forestry, fisheries & the environment
Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

Nedbank Building, 63 Strand street, Private Bag PO Box 4390, Cape Town office, 8000

REQUEST FOR QUOTATION OF GOODS AND SERVICES

RFQ NO: DFFEQ 278 CLEANING MATERIALS (26/27)

IMPORTANT INFORMATION FOR CONSIDERATION BY SUPPLIERS

NOTE 1: RFQ INSTRUCTION

a) *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 including correct banking details should also be included on the quotation.*

b) All quotations received at RFQCT@dffe.gov.za after the closing date and time will N**OT** be accepted for consideration.

c) For quotations with a Rand value up to R1 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 People, Women or People living with Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000), If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities must be submitted. Members of the joint venture must submit a consolidated BBB-EE certificate in the name of joined entities in order to claim points for specific goals.

d) DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.

e) 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.***

NOTE 2: PREFERENTIAL POINT SYSTEM

For bidders to claim preference points, the following must be adhered to;

a) Submit a complete and signed SBD 6.1, which is used for claiming specific goals.

b) Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.

c) 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

d) Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)

e) CSD Registration Report or MAAA. number.

f) 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.

NOTE 3: TAX LEGISLATION

a) Bidder must at all-time be compliant when submitting a proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

b) Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.

c) SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided.

NOTE 4: DFFE'S RESERVATION

DFFE reserves the right to:

a. Perform due diligence during the evaluation of quotations on information submitted by tenderers.

b. 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 90 days from the date the RFQ closes**)*
- *Tenderers are required to duly complete and sign the **SBD 4**, **SBD 6.1** forms, respectively.*
- DFFE reserves the right to negotiate prices with the preferred t*enderers* 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:		**EMAIL ADDRESS:**	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			

*Any reference to the 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"

DATE REQUESTED:								
SERVICE/GOODS DELIVERY ADDRESS	Department of Forestry Fisheries & Environment, East Pier Building 1, V&A Waterfront, Cape Town							
SUBMIT QUOTATION TO THE DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES								
ATTENTION TO:	Andiswa Charlie							
TEL NO:	021 493 7149	**EMAIL ADDRESS:**	RFQCT@dffe.gov.za					
CC EMAIL ADD:								
CLOSING DATE: 30/11/2026 (Quotations to be advertised for at least 7 days)		**CLOSING**	**TIME**	**1**	**1**	**H**	**0**	**0**
MANDATORY REQUIREMENTS (YES/NO)			**Proof Attached (to be completed by DFFE)**					
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 will not be evaluated further.								

NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED:	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)
	QUOTATION REQUEST IN RESPECT OF CLEANING MATERIAL, KITCHENWARE AND MISCELANEOUS ITEMS FOR ANTARCTIC ISLAND VOYAGE 2026	1	
	REFER TO ATTACHED ANNEXURE A		

Note: All delivery costs and 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.

NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.

- **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**

ANNEXURE A

	ITEM DESCRIPTION	QUANTITY
1	CARPET VACUUM FRESHNER POWDER (500g)	**53**
2	DISHWASHING LIQUID (good Quality) (750ml)	**80**

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3	SUNLIGHT BARS (500g)	**20**
4	FABRIC SOFTENER STA-SOFT (2L)	**80**
5	JIK (750ml)	**80**
6	SOAP LAUNDRY AUTOMATIC (good Quality) (3kg)	**80**
7	OVEN CLEANER (good Quality) (300ml)	**35**
8	WINDOW GLASS CLEANER (good Quality) (750ml)	**10**
9	WOODEN FLOOR CLEANING SOLUTION (750ml)	**10**
10	POLISH FLOOR TILE (High Shine) (750ml)	**10**
11	AIR FRESHNER (good Quality) (180ml)	**100**
12	BLEACH MULTI-PURPOSE CLEANER (liquid/gel) (750ml)	**60**
	KITCHEN HARDWARE & CROCKERY	
13	BRASS POT SCOURERS (each)	**100**
14	SPONGE SCOURERS (pack of 4's)	**30**
15	HAND SCRUBING BRUSH (medium)	**3**
16	DUSTPAN (with Long Handle) (medium)	**5**
17	MOPS COMPLETE (Good Quality) (large)	**10**

18	WINDOW SQUEEGEE (Academy Rotating) (2.1m)	**5**
19	SCISSORS KITCHEN (Good Quality) (standard)	**2**
20	OLIVE PITTER(standard)	**1**
21	FLASK STAINLESS STEEL (Good Quality) (1.9L)	**3**
22	LAUNDRY WASH BOWL (Plastic) (30L)	**9**
23	NON-STICK FRYING PANS (28cm)	**2**
24	OVEN GLOVE LONG (each)	**2**
25	OVEN GLOVE SHORT (pair)	**2**
26	DISHCLOTHS (pack of 10)	**3**
	MISCELANEOUS	
27	CHARCOAL BRIQUETTES (4kg)	**100**
28	FIRELIGHTERS (box)	**80**
29	LIGHTERS (GAS) (standard)	**5**
30	TOOTHPICKS (pack of 100's)	**10**
31	SKEWERS (pack of 100)	**2**
32	BLACK BAGS HEAVY DUTY,90 MIC, 1020 X 950MM FOR CP120 COMPACTOR UNIT (BULKMATECH) (pack of 50)	**2**
33	BUBBLEWRAP 1.25M X100 M	**2**

SBD4

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 interest1 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**

2.2 Do you, or any person connected with the bidder, have a relationship

1 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.

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 consortium2 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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2 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.

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

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

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) The **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 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.

1.6 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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(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:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 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 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……..

4.4. Company registration number: ……...

4.5. 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]

4.6. 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: ……
……
……
……