

Agricultural Research Council
1134 Park Street
ARCADIA
0083



Request for quotation

Number: RFQ-21/000243
Date: 2022-09-20
Expiration Date: 2022-09-26 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
ONDERSTEOPOORT
0110

REQUEST FOR SUPPLY AND DELIVERY OF STATIONARY

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 - 055547	BATTERIES AA	120	EACH
1.2.		BATTERIES AAA	120	EACH
1.3.		EXAM PAD 100 PAGES	100	EACH
1.4.		GLUE STICK 40G	96	EACH
1.5.		HIGHLIGHTER	120	EACH
1.6.		PEN E BALL	360	EACH
1.7.		PERMANENT MARKER BLACK	60	EACH
1.8.		PERMENT MARKER BLACK 750	120	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 deposited or emailed depending on the instructions given in the email.
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

Supply Chain Management: ARC

Date: 2022-09-20