

## OFFICE OF THE SUPPLY CHAIN MANAGEMENT

### 1.1 DESCRIPTION OF SERVICE: A SERVICE PROVIDER IS REQUIRED TO REMOVE THE FIXED ITEMS LISTED BELOW FOR THE SPECIFIED SPACES IN THE ARC INFRUITEC MAIN BUILDING, HELSHOOGTE ROAD, STELLENBOSCH

#### BACKGROUND:

#### PURPOSE:

#### SCOPE OF WORK

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
<b>1. Room 117</b>			
Remove the built-in benches, cupboards, shelves and fixtures on the walls			
<b>2. Room 116</b>			
Dismantle and remove the fumehood, and the built-in benches. The fumehood remains the property of the ARC			
Remove wall fixtures, but leave the peg-board attached to the wall			
<b>3. Room 120</b>			
Remove the laboratory benches, and the cabinets fixed to the floor or wall			
Dismantle and remove the fumehood from the laboratory. The fumehood remains the property of the ARC			
Break down the cemented area with a basin located behind the laboratory door. Carefully dismantle the water pipes to the sink and close them off securely			
Remove the double sink built into the centre island bench. Carefully dismantle the water pipes to the sinks and close them off safely			
<b>4. Room 110</b>			
Remove the centre bench and basin. Carefully dismantle the water pipes to the basin and close them off securely			
In the small walk-in area: Remove the padding on ceiling and light fixture			

<b>5. Room 121</b>			
Remove the built-in bench against the wall along with the basin. Carefully dismantle the water pipes to the basin and close them off securely			
<b>6. Room 214</b>			
Dismantle and remove the under-counter cupboards The counter itself is to remain the property of the ARC			
Carefully remove the sink from the counter and close off the water pipes safely			
<b>7. Room 207</b>			
Remove the whiteboards (x2) from the walls. These are to remain the property of the ARC			
Remove the red shelving on the wall to the right of the door			
Dismantle and remove the under-counter cupboards The counter itself is to remain the property of the ARC			
Carefully remove the sink from the counter and close off the water pipes securely			
<b>GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT</b>			
<b>A SITE VISIT TO INSPECT THE SPACES AND CONFIRM THE SCOPE OF WORK IS COMPULSORY on 15/03/2024 at 11:00 am</b>			
<b>Closing Date 21/03/2024 at 11:00 am</b>			
Supplier must be Compliant with the department of Labour health and Safety Act please provide proof of registration			
Minimum CIDB grading 1GB please provide proof			
All items with asset tags are to remain the property of the ARC			
Rubble from removal of fixed benches, shelving, old built-in cupboards, basins, etc. is to be removed from the premises by the service provider; except for those items listed that will remain the property of the ARC			
Three traceable references for similar projects must be provided			
Any damage caused to areas other than those indicated for removal/repair need to be restored to their original state by the service provider			
A timeline for execution of the work needs to be provided <b>(Project Plan)</b>			

## 1.2 PRICING SCHEDULE

Item description	QTY	Unit price	Total Price
1. Room 117	1		
2. Room 116	1		
3. Room 120	1		
4. Room 110	1		
5. Room 121	1		
6. Room 214	1		
7. Room 207	1		
<b>SUBTOTAL</b>			
<b>VAT</b>			
<b>GRANDTOTAL</b>			

### 1. The specification prepared by .....

Name: Yolanda Petersen

Date: 21 February 2024

### EVALUATION PROCESS & CRITERIA STAGE ONE FOR SERVICE EMPTY SEPTIC TANK ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
<b>EVALUATION PROCESS: NB: It must be noted that ARC reserve the rights to request for clarification if all the below questions are not answered properly.</b>			
The particulars of the guarantee that will apply to the goods quoted for, with 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.			
Your written quotation must be deposited or email depending on the instructions given in the email.			
All price quotations that have a rand value of R30,000.00 but not exceeding R50 000 000.00 (all applicable taxes included), will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Regulation of 2022. The lowest acceptable price will score			

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
80 points, the 20 Preferential points will be allocated as per ARC SBD 6.1 and Annexure A			
<b>STANDARD CONDITIONS:</b>			
The validity of the quotations must be 30 Days or more and indicated.			
Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.			
No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.			
The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.			
ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided			
Quotes should be submitted on an official letterhead and duly signed			
Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC			
The General Conditions of Contract issued by National Treasury are applicable.			
The ARC supply chain management code of conduct is applicable			
SBD Forms must be signed and returned together with the quotation, failure to comply will result to disqualification of your quotation.			
The ARC reserve the right to do due diligence on the quotations			
The ARC reserve the right to benchmark prices quoted.			
All suppliers are duly lodged will be examined to determine compliance with quoting requirements and conditions. Quotes with obvious deviations from the requirements/conditions, <b>will be eliminated or disqualified from further adjudication.</b>			
<b>(a) Mandatory</b>  Quotes will only be compliant if supplier has submitted the following documents:			
<b>Administrative documents</b>			
1. According to National Treasury SCM Instruction number 4 of 2016/2017, only suppliers who are registered on Central Supplier Database (CSD) may be appointed. Suppliers is therefore encouraged to register their entities on CSD, <a href="http://www.csd.gov.za">www.csd.gov.za</a> and such information will be verified through Central Supply Database (CSD);			
2. All SBD documents must be submitted and completed;			
3. The supplier must comply with all the specification			
4. Contact Details, VAT number, Company registration number, Bank details must be appended on the supplier quote.			

		Comply with specification. Please indicate (Yes or No)		
		Yes	No	If no, indicate deviation
<b>(b) Non-Mandatory</b>	• Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths.			

**SUPPLIER'S DETAILS:**

**Company Name:** .....

**Contact person:** .....

**Contact number & Email:** .....

**Date & Signature:** .....



## 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 with any person who is employed by the procuring institution? **YES/NO**

<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.

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 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.

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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.

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

November 2011