TABLE MOUNTAIN NATIONAL PARK
REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>Attention</th>
<th>To whom it may concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company</td>
<td></td>
</tr>
<tr>
<td>Central Supplier Database (CSD) Code</td>
<td></td>
</tr>
<tr>
<td>CSD Unique reference number</td>
<td></td>
</tr>
<tr>
<td>Supplier Telephone / Cell Number</td>
<td></td>
</tr>
<tr>
<td>Supplier Fax &amp; E-mail address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>APPOINTMENT OF A FACILITATOR TO FACILITATE A MINISTERIAL ROUND TABLE MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validity period of the quotation</td>
<td>30 days</td>
</tr>
<tr>
<td>Date of RFQ issue</td>
<td>02 JUNE 2022</td>
</tr>
<tr>
<td>Deadline for submission of quote &amp; Time</td>
<td>06 JUNE at 10h00</td>
</tr>
<tr>
<td>RFQ number</td>
<td>N/A</td>
</tr>
</tbody>
</table>

You are requested to quote on the goods or services as detailed in the Specification / Scope of service as listed overleaf.

<table>
<thead>
<tr>
<th>Contact persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>For commercial questions</td>
</tr>
<tr>
<td>For technical questions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery period upon receipt of purchase order?</td>
</tr>
<tr>
<td>Other terms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SABS or other sample quality verification</td>
</tr>
<tr>
<td>Warranty/ guarantee period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistical Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Park</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Contact Telephone Number</td>
</tr>
<tr>
<td>Fax Number and E-mail address</td>
</tr>
<tr>
<td>Physical street address</td>
</tr>
<tr>
<td>City and Province</td>
</tr>
</tbody>
</table>

**NB:**
- Please indicate on your quotation the lead-time (delivery period) which is required for delivery of the ordered goods / services.
## SPECIFICATION

### SUPPLY AND DELIVERY:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Discount Offered</th>
<th>Price Excluding vat (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APPOINTMENT OF A FACILITATOR TO FACILITATE A MINISTERIAL ROUND TABLE MEETING ON 07 JUNE 2022</td>
<td>1 DAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL**  R  
**VAT**  R  
**GRAND TOTAL**  R

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**NOTE**

1. All quotations must be sent by Fax OR e-mailed in a pdf format and NOT in Word or Excel format.
2. Any quotation submitted after the closing date and time shall NOT be considered.
3. Ensure that your quotation clearly covers ALL the above aspects of the RFQ.
4. DO NOT includes insurance to your quote as SANParks provides its own insurance.
5. ALL QUOTATIONS and ENQUIRIES are to be addressed to sender of the Request for Quotation in Supply Chain Management.
6. SANParks reserves the right to cancel the procurement process at any time without notice, and not issue the order.
7. Conditional quotations will be subject to SANParks acceptance.
8. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date. SANParks shall request the preferred bidder to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. The onus is with the awarded bidder to inform SANParks of any changes to the information provided on such SBD forms. Failure to inform SANParks of such changes on the forms in possession of SANParks and valid for 12 months will result in misrepresentation of facts or information and may results in SANParks terminating the service or contract.
9. Payment of compliant invoice will be effected within 30 days after receipt.

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FOR OFFICE USE ONLY

**RECEIVED BY**  
**DATE & TIME RECEIVED**  
**SIGNATURE**  

---

**COMPANY STAMP**
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

**BID NUMBER:**

**CLOSING DATE:** 03 JUNE 2022

**CLOSING TIME:** 10AM

**DESCRIPTION:** APPOINTMENT OF A FACILITATOR TO FACILITATE A MINISTERIAL ROUND TABLE MEETING

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

Meagan.duplessis@sanparks.org

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**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

**CONTACT PERSON** Meagan du Plessis

**TELEPHONE NUMBER** 021-712 0527

**FACSIMILE NUMBER**

**E-MAIL ADDRESS** Meagan.duplessis@sanparks.org

**CONTACT PERSON** Meagan du Plessis

**TELEPHONE NUMBER** 021-712 0527

**FACSIMILE NUMBER**

**E-MAIL ADDRESS** Meagan.duplessis@sanparks.org

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**SUPPLIER INFORMATION**

**NAME OF BIDDER**

**POSTAL ADDRESS**

**STREET ADDRESS**

**TELEPHONE NUMBER**

**CODE**

**NUMBER**

**CELLPHONE NUMBER**

**FACSIMILE NUMBER**

**CODE**

**NUMBER**

**E-MAIL ADDRESS**

**FACSIMILE NUMBER**

**E-MAIL ADDRESS**

**VAT REGISTRATION NUMBER**

**SUPPLIER COMPLIANCE STATUS**

**TAX COMPLIANCE SYSTEM PIN:**

**OR**

**CENTRAL SUPPLIER DATABASE NO.: MAAA**

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

[TICK APPLICABLE BOX]

- Yes
- No

**B-BBEE STATUS LEVEL SWORN AFFIDAVIT**

[TICK APPLICABLE BOX]

- Yes
- No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?**

- Yes
- No

[IF YES ENCLOSE PROOF]

---

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES/WORKS OFFERED?**

- Yes
- No

[IF YES, ANSWER PART B:3]

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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
- YES
- NO

- DOES THE ENTITY HAVE A BRANCH IN THE RSA?
- YES
- NO

- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
- YES
- NO

- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
- YES
- NO

- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
- YES
- NO
efaject 0f the above, then It is not a requirement to register for a tax compliance status system pin code from the south african revenue service (SARS) and if not register as per 2.3 below.

### PART B
**TERMS AND CONDITIONS FOR BIDDING**

#### 1. **BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. **TAX COMPLIANCE REQUIREMENTS**

2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2. **BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.**

2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4. **BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.**

2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6. **WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.**

2.7. **NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.**

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SIGNATURE OF BIDDER:** ............................................................

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** ............................................................

(Proof of authority must be submitted e.g. company resolution)

**DATE:** ............................................................