



## environmental affairs

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA

Fedsure Forum Building, North Tower  
Cnr Lilian Ngoyi (Van Der Walt) & Pretorius Street  
Pretoria

Private Bag X447  
Pretoria  
0001

### NOTE:

- Please use this form when quoting and include VAT per item (where applicable), your quote must be in your company's letterhead,
- Prompt response needed, as all the items are urgently required, late responses will not be considered,
- For quotes in excess of **R30 000.00** and above please submit your company valid Tax Clearance certificate
- Kindly furnish us with your original or certified **BEE** Certificate as accredited by **SANAS** if you are claiming for Equity/BEE points, failing which, the BEE points claimed will be forfeited or zero point will be allocated.
- Append/Submit your correct banking details on your quotation,
- Indicate your delivery timelines and quotation expiry date (Unless otherwise stated on the quote, quotes must be valid for 30 days)
- After 14 days of closing date of RFQ without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
- Please duly complete and sign the **SBD 9** and **SBD 4** forms respectively
- The preference point system that will be used to evaluate your quote will be **80 points for (Price) and 20 points (BEE)** as per **Preferential Procurement Regulations 2011, the threshold value to be determined if functionality will be used as a criteria to evaluate quotations. Company with higher preference points may be preferred**

DETAILS OF SUPPLIER										
SUPPLIER NAME:										
TEL NO:				FAX NO:						
ATTENTION TO:										
DATE REQUESTED:										
SERVICE/GOODS LOCATION:										
SUBMIT QUOTATION TO DEPARTMENT ENVIRONMENTAL AFFAIRS:										
ATTENTION TO:					Mrs Carina Malherbe					
TEL NO:		012 310 3799			FAX NO:		012 320 4087			
CLOSING DATE: (QUOTATIONS TO BE ADVERTISED FOR AT LEAST 5 WORKING DAYS)				CLOSING		TIME	1	2	H	0
18/02/2013									0	0
QUOTE ON THE FOLLOWING ITEM(S)										
NO	BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED								QUANTITY OF ITEM(S)	
1	Short course on financial management for non-financial managers								1	

- No goods/services should be delivered before an official order is received from Department of Environmental Affairs.
- Failure to deliver goods within the agreed timelines will result in an order being cancelled and possible removal of your profile from the Departmental database and possible inclusion on the Database of Restricted suppliers by National Treasury.
- Failure to respond to the RFQ for more than two times within one year will result in possible removal from the DEA departmental database.