

OFFICE OF THE SUPPLY CHAIN MANAGEMENT

1.1 DESCRIPTION OF SERVICE: REPAIRS TO LABORATORY REFRIGERATOR

BACKGROUND: A laboratory refrigerator offers reliable and accurate temperature control benefits. This has become an essential requirement in our molecular biology laboratories due to the exacting objectives and outcomes of our research projects. A laboratory refrigerator will be used for the safe and stable storage of our reagents, kits, DNA samples and culture media.

The refrigerator in our laboratory is not going to 4°C. It is important to have this fixed because we need it to store our reagents, kits, and DNA samples.

PURPOSE TO REPAIR THE REFRIGERATOR

SCOPE OF WORK

A site visit will be required by a technician to determine the fault with the refrigerator.

Technician to submit quote once assessment of repairs required.

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
Repair of double glass door 627L laboratory refrigerator to operate at preset temperature of 4°C			
Supplier must be registered with Department of Labor as Electrical Contractor or equivalent registration			
COC must be issued on completion of service			
Compulsory site meeting on 23/08/2023 at 11:00 am ARC Northern Campus, 2 Lelie Street, IDAS Valley, Stellenbosch			
Quotes must be sent via email only – MatayiZ@arc.agric.za			
Closing Date 28/08/2023 at 11:00 am			
GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT			
Supplier may not deviate from quote once submitted			

1.2 PRICING SCHEDULE REPAIRS TO LABORATORY REFRIGERATOR

Item description	QTY	Unit price	Total Price
1. Repair of double glass door 627L laboratory refrigerator to operate at preset temperature of 4°C	1		
Other: Delivery			
SUBTOTAL			
VAT			
GRANDTOTAL			

1. The specification prepared by

Name Sieyaam Safodien

Date 01 August 2023



Signature.....

EVALUATION PROCESS & CRITERIA STAGE ONE FOR

ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
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.			
<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>			
All suppliers are duly lodged will be examined to determine compliance with quoting requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated or disqualified from further adjudication. (a) Mandatory Quotes will only be compliant if supplier has submitted the following documents:			
<i>Administrative documents</i> 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 encourage to register their entities on CSD, www.csd.gov.za 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.			
(b) Non-Mandatory Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths.			

Delivery Address: ARC Infruitec Nietvoorbij, Helshoogte Road, Stellenbosch

SUPPLIER'S DETAILS

Company Name:

Contact person:

Contact number & Email :

Date & Signature: