



AGRICULTURAL RESEARCH COUNCIL

LANDBOUNAVORSINGSRAAD

1134 Park Street / Parkstraat 1134, Hatfield, Pretoria, 0083
 Tel: (012) 536 5622 . Fax: (012) 430 5814 / 342 3948
 E-mail: enquiry@arc.agric.za. Website: www.arc.agric.za

Enquiries/Navrae

Ms. N Mlindi

Tel: 012-536 - 5622

mlindin@arc.agric.za

16 February 2026

ATTENTION: TO ALL BIDDERS WHO ATTENDED THE COMPULSORY VIRTUAL BRIEFING SESSION

Tender No: ARC/47/10/2025: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A BUSINESS CONTINUITY PLAN FOR THE AGRICULTURAL RESEARCH COUNCIL (ARC).

The following corrections are hereby brought to the attention of the prospective bidders.

- 1. Compulsory virtual briefing session:** Service providers are required to attend a virtual compulsory briefing session (MS Teams). **Non-attendance at the session will result in the disqualification of your bid proposal.**
- 2. Phase 3: Functionality Criteria,** please note that bidders will be evaluated using the following criteria:

| Evaluation Criteria | | Score | Weightings |
|---------------------------|---|-------|------------|
| Company Experience | Submit: Appointment letter / Letter of award and reference letters | | 40 |
| | 4 or more BCM projects conducted within the past five (5) years= 5 points | | |
| | 2-3 BCM Projects conducted within the past five (5) years= 4 points | | |
| | 1-2 BCM projects conducted within the past five (5) years= 3 points | | |
| | 0-1 BCM projects conducted within the past five (5) years= 2 points | | |
| | No experience= 1 point | | |
| | NB: All the above required experience must be for Business Continuity Plan | | |
| Team | Project Manager Qualifications & Experience | | 30 |

| | | | |
|---------------------|--|--|-----------|
| Experience | Submit – certified copies of qualifications, detailed CV with contactable reference and relevant experience | | |
| | Risk Management Qualification or any related field | | |
| | <ul style="list-style-type: none"> Project manager with six (6) years or more BCM experience =5 points. | | |
| | <ul style="list-style-type: none"> Project Manager with five (5) years BCM experience = 4 points. | | |
| | <ul style="list-style-type: none"> Project Manager with four (4) years BCM experience = 3 points. | | |
| | <ul style="list-style-type: none"> Project Manager with three (3) years BCM experience = 2 points. | | |
| | <ul style="list-style-type: none"> Project manager with two (2) years or no BCM experience = 1 point | | |
| Project Plan | Project plan and methodology, action well broken down with detailed objectives and milestones = 5 points | | 30 |
| | Project plan and methodology, action partly broken down, clear objectives and clear milestone = 4 points | | |
| | Project plan and methodology, action broken down with no deliverables and timeframes = 3 points | | |
| | Limited information provided on the action plan = 2 points | | |
| | Task not well understood = 1 point | | |
| | Minimum 70 points | | 100 |

Hope you find the above in order.

Yours faithfully



.....
Ms. N Mlindi

Supply Chain Accountant

Date: 16/02/2026

ACCEPTANCE AND INCORPORATION OF ADDENDUMS

- I/ We accept Addendum No 1 forms part of the tender documents, and we confirm that we have noted the contents of this addendum.

- Have incorporated the amendments and additions contained in this addendum in my /our tender **ARC/47/10/2025**.

CONFIRMATION OF RECEIVING ADDENDUM NO.1 AND RECEIVED BY

Company name_____

Name of Representative_____

Signature_____

Date_____

NOTE: The signed confirmation and issued addendum must be submitted along with the bid document

For any clarity feel free to contact the Supply Chain Management Office by email to Mlindin@arc.agric.za