



*Excellence in Research and Development*

## REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

### AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ No: RFQ-075562  
Enquiries: Sello Sako  
Contact: 018 299 6437 (Administrative)  
  
Lebogang Madubanya  
0839411347 (Location and Logistics)

RFQ Closing Date: **2023/07/24 10:00 AM**

Compulsory Site Inspection: **N/A**

1. You are kindly requested to submit a written quotation to Agricultural Research Council as per below or attached terms of reference (TOR's).

Description	Quantity	UOM
Farmers days catering, will be held Mbombela (Mbageni village) 25 July 2023. The supplier should give tea/coffee sandwiches in the morning and lunch after the event. Lunch is pap/rice, two veggie sides and protein (beef/chicken). Catering is for 100 people.	100	People

2. The above specified goods/services should be delivered/rendered to:  
Name of Institute : ARC- GRAIN CROPS INSTITUTE  
Address :

Mbombela Mbageni village  
Mpumalanga

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 must be emailed to:SakoSA@arc.agric.za
5. Compulsory Site briefing Address:

N/A

6. Standard conditions:
  - 6.1 The validity of the quotations must be indicated.
  - 6.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
  - 6.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
  - 6.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
  - 6.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
  - 6.6 Quotes should be submitted on an official letterhead and duly signed
  - 6.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC
  - 6.8 The General Conditions of Contract issued by National Treasury are applicable.
  - 6.9 The ARC supply chain management code of conduct is applicable.
  - 6.10 SBD Forms must be signed and returned together with the quotation if your price is above R10 000.00, failure to comply will result to disqualification of your quotation.
  - 6.11 If you are not contacted after 30 days, consider your quotation unsuccessful
  - 6.12 Your quotation must indicate the delivery date.
  - 6.13 The ARC reserve the right to do due diligence on the quotations.
  - 6.14 The ARC reserve the right to benchmark prices quoted.

6.15 When submitting your quotation please attach the following documents

- Quotation (RFQ number should reflect).
- CSD Report (Date of the quotation).
- SBD
- Valid Tax Pin
- Valid BBBEEE Certificate or Sworn Affidavit

Thank you in anticipation

**Supply Chain Management:ARC**

**Date: 2023**