



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ: RFQ-22/0137

Enquiries: Supply Chain Management

Tel: 012 672 9111

E Mail: khosan@arc.agric.za

RFQ Closing Date: 12 October 2022 before 10:00 am

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

Description	Quantity	UOM
Date for Catering 13/10/22 We request catering for 30 people in Durban department of Agriculture Menu for Tea at 9 am Muffins , sandwich , tea , coffee Lunch 12:30 Roasted chicken , curry beef , rice , two salads and two beef and 30 soft drinks	30 farmers	EA

NB: The dates of delivery will be confirmed as soon as the order is placed.

2. The above specified goods/services should be delivered/rendered to:

Name of Institute: Durban department of Agriculture

Address : Durban department of Agriculture

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. Standard conditions:

- 5.1 The validity of the quotations must be indicated.
- 5.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 5.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 5.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 5.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 5.6 Quotes should be submitted on an official letterhead and duly signed
- 5.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC
- 5.8 The General Conditions of Contract issued by National Treasury are applicable.
- 5.9 The ARC supply chain management code of conduct is applicable.

- 5.10 SBD Forms must be signed and returned together with the quotation failure to comply will result to disqualification of your quotation.
- 5.11 Only quotation from suppliers who are requested to quote shall be evaluated and considered.
- 5.12 Your quotation must indicate the delivery date.
- 5.13 The ARC reserve the right to do due diligence on the quotations.
- 5.14 The ARC reserve the right to benchmark prices quoted.
- 5.15 CSD registration summary report

Thank you in anticipation

Supply Chain Management: ARC