Head Office:
Eco Glades 2, 420 Witch Hazel Avenue, Eco Park, Centurion, 0169
Private Bag X31, Highveld Park, 0169
Tel: +27 12 003 1400 I Fax: +27 12 661 0074
Email: clientsupport@fpb.org.za I Website: www.fpb.org.za

Film and Publication Board™

REQUEST FOR QUOTATIONS:

RFQ No: 05/11/21

From: **Supply Chain Management**

Contact Person: Lastar Makhubela

Tel: 012 003 1400

Fax: 086 645 9286

Date: 10/11/2021

Lastar.Makhubela@fpb.org.za

REFERENCE NO: 05/11/21

You are hereby invited to submit a quotation as per the specification indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at Film and Publication Board on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

FAILURE TO SPECIFICALLY QUOTE AS PER THE SPECIFICATION AND COMPLYING WITH THE LISTED INSTRUCTIONS WILL RESULT IN YOUR QUOTATION BEING DISQUALIFIED. PLEASE ENSURE THAT YOUR QUOTATION PROVIDES THE DETAIL AS PER SPECIFICATION FAILING WHICH IT WILL BE DISQUALIFIED.

Expected date of delivery	**24 November 2021**
Venue :(Place of delivery)	**Newcastle** **Osizweni Community Hall**
Time: required	9:00 am
Type (Please be specific about the type of the function to be catered for e.g. Training, executive meeting etc.)	**Distributor Engagement in Kwazulu Natal Newcatle** **Total Number of Attendees 150 (film makers, and Film distributors)**

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Detailed Specification Requirements

Material must be supplied at 09:00 am

We request the below to be supplied at the Venues:

We require the following: (PA SYSTEM)

- Large Speakers
- Projector With screen (Big enough to view a movie)
- Roaming Microphone X3
- Laptop

Catering

Food will be served at 12:30

We request foods to be prepared as follows:

150 Lunch packs

Each Lunch packs to include:

- Apple
- Banana
- Sandwiches assorted fillings - chicken mayo, egg-mayo and cheese-lettuce-tomato.
- Chicken pieces (except for vegetarian lunch packs)

Dietary requirements: 20 Packs of the lunch packs to be in vegetarian category.

Please note this will be required on different dates different days as per below:

24 November 2021 (Newcastle) KZN
Osizweni Community Centre
Contact: Mpumi (073 5559914)

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COMMENTS:

Contact persons at the venue is:
Nthabiseng May and Romeo (contact numbers will be shared upon approval of this request)
Romeo: 081 3337491

Closing time and date: 15 November 2021 at 12:00

1. Suppliers must supply written quotations that reflect the following information:
    - 60 days price validity period (From the closing date of RFQ)
    - Price per item **(All-inclusive prices are required. The price reflected in the quotation will be accepted as being all inclusive.)**
    - Delivery lead time
    - Company Name
    - Company Registration Number
    - VAT Registration Number (If applicable)
    - **VAT Registration must be accompanied by SARS PIN**
    - Address
    - Contact Person
    - Telephone
    - Email Address
2. Suppliers must sign and return the Quotation Declaration with their quotation.
3. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
4. Supplier must submit SBD forms along with CSD report. You may be requested to submit SARS tax pin

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5. Valid certified proof of BBBEE level contribution must be submitted if supplier wish to claim points.
   5.1. Non submission will lead to disqualification were in the event BBBEE contribution level is a mandatory prequalifying requirement
   5.2. Non submission will not lead to disqualification were in the event BBBEE contribution level is non-compulsory not pre-qualify requirement, no points will be allocated for BBBEE contribution level.
6. Suppliers should note that the 80/20 or 90/10 preference points system will be applicable to transactions from R30 000 (Refer to SBD 6.1)
7. All prices must be fixed and firm.
8. Submission of your quotation will be taken by FPB as that you are in agreement with the clause. **Any clause for upfront or deposit declaration will be disregarded.**
9. No deposit will be paid. Supplier delivers goods/services then payment is made in full unless on a service level agreement. Refer to point 14 below.
10. Delivery will be as per the delivery address above, unless specifically specified otherwise.
11. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
12. SBD7.1 must be completed, signed and returned as a confirmation of acceptance of Purchase Order. Failure to do this will result in tax invoice not being paid.
13. All tax invoices will be paid within 30 days, subject to satisfactory delivery of good and services to FPB.
14. Depending on the type of goods and services to be delivered the successful bidder may be requested to contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: Type out document names of attachments. SBD 1, 4, 6.1, 8 and 9

QUOTATION DECLARATION

RFQ No: 05/11/21

I/we the undersigned, who warrants that he/she is duly authorized to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct
2. If the company is selected to supply the product/service requested, the company may be required to furnish documentary proof to the satisfaction of Film and Publication Board that the information provided on this quotation is correct.
3. If the information provided on this quotation is found to be incorrect, Film and Publication Board, in addition to any other remedy it may have:

For: Supplier company name

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date