

Agricultural Research Council  
Biotechnology Platform  
100 Old Southpan Road  
Onderstepoort Pretoria



**Request for quotation:** RFQ- 84828

**Closing Date:** 13-12-2023 at 09h00 am

Telephone: +27 (0)12 529 9840

VAT Registration: 4140125313

**Delivery address:**

**Agricultural Research Council  
Biotechnology Platform  
100 Old Southpan Road  
Onderstepoort, Pretoria  
Building 38**

**Request for Quotation for printing document**

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).

**Quotations with Supporting Documentation must be emailed to:  
manol@arc.agric.za**

**1.1 SPECIFICATION IN DETAILS**

| <b>No.</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Quantity</b> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>1</b>   | <p>1. Design and format of sampling protocol according to the outline for 20 pages. (AS PER ATTACHED SAMPLE)</p> <p>2. Printing of X15/fifteen protocols/copies.</p> <p>3. Printing of the last pages needs to be able to detach from the perforated tear-off slip on the dotted line as shown.</p> <p>4. Pictures in the manual will/can be provided separately if the resolution is low or unclear.</p> <p>5.A4; full colour.</p> <p>For any technical enquires contact:<br/>MdladlaK@arc.agric.za</p> | <b>15 Each</b>  |

**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: National Treasury Procurement Regulations

Stage 3: Agricultural Research Council Preference Points System – See Annexure A

**Stage 1- Requirements (Administrative):**

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

| Description                                                                                                            | Comply | Do Not Comply |
|------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 1. Submission of original valid Tax pin or a Tax Compliance Status letter issued by the South African Revenue Services |        |               |
| 2. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document. (SBD 4 )                  |        |               |
| 3 Bidders shall include the CSD Report registration with the bid proposal.                                             |        |               |
| 4. BBBEE Certificate or Sworn Affidavit                                                                                |        |               |

3. All price quotations that have a rand value of R 2000.00 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 of 2022, and the Agricultural Research Council Preference Points System – See Annexure A

**4 Administrative Requirements:**

4.1 Valid Tax Pin 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 Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.

4.4 The above specified goods/services should be delivered / rendered to the ARC-Animal Production Institute at above-mentioned delivery address.

4.5 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.

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

4.7 Standard conditions:

- 4.8 The validity of the quotations must be indicated.
- 4.9 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 4.10 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 4.11 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 4.12 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 4.13 Quotes should be submitted on an official letterhead and duly signed.
- 4.14 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.
- 4.15 The General Conditions of Contract issued by National Treasury are applicable.
- 4.16 The ARC supply chain management code of conduct is applicable.
- 4.17 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation if the price is above R 2000.00. Failure to comply will result to disqualification of your quotation.
- 4.18 Your quotation must indicate the delivery date.
- 4.19 The ARC reserves the right to do due diligence on the quotations.
- 4.20 The ARC reserves the right to benchmark prices quoted.

Thank you in anticipation.

Mrs Lebogang Thobakgale  
Tel: +27 (0)12 529 9840  
Email: [manol@arc.agric.za](mailto:manol@arc.agric.za)  
Supply Chain Management: ARC