



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

REQ-070188

Enquiries: Supply Chain Management

Tel: 012 672 9111

E Mail: khosan@arc.agric.za

RFQ Closing Date: 17 May 2023 before 10:00 am

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

No	Description	Quantity
1.	HP CF226A (black)	10
2.	HP-Cartridge- W2413A	10
3.	HP-Cartridge- W2210A	10
4.	PADLOCKS 50MM	10
5.	A6 BOOK POCKET	1000
6.	MEMOPADS A5	1000
7.	TOILET PAPER 48 PER PACK	6 packets
8.	QUOTATION FILE A4	500
9.	BINDING ELEMENTS 12 MM	500
10.	Curious Metallic 12 X 12 white gold 300gms	500

2. The above specified goods/services should be delivered/rendered to:
Name of Institute : ARC- API
Address : Old Olifantsfontein Road, Irene
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 should be sent to:**

E Mail: khosan@arc.agric.za

5. **Evaluation Criteria**

For procurement above R2000 but not exceeding R50million: 80/20 preferential procurement principle is applicable. A maximum of 20 points will be awarded to a tenderer/ service provider for the specific goals as follows:

RDP GOALS	80/20
HDIs (people who had no franchise on national elections prior to 1994)	8
Women	4
Youth	4
People with disabilities	2
Implementation of RDP goals (The promotion of SMMEs)	2

6. **Standard conditions:**

- 6.1 The 30 days or above 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 Your quotation must indicate the delivery date.
- 6.11 The ARC reserve the right to do due diligence on the quotations.
- 6.12 The ARC reserve the right to benchmark prices quoted.
- 6.13 CSD registration summary report

Thank you in anticipation

Supply Chain Management: ARC