Take note of our terms and conditions:

- **Free State Legislature reserves the right to Split, Cancel and withhold an Order.**
- **Quotations submitted late will not be considered for assessment and any supplier that fails to submit required documents will also not be considered.**
- **Suppliers not on the Free State Legislature's database would be requested to apply and fill in necessary forms prior to appointment.**
- **Prices related to catering must be in line with the provisions of the Department of Treasury.**
- **Please sign quotations, quotations that are not signed will not be considered.**
- **Email thabom2@fsl.gov.za and FSLSCM@fsl.gov.za and Subject: RFQ no.**
- **The Free State Legislature shall apply Preferential Procurement to all procurements of goods and services exceeding the amount of R15 001 (vat inclusive). The 80/20 rule will be used where 80 will constitute the price and 20 will be constituted by the specific goals, herein referred to as the HDI (Historically Disadvantaged individuals) and the RDP (Reconstruction and Development Program). A valid copy of a BEE certificate or certified affidavit will be used as proof for confirmation of any of the below elements of the HDI goals.**

The HDI and RDP goals shall be allocated as follows:

HDI GOALS	RDP GOALS
(i) At least 51% black owned is 4 points.	(i) SMME scores 8 points.
(i) At least 51% Women owned is 4 points.	
(ii) At least 51% people with disabilities owned is 4 points.	

NB: For a quotation to be accepted as valid, the following conditions must exist;

- The quotation must bear (i) Registered name of a company, contact details (telephone, email and physical address) (iii) name of contact person.

- The quotation must further include (i) Tax Clearance Number, (ii) VAT number (if applicable), (iii) Income Tax number, and (iv) Company registration number. (NB: Having TCC and Income Tax Number at the face of a quotation speeds up a process of verification of the TCC without having a copy in hand)
- The quotation must have a date and a signature of a director or representative of the company.