

Agricultural Research Council-NRE

141 Cresswell Rd

Weavind Park

Pretoria,

0184



Request for quotation: AEI01REQ000580

Closing Date: 16 March 2026 at 16h00

VAT Registration: 4140125313

**Delivery address: Agricultural Research Council
141 Cresswell Road, Weavind Park, Pretoria
0184**

Request for Quotation for Professional Editing and Graphic Layout Services for Technical Research Report

Good day

1. You are kindly requested to submit a written quotation to the Agricultural Research Council per the specifications below.

Quotations with Supporting Documentation must be emailed to:

KubhekaL@arc.agric.za

1.1 SPECIFICATION IN DETAIL-Attached

2. 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**

(Must be Completed)

RDP Goal - Promotion of South African-Owned Enterprises

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. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number 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 at abovementioned delivery address.
- 4.5 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 to the relevant experience.
- 4.6 Your written quotation must be emailed to KubhekaL@arc.agric.za
- 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 The ARC will consider No price adjustments or amendments of the delivery particulars contained in paragraph 2.
- 4.11 The supplier accepts full responsibility for the proper execution and fulfillment of the goods/services quoted.
- 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 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 the 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 Failure to comply will result in the 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.
- 4.21 Late and incomplete submissions will invalidate the quotation submitted.
- 4.22 Quotations must be market-related, if there is material evidence that the bidder has under-quoted, they will be disqualified.

Thank you in anticipation.

Ms. Lungile Kubheka

Tel: +27 (0)12 842- 4078

Email: KubhekaL@arc.agric.za

Supply Chain Management: ARC