



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ADDENDUM ON RFQ159/2025: SECOND BRIEFING SESSION & EXTENTION ON RFQ CLOSING DATE.

REQUEST FOR QUOTATION (PRICE QUOTATIONS)

INSTRUCTIONS:

- All Request for Quotations (RFQ) responses **MUST** be accompanied by the attached **SBD 1, SBD 3.1, SBD 4, SBD 6.1 & POPIA** consent form fully completed and signed. (Only the attached SBD Forms must be returned).
- Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (where applicable), and thereafter 80/20-points scoring basis. 80 points price and 20 points for specific goals.
- Bidders who wish to claim points for specific goals applicable for this **RFQ**, must ensure that the SBD 6.1 claim form is completed. Proof or evidence for claiming points for specific goals as **stipulated on the SBD 6.1**.
- For local production and content as determined by DTI, suppliers should submit completed and signed SBD 6.2 as well as **annexure C**.
- **Quotation should be dated and signed on the company's letterhead.**
- Quotations should be valid for a minimum period of 90 days from the date of the quotation.
- All prices quoted must be VAT inclusive, service providers who are not registered for VAT must indicate this clearly on their quotation.
- For construction/maintenance/alterations related services submit proof of **CIDB registration**.
- Late responses will not be considered.
- **All Quotation responses MUST be submitted via email below – quotation@dhet.gov.za**

DETAILS OF SUPPLIER			
SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:	20 June 2025		

SUBMIT QUOTATION TO:			
NAME & SURNAME:			
TEL NO:		EMAIL:	Quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):		25 June 2025	
CLOSING TIME FOR QUOTATION(S):		11h00	
DELIVERY ADDRESS FOR GOODS /SERVICES		222 Struben Street – Dept of Basic Education - Pretoria - 0001	
BRIEFING SESSION VENUE		Room 923 – 123 Francis Baard Street, Dept of Higher Education and Training – Pretoria - 0001	
BRIEFING SESSION DATE		23 June 2025	
BRIEFING SESSION TIME		11h00 - 12h00	
QUOTATION VALIDITY PERIOD		90 DAYS	

PLEASE QUOTE ON THE FOLLOWING ITEM(S)		
NO.	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)
EXAMINATION STATIONERY PROCUREMENT (See attached specifications)		
01	EXAMINATION ANSWER BOOKS – BOE 8/13 NATED -BLACK INK (Attached Specification REF:002B024/30)	1 200 000 00 each
02	EXAMINATION ANSWER BOOKS – BOE 8/15 COMPUTER SCRIPTS -YELLOW PAPER (Attached Specification REF:002B024/31)	500 000 00 each
03	EXAMINATION ANSWER BOOKS – BOE 8/20 DRAWING PAPER (Attached Specification REF:002B024/32)	500 000 00 each
04	EXAMINATION MATERIAL: TEMPER PROOF OUTERBAGS (Attached Specification REF:002B024/33)	500 000 00 each
05	EXAMINATION ANSWER BOOKS – BOE 8/9 GRAPH PAPER (Attached Specification REF:002B024/34)	500 000 00 each
06	EXAMINATION ANSWER BOOKS – BOE 9/5 BANDS FOR EXAMINATION ANSWER SCRIPTS (Attached Specification REF:002B024/35)	400 000 00 each
07	EXAMINATION ANSWER BOOKS – BOE 173: GUIDELINE: PROPERTIES OF WATER AND STEAM: BOOKS (Attached Specification REF:002B024/36)	15 000 00 each
08	EXAMINATION ANSWER BOOKS – BOE 8/2: HOT ROLLED STRUCTURAL STEEL SECTIONS: BOOKS (Attached Specification REF :002B024/37)	10 000 00 each
09	EXAMINATION ANSWER BOOKS - BOE 8/18 3-CYCLE SEMI LOGARITHMIC GRAPH PAPER (Attached specification REF:002B024/38)	10 000 00 each

- Please put the RFQ number on the subject line when sending the quotation and required documents.
- Please make sure you attach your signature, date and validity period on the quotation.
- Recommended bidder MUST be able to deliver the required stock within 30 Days of receipt of an order failure to deliver the Department will cancel the order without any consultation.
- Bidders must indicate or confirm stock availability and estimated time of delivery within the 30 Days as indicated above.
- The Department reserves the right to verify the information provided by the bidders and also confirming the financial capacity and the ability of the shortlisted bidders.
- Failure to comply with the above requirements may lead to disqualification of your proposal.
- Bidders MUST quote all items on the request form, failure to do so may lead to disqualification.

NB: Bidders must note that the above briefing session is a second Compulsory Briefing session and suppliers who attended the first briefing session on the 17 June 2025 may not attend the above.

Bidders must note that there was an omission of briefing session date on the first RFQ document published on the 11 June 2025 therefore for a fair and equitable process the Department decided to conduct a second briefing session with an extension on closing date of RFQ159/2025.