

## REQUEST FOR QUOTATION

<b>Reference No:</b>	<b>DSBD RFQ 2065/01/30 DISPOSAL</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>		DSDBExternalRFQ@dsbd.gov.za			
<b>Telephone number</b>		012 394 1184			
<b>Issue/Request date</b>		10 March 2026			
<b>Closing date and time</b>		19 March 2026 @11H00			
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.				
<b>10</b>	<b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you 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
1		<p>Disposal of transitory paper records in accordance with the department's requirements and in accordance with the National Archives and Records Service of South Africa's guidelines.</p> <p>A compulsory site visit will be conducted on <b>12 March 2026, @ 10H00- 10H30</b> which all prospective bidders must attend to assess the paper records for disposal and address any queries.</p> <p>The successful bidder will be required to provide a Certificate of Document Destruction upon completion of the disposal process. This certificate serves as formal proof that the records were securely destroyed in compliance with the department's requirements and applicable national regulations, ensuring verifiable compliance with data protection and archival standards</p>	
2		<b>TOTAL INDLUING 15% vat if applicable</b>	
	Compulsory documents to be returned.	<p>(a) Kindly note that the residence require access, therefore an arrangement for such is required well in advance.</p> <p>(b) Fully completed Standard Bidding Documents; SBD 4 and 6.1</p> <p>(c) Points for tender shall be awarded based on the Price, B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth (80/20).</p> <p><b>To claim the points the following should be provided.</b></p> <p>i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,</p> <p>ii. A Confirmation of SMMEs, take note of the above and below table (business classification) and tick relevant Colom in line with your business.</p> <p>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence less than 6 months</p> <p>iv. And Include the ID for conformation of youth</p>	

## 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	Tick relevant compulsory	Signature-compulsory
Sectors or sub-sectors in accordance with the	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		
	Small	11- 50	≤ 50,0 million		
	Micro	0 – 10	≤ 15,0 million		
<b>Manufacturing</b>	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 50,0		
	Micro	0 – 10	≤ 10,0		
<b>Electricity, Gas and Water</b>	Medium	51 – 250	≤ 180,0		
	Small	11- 50	≤ 60,0 million		
	Micro	0- 10	≤ 10,0 million		
<b>Construction</b>	Medium	51 – 250	≤ 170,0		
	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		
	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		
	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		

