



Excellence in Research and Development

REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL(ARC)

RFQ No: RFQ-048483
Enquiries: Benjamin Motuba
Contact: 018 299 6437
RFQ Closing Date: **02 February 2022** before **12:00**

1. You are kindly requested to submit a written quotation to Agricultural Research Council as per below or attached terms of reference (TOR's).

| Description | Quantity | UOM |
|---|----------|-----|
| A3 Desk Calender pad January to December 2022 | 3,00 | EA |
| A4 Dairy with ring binder | 3,00 | EA |
| USB 3,0 external hard drive 2TB | 1,00 | EA |
| A4 Daily Planner with zip around leader cover brown/black | 3,00 | EA |
| | | |

2. The above specified goods/services should be delivered/rendered to:
Name of Institute : ARC- Institute Of Grain Crops
Address : Grain Crops Institute (ARC-GCI)
: 114 Chris Hanistreet
: Agricultural Research Centre Potchefstroom
: Hendrik Schoeman & JPF Sellshop Buildings, Potchefstroom
3. The particulars of the guarantee that will apply to the goods quoted for, with particular regard to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.
4. Your written quotation must be emailed to: **Motubabp@arc.agric.za**

5. All price quotations that have a rand value of R30,000-00 to R1 000 000.00 including VAT, will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations. The lowest acceptable price will score 80 points, the 20 BBEE points will be allocated as follows:

| B-BBEE Status Level of Contributor | 80/20 |
|---|--------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant Contributor | 0 |

6. Standard conditions:
- 6.1 The validity of the quotations must be indicated.
- 6.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 6.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 6.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 6.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 6.6 Quotes should be submitted on an official letterhead and duly signed
- 6.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC
- 6.8 The General Conditions of Contract issued by National Treasury are applicable.
- 6.9 The ARC supply chain management code of conduct is applicable.
- 6.10 SBD Forms must be signed and returned together with the quotation if your price is above R10 000.00, failure to comply will result to disqualification of your quotation.
- 6.11 Only quotation from suppliers who are requested to quote shall be evaluated and considered.

- 6.12 Your quotation must indicate the delivery date.
- 6.13 The ARC reserve the right to do due diligence on the quotations.
- 6.14 The ARC reserve the right to benchmark prices quoted.
- 6.15 When submitting your quotation please attach the following documents
- Quotation (RFQ number should reflect).
 - CSD Report (Date of the quotation).
 - SBD 4 – Declaration Of Interest.
 - SBD 6- Preference Points Claim Form In Terms Of The Preferential Procurement Regulation 2017.
 - SBD 8 – Declaration of Bidders Past Supply Chain Management Practices.
 - SBD 9 – Certificate of Independent Bid Determination.

Thank you in anticipation

Supply Chain Management:ARC

Date: 26/01/2022