

## REQUEST FOR QUOTATION

<b>Reference No:</b>	<b>DSBDDesignsoftware2026</b>
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You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
<b>Turn over</b> (TICK appropriate box below)					
<b>Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance</b>					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
<b>Contact person</b>		Jane Kekana			
<b>e-mail address</b>		DSBDExternalRFQ@DSBD.GOV.ZA			
<b>Telephone number</b>		012 394 3236 or 082 749 8356			
<b>Issue/Request date</b>		20 May 2026			
<b>Closing date and time</b>		27 May 2026 @ 11:00			
Terms and Conditions					
#	REQUIREMENTS	COMMENTS			
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the <b>Department of Small Business Development's</b> general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	<b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation</b>				

Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards the suppliers contributing BEE level status, SMMEs, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
		<b>Graphic and Web design software business plan for 24 Months</b>	
	3	3 USERS for 24 months <ul style="list-style-type: none"> <li>• Photography Editing</li> <li>• Video Editing</li> <li>• Motion picture editing</li> <li>• Illustration capabilities</li> <li>• Web editing &amp; design</li> <li>• Portable Document Format editing</li> <li>• Stock images/photos</li> <li>• Firefly application/software – AI powered tools</li> </ul>	
	3	QR Code generator and Capcut	
		Vat @ 15% if applicable	
		<b>TOTAL AMOUNT INCLUDING VAT (15%)</b>	
		<p><b>(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1</b></p> <p><b>(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.</b></p> <p><b>To claim points following should be provided.</b></p> <p><b>i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,</b></p> <p><b>ii. A Confirmation of SMMEs, take note of the above table (business classification)</b></p> <p><b>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months</b></p>	
		<b>Compulsory documents to be returned.</b>	

**SCHEDULE 1**

*The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies*

Column 1	Column 2	Column 3	Column 4
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Sectors or sub-sectors in accordance with the Standard Industrial	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
<b>Agriculture</b>	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
<b>Mining and Quarrying</b>	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
<b>Manufacturing</b>	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
<b>Electricity, Gas and Water</b>	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
<b>Construction</b>	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
<b>Retail, motor trade and repair services.</b>	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
<b>Wholesale</b>	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
<b>Catering, Accommodation and other Trade</b>	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
<b>Transport, Storage and Communications</b>	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
<b>Finance and Business Services</b>	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
<b>Community, Social and Personal Services</b>	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million