

Agricultural Research Council  
1134 Park Street  
ARCADIA  
0083



# Request for quotation

Number: RFQ-21/000250  
Date: 2022-10-27  
Expiration Date: 2022-10-31 at 11H00  
Telephone: +27 (0) 12 529-9314  
Tax Registration: 4140125313

Delivery address:

ARC-Onderstepoort Veterinary Institute (ARC-OVI)  
100 Old Soutpan Road (M35)  
Private Bag X05  
ONDERSTEOORT  
0110

## REQUEST FOR SUPPLY AND DELIVERY OF RESEARCH CONSUMABLES

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).

No	Requisition No.	Description	Quantity	Unit of Measure (UOM)
1.1.	REQ - 058259	Guinea pigs, only Females	50	EACH
1.2.		20kg bags of saw dust	60	EACH
1.3.		50kg bags of pellets	7	EACH

2. Compulsory requirements:
  - 2.1. Valid current Tax Clearance Certificate and the pin code issued by the South African Revenue Services (SARS).
  - 2.2. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.
  - 2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.

3. The above specified goods/services should be delivered / rendered to the ARC-Onderstepoort Veterinary Institute at above-mentioned delivery address.
4. 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.
5. Your written quotation must be emailed to the address provided.
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. Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply will result to disqualification of your quotation.
  - 6.11. Kindly provide one quotation for each REQ (Requisition) quoted and indicate the REQ reference number on quotation.
  - 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 reserves the right to benchmark prices quoted.

Thank you in anticipation.

Mr Katlego Chaba  
Tel: +27 (0) 12 529-9314  
Email: [chabak@arc.agric.za](mailto:chabak@arc.agric.za)  
Supply Chain Management: ARC  
Date: 2022-10-27

## 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 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