



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: 462R AM (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 on your company's letterhead, correct banking details should be also included on the quotation.
 - Quotations received after the closing date and time, at Quotations1@dfpe.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 the rate of exchange.**
 - For bidders to claim preference points, the following must be adhered to;
 - Submit a complete and signed SBD 6.1 which is used for claiming specific goals.
 - Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
 - 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
 - Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
 - 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:
 - Perform due diligence during the evaluation of quotations on information submitted by tenderers.
 - 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**, and **SBD 6.1** forms respectively,
 - DFFE reserves the right to negotiate prices 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 purposes and similar or equivalent brand specifications will be accepted by the Department.**

SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:			
TEL NO:		FAX NO:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			
DATE REQUESTED:	10- MARCH-2025		
SERVICE/GOODS LOCATION	Diepsloot Memorial Parks Diepsloot20269		

SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

ATTENTION TO:	SITHOLE SINOHANDO		
TEL NO:		EMAIL ADDRESS:	Quotations1@dfpe.gov.za
CC EMAIL ADD : SitholeSinothando: sisithole@dfpe.gov.za			
CLOSING DATE: 17- MARCH-2025	CLOSING TIME	0	9 H 0 0
MANDATORY REQUIREMENTS (YES/NO)	Proof Attached		
Professional registration:	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.

*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"




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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: REQUEST FOR HIRING EXHIBITION EQUIPMENTS FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT.	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
	EXHIBITION Event date: 21 March 2025 Set-up date: 20 March 2025 @ 10:00 Breakdown: 21 March 2025 @ 16:00 Delivey venue: Diepsloot Memorial Parks Diepsloot 20269				
01	MARQUEE FOR EXHIBITION Aluminium framed marquee 25m x 50m - Interlocking Flooring: Durable flooring for the event area - Carpet tiles: Carpeted flooring for comfort and aesthetic Colour: Dark grey or a very dark shade of green	Each	1		
02	8x Aluminium frame double doors with Glass:	Each	8		
03	8x Fire Extinguishers: 4.5kg (Dry Chemical Powder) - Fire extinguisher signage and arrows for each fire extinguisher	Each	8		
04	4x Exit and 4x Entrance signage: 190mm X 190mm	Each	8		

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05	Shell Scheme Package (3m x 3m booths): Exhibition stands with walling, fascia, and necessary components for booths.	Each	50		
06	Fascia text (std vinyl colour) <ul style="list-style-type: none"> Size: 200mmW x 200mmH Material: Self-adhesive low tech vinyl Names to be provided	Each	50		
07	Fluorescent lightning Shall be installed in accordance with SANS 10142-1 and the City's By-Laws.	Each	50		
08	Plug x 50 (at least for each booth) 1/4 Part DB Shall be installed in accordance with SANS 10142-1 and the City's By-Laws.	Each	50		
09	Portable Air Conditioners <ul style="list-style-type: none"> Size: 24000 BTU 	Each	20		
10	Generator with Diesel (100KVA): Power generator for event energy supply - Shall be installed in accordance with SANS 10142-1 and the City's By-Laws. - Cable trunking /trays is a must to prevent trip hazards. Competent electrician must be on site for the duration of the event -1x Fire Extinguishers: 9.kg (Dry Chemical Powder)	Each	1		
11	Heavy duty plastic chairs	Each	100		
12	Trestle Tables (1.89 m X 76cm) with black table clothes	Each	50		

13	<p>L-SHAPED CORNER POP UP EXHIBITION STAND</p> <ul style="list-style-type: none"> - Double sided - Size: Height 1.8m Width 3.0m Depth 3.0 - Fabric material printed in full colour - Free standing, Light weight and durable - Aluminium frame, Linking panel, Easy to assemble - Versatile modular design that allows for removal or additions - Portable wheeled carry bag  <ul style="list-style-type: none"> • ART work shall be provided to the successful supplier. 	Each	4		
	<p>Important notes</p> <p>After erection of the structure, the bidder must provide the following:</p> <ul style="list-style-type: none"> • Structural Certificate for the Marquee (Temporary Structures) from a Structural Engineer: • Proof of registration of Structural Engineer with (Engineering Council of South Africa) ECSA 				

	<ul style="list-style-type: none"> • Certificate of Compliance (COC) for the electrical installations from generator • Component Electrician (registered with ECASA) • COC Certificate: Certificate of Compliance for electrical installations. 				
TOTAL AMOUNT (Exl. 15% VAT)					R
TOTAL VAT 15%					R
GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors) 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. 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.					R
NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment. <ul style="list-style-type: none"> • 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 					