



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**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: 088AM (24/25)**

**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 in your company's letterhead, correct banking details should be also included on the quotation.
  - Quotations received after the closing date and time, at the [Quotations@dffe.gov.za](mailto: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 rate of exchange.**
  - **For bidders to claim preference points, the following must be adhered to;**
    - a. Submit a complete and signed SBD 6.1 which is used for claiming specific goals.
    - b. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
    - c. Submit a SANAS/ Companies and Intellectual Property Commission(CIPC) Accredited B-BBEE certificate or sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race; gender or
    - d. Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
    - e. 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:**
    - a. Perform due diligence during evaluation of quotations on information submitted by tenderers.
    - b. 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, SBD 6.1 forms respectively,**
  - **DFFE reserves the right to negotiate price 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 purpose and similar or equivalent brand specifications will be accepted by the Department.**

**SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)**

|                                                                                                           |                           |                                                    |                         |
|-----------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------|-------------------------|
| <b>SUPPLIER NAME:</b>                                                                                     |                           |                                                    |                         |
| <b>TEL NO:</b>                                                                                            |                           | <b>EMAIL ADDRESS:</b>                              |                         |
| <b>CENTRAL SUPPLIER DATABASE (CSD) NUMBER</b>                                                             |                           |                                                    |                         |
| <b>ATTENTION TO:</b>                                                                                      | Zola Mdlangazi            |                                                    |                         |
| <b>DATE REQUESTED:</b>                                                                                    | 11 July 2024              |                                                    |                         |
| <b>SERVICE/GOODS LOCATION</b>                                                                             | Kwa Zulu Natal (Umfolozu) |                                                    |                         |
| <b>SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES</b>                              |                           |                                                    |                         |
| <b>ATTENTION TO:</b>                                                                                      | Zola Mdlangazi            |                                                    |                         |
| <b>TEL NO:</b>                                                                                            | 012 399 9059              | <b>EMAIL ADDRESS:</b>                              | Quotations1@dffe.gov.za |
| <b>CC EMAIL ADD :</b> Sinothando Sithole <a href="mailto:sisithole@dffe.gov.za">sisithole@dffe.gov.za</a> |                           |                                                    |                         |
| <b>CLOSING DATE: 18 July 2024</b><br>(Quotations to be advertised for at least 5 days)                    |                           | <b>CLOSING</b>                                     | <b>TIME</b> 1 1 : 0 0   |
| <b>MANDATORY REQUIREMENTS (YES/NO)</b>                                                                    |                           | <b>Proof Attached</b><br>(to be completed by DFFE) |                         |
| <b>Professional registration:</b>                                                                         | NO                        |                                                    |                         |

\*Any reference to 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"

|                                                                                                                                                                                                                                                                                                       |    |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|--|
| Food Premises Certificate issued by the Municipality                                                                                                                                                                                                                                                  | NO |  |  |
| 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 be disqualified and not be evaluated further. |    |  |  |

**Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street, Private Bag X447, Pretoria, 0001**

| NO | BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: REQUEST FOR ACCOMMODATION AND<br>CONFERRING FACILITY ON 11 AUGUST 2024 – 16 AUGUST 2024<br>LOCATION: KWA ZULU NATAL (Umfolozli)                                                                    | UNIT OF ISSUE<br>(BOX/ ITEM) | QUANTITY<br>OF ITEM(S) |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------|
| 01 | <b>Full Day Conference Package for 5 Days: 12 August 2024 to 16 August 2024</b><br><br><b>Package inclusive of:</b> <ul style="list-style-type: none"> <li>• PA System</li> <li>• Projector</li> <li>• 3 Roving Mics</li> </ul>                       | 5 Days                       | 25 Trainees            |
|    | <b>Food and Beverages for day 1 to day 4: 12 August 2024 to 15 August 2024</b> <ul style="list-style-type: none"> <li>• Arrival tea</li> <li>• Morning tea,</li> <li>• Lunch buffet, with 1 Soft Drink per person</li> <li>• Afternoon Tea</li> </ul> | 4 Day                        | 25 Trainees            |
|    | <b>Food and Beverages for Day 5: 16 August 2024</b> <ul style="list-style-type: none"> <li>• Arrival tea</li> <li>• Morning tea,</li> <li>• Lunch buffet, with 1 Soft Drink per person</li> </ul>                                                     | 1 Day                        | 25 Trainees            |
| 02 | <b>Accommodation for 25 Trainees ( 05 Nights inclusive of Bed, Dinner and Breakfast from 11 August 2024 - 16 August 2024)</b><br><b>Check - In: 11 August 2024</b><br><b>Check - Out: 16 August 2024</b>                                              | 5 Nights                     | 25 Trainees            |

\*Any reference to 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"

For Internal & External Use

Effective date  
May 2024

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|                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Important notes:</b></p> <ul style="list-style-type: none"> <li>- Conference Facilities must be in Kwazulu Natal (Umfolozu)</li> <li>- Suppliers are requested to submit/ attach their Tourism Grading Certificate, <b>refer to the attached Instruction Note No: 3 of 2017-2018</b></li> </ul>                                                                                                   | <p>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.</p> <p>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.</p> |
| <p><b>NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

## 2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

## 2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;  
 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;  
 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.  
 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.  
 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.  
 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD4**

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

competitive tendering process or any other method envisaged in legislation;

- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of **Regulation 4(2)** of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- (a) any other invitation for tender, that is 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| <b>The specific goals allocated points in terms of this tender</b>                       | <b>A: Number of points allocated (80/20 system) (To be completed by the organ of state)</b> | <b>B: Number of points claimed (80/20 system) (To be completed by the tenderer) <math>B=A(20)</math></b> |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| more than 50% (fifty percent) ownership by Black people                                  | 20                                                                                          |                                                                                                          |
| more than 50% (fifty percent) ownership by Women                                         | 20                                                                                          |                                                                                                          |
| more than 50% (fifty percent) ownership by people with disabilities                      | 20                                                                                          |                                                                                                          |
| <b>NB: POINTS CLAIMED BY SUPPLIER MUST BE THE SAME AS POINTS IN A FOR SPECIFIC GOALS</b> |                                                                                             |                                                                                                          |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
  - The applicable preference point system for this tender is the 80/20 preference point system.

- 1.2 Points for this tender shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

- 1.3 To be completed by the organ of state:

The total points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.4 Failure on the part of a tenderer to submit proof or documentation 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.
- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

## Cost Containment Measures

- 5.3 When assessing cost-effective options to host conferences or events for 300 or more delegates, accounting officers and accounting authorities must take cognisance of the cost restrictions referred to in paragraph 5.5 below.
- 5.4 Accounting officers and accounting authorities must treat each conference or event that is hosted as a separate project and all expenditure incurred by the department, constitutional institution or public entity for hosting a conference or event must be recorded against the relevant items associated with a project.

**Hosting of conferences or events (within the borders of South Africa)**

- 5.5 Accounting officers and accounting authorities may proceed with the hosting of conferences or events where the expenses related thereto do not exceed the rates referred to in **Table 1** of this Treasury Instruction. The National Treasury may periodically review these amounts.

**Table 1: Rates set for hosting of conferences or events per person per day**

| <i>Hotel Grading</i> | <i>Cost per delegate per day</i> |
|----------------------|----------------------------------|
| 3 Star               | R 350.00                         |
| 4 Star               | R 480.00                         |
| 5 Star               | R 565.00                         |

*Inclusive of conference or event package, food and beverages excluding costs of other services and items that conference or event organizers will require.*

- 5.6 For the purposes of paragraph 5.5 above, the following services that are required by the conference or event organisers are excluded from the costs referred to in **Table 1** –
- (a) hiring of the venue, including the hiring of rooms for official business;
  - (b) usage of audio visual and other equipment;
  - (c) computer, fax, internet and telephone access;
  - (d) printing;
  - (e) outlays for conference or event preparation and planning;
  - (f) transportation of equipment or material to be showcased at the conference or event;
  - (g) speaker fees;
  - (h) administrative expenses;
  - (i) translation and interpretation expenses; or
  - (j) security costs to ensure the safety of attendees or dignitaries.
- 5.7 Where the expenses related to a conference or event exceeds the rates referred to in paragraph 5.5 above, the accounting officer or accounting authority must obtain prior written approval from the relevant treasury before proceeding with any arrangements related to that conference or event. If such prior written approval is not obtained, the expenditure related thereto shall be regarded as irregular expenditure and *ex post facto* approval may not be granted by the relevant treasury.