

Agricultural Research Council  
1134 Park Street  
ARCADIA  
0083



**Request for quotation: RFQ-21/000117**

Date: 14-01-2022  
**Expiration Date: 24-01-2022 at 11h00 am**  
Telephone: +27 (0) 12 529-9479  
Tax Registration: 4140125313

**Delivery address:**  
ARC-Onderstepoort Veterinary Institute  
(ARC-OVI)  
100 Old Soutpan Road (M35)  
Private Bag X05  
ONDERSTEPOORT  
0110

**Site Clearance and Maintenance for a period of 12 months at Property 1187, ST Francis Bay, Esmeralda Road stand number three (03)**

Good day

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).
2. Compulsory Briefing Session:  
**Date:** 19 January 2022  
**Time:** 10h30am  
**Venue:** Property 1187, ST Francis Bay, Esmeralda Road stand number three (03)

	RFQ number	Description	Quantity	Unit of Measure
1	RFQ-21/000117	<b><u>Site Clearance and maintenance for a period of 12 months</u></b>	1	EA

## 1.1 SPECIFICATION IN DETAILS

### Request for Quotation Evaluation stages:

The RFQ evaluation process consists of several stages that are applicable according to the merits of the request for quotation, as defined below:

Stage 1: Specification

Stage 2: Evaluation criteria PPPFA Regulations (2011)

### Stage 1- Mandatory Requirements (Administrative):

(NOTE: Failure to provide the below listed documents **WILL** lead to disqualification)

Description	Comply	Do Not Comply
1. Only bidders that submit a valid current certified copy of the BBBEE certificate, original BBBEE certificate or the sworn affidavit, will be considered for scoring on the 20 points as per the 80/20 principle. Bidders are therefore required to submit the certified copy of the BBBEE certificate, original BBBEE certificate or the sworn affidavit		
2. Submission of original valid Tax pin or a Tax Compliance Status letter issued by the South African Revenue Services		
3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.		
4. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.		
5. Compulsory site Inspection Property 1187, ST Francis Bay, Esmeralda Road stand number three (03)		

### Stage 1- Technical Suitability: Specification

If a bidder does not comply fully with each of the mandatory requirements, it shall be regarded as mandatory non-performance/non-compliance and the bid shall be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non- performance/non-compliance and the bid shall be disqualified.

Description	Comply	Do Not Comply
1. Complete cutting and removal of bushes, trees, and shrubs		
2. Complete cutting and removal of any broken trees and shrubs		
3. Trimming and cutting back of grass and hedges, including any overgrown grass, weeds, and flowers		
4. Tidy up of (collection and disposal to landfill site) all garden waste from site clearing, including leaves		

3. All price quotations that have a rand value of R 30,000.00 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 2000 and its Regulations. The lowest acceptable price will score 80 points, the 20 BBEE points will be allocated as follows:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

4 Compulsory requirements:

- 4.1 Valid current Tax Clearance Certificate and the pin code issued by the South African Revenue Services (SARS).
- 4.2 Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.
- 4.3 Only bidders that submit a valid current certified copy of the BBEE certificate, original BBEE certificate or the sworn affidavit, will be considered for scoring on the 20 points as per the 80/20 principle. Bidders are therefore required to submit the certified copy of the BBEE certificate, original BBEE certificate or the sworn affidavit.
- 4.4 Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
- 4.5 The above specified goods/services should be delivered / rendered to the ARC-Onderstepoort Veterinary Institute at above-mentioned delivery address.
- 4.6 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.

4.7 Your written quotation must be deposited or emailed depending on the instructions given in the email.

4.8 Standard conditions:

4.9 The validity of the quotations must be indicated.

4.10 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

4.11 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.

4.12 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

4.13 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

4.14 Quotes should be submitted on an official letterhead and duly signed.

4.15 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

4.16 The General Conditions of Contract issued by National Treasury are applicable.

4.17 The ARC supply chain management code of conduct is applicable.

4.18 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation if the price is above R 10,000.00. Failure to comply will result to disqualification of your quotation.

4.19 Only the quotation from suppliers who are requested to quote shall be evaluated and considered.

4.20 Your quotation must indicate the delivery date.

4.21 The ARC reserve the right to do due diligence on the quotations.

4.22 The ARC reserves the right to benchmark prices quoted.

Thank you in anticipation.

Mr Ntokozo Majola

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Email: [majolan@arc.agric.za](mailto:majolan@arc.agric.za)

Supply Chain Management: ARC

Date: 2022-01-14