



REQUEST FOR QUOTATION (RFQ)
DIRECTIVE TO SUPPLIERS ON COMPLIANCE WITH REQUIRED DOCUMENTS

ALL INVITED SUPPLIERS ARE REQUESTED TO TAKE NOTE OF THE FOLLOWING INFORMATION AND ENSURE THAT ALL RELEVANT DOCUMENTS SHOULD BE DEPOSITED IN THE TENDER BOX WITH THE BID DOCUMENT WHEN RESPONDING TO RFQs

1. SUBMISSION /UPLOADING OF REQUIRED DOCUMENTS

- a) All SBD documents provided with the quotation **MUST** be fully completed and signed and uploaded on the system when responding to RFQ
- b) The signature dates of SBD Forms **MUST** be in line with the current request for quotation
- c) A copy of the company CIPC Registration must be uploaded
- d) A copy of the company BBBEE Certificate must be uploaded
- e) Where SBD 6.2 for local content is applicable Annexure C provided **MUST** be fully completed with correct information and uploaded on the system

NB: Points claimed on SBD 6.1 must align with ownership information on CSD and BBBEE Certificate

2. CAPTURING AND UPLOADING OF QUOTATION

- a) A copy of the quotation on the company letter head must be uploaded on the system.
- b) Suppliers are advised to verify and ensure that the total amount of the uploaded quotation is the SAME as the amount captured on the system and SBD 3.1.
- c) Suppliers are also advised to verify and ensure that their prices are correctly calculated before submitting quotation.
- d) **Suppliers should note that the Price that will be considered as the offered price will be the one captured in the CSD system.**
- e) All quotations **MUST** be inclusive of VAT (**ONLY if a supplier is a VAT Vendor**). Suppliers who are not VAT Vendors **MUST not include VAT in their quotations.**
- f) Where applicable, the brand name of the goods to be delivered must be stated on the quotation and SBD 3.1.
- g) All quotations must be valid for 60 days.
- h) Delivery period **MUST** be indicated on the quotation.

SUPPLIERS ARE REQUESTED TO COMPLY WITH ALL THE ABOVE AND ENSURE THAT ALL REQUIRED DOCUMENTS ARE UPLOADED