



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

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: DFFEQ03M (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 in your company's letterhead, correct banking details should be also included on the quotation.
  - Quotations received after the closing date and time, at the [Quotations1@dffe.gov.za](mailto:Quotations1@dffe.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 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 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 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, SBD 6.1** forms respectively,
  - DFFE reserves the right to negotiate price 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 purpose and similar or equivalent brand specifications will be accepted by the Department.**

### DETAILS OF SUPPLIER (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:			
TEL NO:		FAX NO:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			
DATE REQUESTED:	16 APRIL 2024		
SERVICE/GOODS LOCATION	PRETORIA		
<b>SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES</b>			
ATTENTION TO:	Ms Bongive Mashaba		
TEL NO:	012 399 9052	EMAIL ADDRESS:	<a href="mailto:bmashaba@dffe.gov.za">bmashaba@dffe.gov.za</a>
CC EMAIL ADD : <a href="mailto:nvaloyi@dffe.gov.za">nvaloyi@dffe.gov.za</a> or <a href="mailto:sisithole@dffe.gov.za">sisithole@dffe.gov.za</a>			
CLOSING DATE: 26 APRIL 2024 (Quotations to be advertised for at least 5 days)	CLOSING	TIME	1 1 H 0 0
MANDATORY REQUIREMENTS (YES/NO)	Proof Attached (to be completed by DFFE)		

<b>Professional registration: Service provider should be registered and accredited by TETA or relevant Quality Assurance Functionaries to offer NQF Level 5 National Certificate: Supply Chain Management training with SAQA Unit Standard: 337061, Qualification ID NO: 74149</b>	<b>YES</b>		
<b>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.</b>			



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED (TO BE COMPLETED BY THE USER)	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	AMOUNT (to be same as the quotation attached)
1	<p><b>REQUEST FOR A SUITABLE SERVICE PROVIDER RENDER BID COMMITTEE TRAINING</b></p> <p><b>Bid Committees Training for PFMA regulated Institutions</b></p> <p><b>Qualification NQF Level 5 accredited training</b></p> <p><b>Qualification Title:</b> National Certificate: Supply Chain Management</p> <p><b>SAQA Unit Standard:</b> 337061</p> <p><b>Qualification ID:</b>74149 Management</p> <p><b>Mode of delivery:</b> Face to face training</p> <p><b>Training Duration:</b> 5 days</p> <p><b>The training should cover the Following:</b></p> <ul style="list-style-type: none"><li>• Legislative framework</li><li>• Supply Chain Management Model</li><li>• Ethical conduct at all stages of the bid committee system</li><li>• Bid Specification Committee</li><li>• Bid Evaluation Committee</li><li>• Bid Adjudication Committee</li></ul> <p><b>NB: The cost breakdown should include the following items:</b></p> <ul style="list-style-type: none"><li>- Training Materials</li><li>- Facilitation</li><li>- Assessment</li></ul>	Person	50	R	R

	<ul style="list-style-type: none"> <li>- Moderation</li> <li>- Issuing of certificate of competency</li> <li>- Training venue around Pretoria</li> <li>- Catering services</li> </ul>				
2	Training Venue around Pretoria (Physical) – To be included in the quote <ul style="list-style-type: none"> <li>- Include all equipment needed in the venue (e.g Mic, Projector)</li> </ul>	Each	2	R	R
3	Catering-To be included in the quote <ul style="list-style-type: none"> <li>• Arrival tea</li> <li>• Mid Morning tea</li> <li>• Lunch</li> <li>• Afternoon tea</li> </ul>	Days	10	R	R
<b>Bidder must take note of the below conditions:</b> <ul style="list-style-type: none"> <li>- Delegates to attend on blocks of 25</li> <li>- The department reserves the right to request a Comprehensive CV and qualifications of a presenter/facilitator upon issuing of a purchase order to recommended supplier.</li> <li>- <b>DFFE shall pay 80% after the training has been conducted, and the remaining 20% shall be paid upon the issuing of the certificates</b></li> </ul>					
				<b>TOTAL AMOUNT ( Exl. 15% VAT)</b>	R
				<b>TOTAL VAT 15%</b>	R
				<b>TOTAL AMOUNT ( Incl. 15% VAT for VAT Vendors)</b>	R
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..					
<ul style="list-style-type: none"> <li>• <b>NB: No goods/services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</b></li> <li>• <b>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.</b></li> </ul>					

	<ul style="list-style-type: none"><li>• The department reserves the right to request a Comprehensive CV and qualifications of a presenter/facilitator upon issuing of a purchase order to a recommended supplier.</li></ul>
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SBD 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in  
submitting the accompanying bid, do hereby make the following statements  
that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The applicable preference point system for this tender is the **80/20** preference point system.

1.2 **Points for this tender shall be awarded for:**

- (a) Price; and
- (b) Specific Goals.

1.3 **To be completed by the organ of state:**

The total points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 Failure on the part of a tenderer to submit proof or documentation 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.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in

regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

#### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- (a) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	A: Number of points allocated (80/20 system) (To be completed by the organ of state)	B: Number of points claimed (80/20 system) (To be completed by the tenderer) B=A (20)
More than 50% (fifty percent) ownership by Black people	20	
More than 50% (fifty percent) ownership by Women	20	
More than 50% (fifty percent) ownership by people with disabilities	20	
NB: POINTS CLAIMED BY SUPPLIER MUST BE THE SAME AS POINTS IN A FOR SPECIFIC GOALS		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name \_\_\_\_\_ of company/firm.....

4.3. Company \_\_\_\_\_ registration \_\_\_\_\_ number: .....

4.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited

- Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:**  
.....

**DATE:**  
.....

**ADDRESS:**  
.....  
.....  
.....