**REQUEST FOR QUOTATION OF GOODS AND SERVICES**

**SUBMIT QUOTATION TO**

**DEPARTMENT ENVIRONMENTAL AFFAIRS:**

**ATTENTION TO:** Mrs Carina Malherbe

**TEL NO:** 012 310 3799

**FAX NO:** 012 320 4087

**CLOSING DATE:** 18/02/2013

**CLOSING TIME:** 12H00

**QUOTE ON THE FOLLOWING ITEM(S)**

<table>
<thead>
<tr>
<th>NO</th>
<th>BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED</th>
<th>QUANTITY OF ITEM(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Short course on financial management for non-financial managers</td>
<td>1</td>
</tr>
</tbody>
</table>

- Please use this form when quoting and include VAT per item (where applicable), your quote must be in your company’s letterhead,
- Prompt response needed, as all the items are urgently required, late responses will not be considered,
- For quotes in excess of R30 000.00 and above please submit your company valid Tax Clearance certificate
- Kindly furnish us with your original or certified BEE Certificate as accredited by SANAS if you are claiming for Equity/BEE points, failing which, the BEE points claimed will be forfeited or zero point will be allocated.
- Append/Submit your correct banking details on your quotation,
- Indicate your delivery timelines and quotation expiry date (Unless otherwise stated on the quote, quotes must be valid for 30 days)
- After 14 days of closing date of RFQ without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
- Please duly complete and sign the SBD 9 and SBD 4 forms respectively
- The preference point system that will be used to evaluate your quote will be 80 points for (Price) and 20 points (BEE) as per Preferential Procurement Regulations 2011, the threshold value to be determined if functionality will be used as a criteria to evaluate quotations. Company with higher preference points may be preferred

**DETAILS OF SUPPLIER**

**SUPPLIER NAME:**

**TEL NO:**

**FAX NO:**

**ATTENTION TO:**

**DATE REQUESTED:**

**SERVICE/GOODS LOCATION:**

**NOTE:** Please use this form when quoting and include VAT per item (where applicable), your quote must be in your company’s letterhead, prompt response needed, as all the items are urgently required, late responses will not be considered, for quotes in excess of R30 000.00 and above please submit your company valid Tax Clearance certificate, kindly furnish us with your original or certified BEE Certificate as accredited by SANAS if you are claiming for Equity/BEE points, failing which, the BEE points claimed will be forfeited or zero point will be allocated, append/submit your correct banking details on your quotation, indicate your delivery timelines and quotation expiry date (Unless otherwise stated on the quote, quotes must be valid for 30 days), after 14 days of closing date of RFQ without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful, please duly complete and sign the SBD 9 and SBD 4 forms respectively, the preference point system that will be used to evaluate your quote will be 80 points for (Price) and 20 points (BEE) as per Preferential Procurement Regulations 2011, the threshold value to be determined if functionality will be used as a criteria to evaluate quotations. Company with higher preference points may be preferred.