) Code- UMB-800 Diameter—127 Fabric –190T (Black) Nylon pouch with carry strap not shown. Handle- Fibreglass shaft and rubber handle Branding—Screen printing and the dtic logo on 4 panels (skip one panel then logo) NB: THE DTIC WILL SUPPLY ARTWORK FOR LOGOS	
		Total excluding VAT	
		VAT @ 15% if applicable	
		TOTAL INCLUDING VAT	

Company Name

Signature

Date

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION)			
BID NUMBER:	CLOSING DATE: 17 JUNE 2025	CLOSING TIME:	16:00
DESCRIPTION	REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF 50 BRANDED (the dtic logo) UMBRELLAS		
BID RESPONSE DOCUMENTS			
Service provider are required to submit their proposal by email to IKganyago@thedtic.gov.za			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Isaac Kganyago	CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	IKganyago@thedtic.gov.za	E-MAIL ADDRESS	
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILEING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

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DATE:

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