



**Agricultural Research Council, Roodeplaat – VIMP**

**Request For Quotation**

|                          |   |
|--------------------------|---|
| RFQ NUMBER AND DATE:     | RFQ-14929; 26 <sup>th</sup> February 2023                             |
| CLOSING DATE:            | 03 <sup>rd</sup> March 2023 @11h00                                    |
| DESCRIPTION              | Supply & Delivery of Industrial floor scrubber and polisher           |
| ADDRESS                  | ARC-VIMP<br>R573 Moloto Road<br>Roodeplaat<br>Pretoria                |
| ENQUIRY                  | Nthato Botlhole<br>Tel: 012 808 8349<br>Email: botlholen@arc.agric.za |
| COMPULSORY SITE BRIEFING |   |

1. You are hereby invited to submit quotations for the requirements of the Agricultural Research Council listed here below:

| Item Description  | Quantity |
|---|----------|
| Industrial floor scrubber and polisher: 450mm Brush<br>400mm Pad<br>150rpm – 180rpm Machine<br>Auto Torque Control (Provide picture of the item requested with the quote) | 2        |

2. 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 to the relevant experience.
3. Your written quotation should be sent to: [botlholen@arc.agric.za](mailto:botlholen@arc.agric.za)

4. **Standard conditions:**

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

5. **ARC Preferential Procurement Regulations 2022**

- 5.1 Agricultural Research Council Preferential Procurement Regulations compliance points will be awarded according to the below schedule of ARC PPR Framework 2022 for all bids equal to or more than R2, 000.00.
- 5.2 **All bidders must ensure that SBD4 and SBD6.1 is completed in order to claim preferential points that will be verified by the ARC using the bidder's full CSD Report.**

**ANNEXURE “A”:  
PREFERENCE POINTS ALLOCATION**

| <b>Percentage (%)<br/>Ownership By<br/>HDIs</b> | <b>Points (8)</b> |
|---|-------------------|
| 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                 |

| <b>Percentage (%)<br/>Ownership By<br/>Women</b> | <b>Points (4)</b> |
|--|-------------------|
| 81-100   | 4                 |
| 51-80  | 3                 |
| 31-50  | 2                 |
| 1-30   | 1                 |
| 0%   | 0                 |

| <b>Percentage<br/>Ownership By PwD<br/>(People with<br/>Disabilities)</b> | <b>Points<br/>(2)</b> |
|---|-----------------------|
| 51-100%   | 2                     |
| 1-50  | 1                     |
| 0%  | 0                     |

| <b>RDP Goals</b> | <b>Points (2)</b> |
|------------------|-------------------|
| QSE/EME goal/s   | 2                 |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State<br>institution |
|-----------|-----------------|------------------------------|
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |
|           |                 |                              |

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

With any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name).....in  
Submitting the accompanying bid, do hereby make the following  
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

*(Delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| <b>PRICE</b>                                     |            |
| <b>SPECIFIC GOALS</b>                            |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |



### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax}\right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

Then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| Historically Disadvantaged Individuals (HDIs)               |  |  |  |  |
| Women   |  |  |  |  |
| Youth   |  |  |  |  |
| People with Disabilities (PwDs)                             |  |  |  |  |
| QSEs/EMEs   |  |  |  |  |
| Total   |  |  |  |  |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |