

REQUEST FOR QUOTATION

Reference No:	
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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 / Email	
Contact number	

BUSINESS CLASSIFICATION					
(TICK appropriate box below)					
Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
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	
Contact person	Jane Kekana or Conty Mokala
e-mail address	DSBDEternalRFQ@dsbd.gov.za
Telephone number	012 394 3236 or 082 749 8356 or 082 896 9474
Issue/Request date	09 July 2026
Closing date and time	16 July 2026 @ 11H00

Terms and Conditions

#	REQUIREMENTS	COMMENTS E.g.: (N/A, Done, Not Done, Provided, Not Provided, Included, Not Included)
1	Quotations should be dated.	
2	Quotations should be valid up until 31 December 2026.	
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 Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.	
9	Quotations should be on the service provider's letter head.	
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation	

Please note:

Quotations with amounts less than R30 000.00 (vat inclusive) will be evaluated based on the quoted price and quotations with a value of R30 000.00 and above but not exceeding R499 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.

REQUIREMENTS LIST			
Item No	No of units	Item description	Price
1		<p>Request quotation for Policy Development course for X20 delegates.</p> <p>The course must be delivered virtually.</p> <p>The following must be covered:</p> <ul style="list-style-type: none"> • The roles of government frameworks and institutions in formulating policies and regulations • Policy design through evaluation of different policy alternatives. • Policy design and analysis • Structures of public policy making in south African context • Factors affecting policy-making. 	
3		It must be Based on a <u>Unit Standard</u> without Portfolio of Evidence (POE) requirement.	
4		It must be conducted in 3 days.	
5		Quote for virtual course. Most staff work remotely.	
6		Must be a standard offering by the institution or organisation – the DSBD does not require a customised or newly developed course.	
7		General / Overall Course Cost must include facilitation, materials, certification, etc. All costs related to online services must be included.	
8		Noting the public service context – the course content must be relevant to the public sector	
9.		(In order to avoid asking for resubmissions – please extend validity of quotes up to 120 days or more)	
		VAT @ 15%, if applicable	
		TOTAL INCLUDING VAT	
	Compulsory documents to be returned	<p>Fully completed Standard Bidding Documents; SBD 4 and 6.1</p> <p>(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.</p> <p>To claim points following should be provided.</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 table (business classification)</p> <p>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months</p>	

Schedule extracted from the National Small Business Amendment Act, 2003				
Column 1	Column 2	Column 3	Column 4	Column 5
Sector or subsector in accordance with the Standard Industrial Classification	Size of Class	The total full-time equivalent of paid employees	Total Turnover	Total Gross asset value (fixed property excluded)
Agriculture	Medium	100	R5 million	R5 million
	Small	50	R3 million	R3 million
	Very Small	10	R0.50 million	R0.50 million
	Micro	5	R0.20 million	R0.10 million
Mining and Quarrying	Medium	200	R39 million	R23 million
	Small	50	R10 million	R6 million
	Very Small	20	R4 million	R2 million
	Micro	5	R0.20 million	R0.10 million
Manufacturing	Medium	200	R51 million	R19 million
	Small	50	R13 million	R5 million
	Very Small	20	R5 million	R2 million
	Micro	5	R0.20 million	R0.10 million
Electricity, Gas and Water	Medium	200	R51 million	R19 million
	Small	50	R13 million	R5 million
	Very Small	20	R5.10 million	R1.9 million
	Micro	5	R0.20 million	R0.10 million
Construction	Medium	200	R26 million	R5 million
	Small	50	R6 million	R1 million
	Very Small	20	R3 million	R0.50 million
	Micro	5	R0.20 million	R0.10 million
Retail and Motor Trade and Repair Services	Medium	200	R39 million	R6 million
	Small	50	R19 million	R3 million
	Very Small	20	R4 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R64 million	R10 million
	Small	50	R32 million	R5 million
	Very Small	20	R6 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million
Catering, Accommodation and other Trade	Medium	200	R13 million	R3 million
	Small	50	R6 million	R1 million
	Very Small	20	R5.1 million	R1.9 million
	Micro	5	R0.20 million	R0.10 million
Transport, Storage and Communications	Medium	200	R26 million	R6 million
	Small	50	R13 million	R3 million
	Very Small	20	R3 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million
Finance and Business Services	Medium	200	R26 million	R5 million
	Small	50	R13 million	R3 million
	Very Small	20	R3 million	R0.5 million
	Micro	5	R0.20 million	R0.10 million
Community, Social and Personal Services	Medium	200	R13 million	R3 million
	Small	50	R6 million	R3 million
	Very Small	20	R1 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million