



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ADDENDUM

RFQ264/2024 - REQUEST FOR 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 -**

DETAILS OF SUPPLIER

SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:	22 AUGUST 2025		

SUBMIT QUOTATION TO:

NAME & SURNAME:			
TEL NO:		EMAIL:	Quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):	29 AUGUST 2025		
CLOSING TIME FOR QUOTATION(S):	11H00		
DELIVERY ADDRESS FOR GOODS /SERVICES	222 Struben Street – Dept of Basic Education -Pretoria		
COMPULSORY BRIEFING SESSION DATE	25 AUGUST 2025	123 Francis Baard Street, Dept of Higher Education & Training, Pretoria	
BRIEFING SESSION TIME	11H30		
VALIDITY PERIOD	90 DAYS		

PLEASE QUOTE ON THE FOLLOWING ITEM(S)

ITEM	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)
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RFQ264/2025 -Examination Answer Books (See attached specifications) <i>Design, Layout and Printing must be included on the quotations</i>		
01	Examination Answer Books (BOE 8/13 NC(V) Answer Books (Navy Blue ink)	600 000
02	Examination Answer Books GETC	565 000

- 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 your quotations.
- Recommended bidder MUST be able to deliver the required stock within 30 Days of receipt of a purchase 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 will lead to disqualification.

Please note the follow-up Compulsory Briefing session above!!

NB: Suppliers who attended the 1st Briefing are not obliged to attend this one.