



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ No: 015305
 Enquiries: Supply Chain Management
 Email/Tel: scmrequests@arc.agric.za/012 427 9774
 RFQ Closing Date: **03 March 2023** before **14:00**

1. You are kindly requested to submit a written quotation to Agricultural Research Council as per below or attached specification

Description	Quantity	UOM
BALLPOINT PEN-BLUE	50	EA
BALLPOINT PEN - BLACK	200	EA
BALLPOINT PEN - RED	50	EA
BULLDOG CLIPS 25MM	50	BOX
CLUTCH PENCIL 0.5MM	100	EA
CLUTCH PENCIL 0.7MM	100	EA
DIVIDERS INDEX A4 NUMERIX (1-10)	100	PKT
DIVIDERS INDEX A4 NUMERIX (1-20)	100	PKT
DIVIDERS INDEX A4 NUMERIX (1-31)	100	PKT
ERASER	20	EA
EXAM PAD 100 PAGES	100	EA
HIGHLIGHTER	150	EA

LEVER ARCH FILES A4 70MM	150	EA
PUNCHER 4 HOLES	20	EA
Dispo clip	100	EA

1. Essential administrative requirements:

- 1.1 Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal (**printed on the day you submit the quotation**).
- 1.2 Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
- 1.3 Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.

2. The above specified goods/services should be delivered / rendered to the ARC-Central Office.

Delivery address: 1134 Park Street

- 3. The particulars of the guarantee that will apply to the goods quoted for, with the particular regards 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: scmrequests@arc.agric.za

- 5. All price quotations that have a rand value of R 2,000.00 to below R 50,000,000.00, including VAT, will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.

- 6. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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Percentage (%) Ownership by HDIs	Points 8	
91-100%	8	
81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	
1-20	1	
0%	0	
Percentage (%) ownership by Women	Points (4)	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage (%) Ownership (by Youth	Points (4)	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage Ownership by PwD	Points (2)	
51-100%	2	
1-50	1	

0%	0	
RDP Goals	Points (2)	
EME's/QSE's	2	

7. Standard conditions:

- The validity of the quotations must be indicated.
- Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- Quotes should be submitted on an official letterhead and duly signed.
- Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC.
- The General Conditions of Contract issued by National Treasury are applicable.
- The ARC supply chain management code of conduct is applicable.
- SBD Forms must be signed and returned together with the quotation if your price is above R2 000.00, failure to comply will result to disqualification of your quotation.
- Your quotation must indicate the delivery date.
- The ARC reserve the right to do due diligence on the quotations.
- The ARC reserve the right to benchmark prices quoted.

