

Agricultural Research Council
Soil Climate and Water
600 Belvedere Street
Arcadia



Request for quotation: RFQ-015393

Closing Date: 17 March 2023
Telephone: +27 (0) 12 842-4078
VAT Registration: 4140125313

Delivery address:
Agricultural Research Council
Water Science Unit
NRE - Soil Climate and Water
Cedara Research Station
KwaZulu Natal

Compulsory site Briefing: 9 March 2023 at 10:00.

Request for Quotation for a New Carport at Cedara

Good day

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

Quotations with Supporting Documentation must be emailed to:
KubhekaL@arc.agric.za

1.1 SPECIFICATION IN DETAILS

Description of service	Quantity	Specifications
Carport: metal structure for 3 cars (i.e. steel poles and corrugated iron roof, with shade netting around sides)	1	<p>Main aim: hail and sun protection.</p> <ul style="list-style-type: none">• Size: 9m x 6m• Standard height (at least 2-2.1m)• Must fit 3 cars and have sufficient supporting posts.• Steel structure<ul style="list-style-type: none">○ 175x50x20x2 lipped channel frame or similar○ 100x50x20x2 lipped channel purlins or similar○ 76x76x2 square tubing posts with pole caps or similar○ Roof: 0.53mm sheets or thicker. Either Chromadek or Zinalume. Prepainted white.○ Entire structure, roof and poles, pre-painted white (non-rust, high quality enamel paint)• Two sides must be enclosed by thick shade cloth (80% white) for hail protection

		<ul style="list-style-type: none"> • Space needs to be levelled and tarred (see photo). • Parking sites need to be demarcated and labelled for ARC-NRE with white paint on the tar. • Guarantee: must be able to guarantee workmanship for 2 years. • Engineering sign off required (to ensure that the structure is well designed)
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1.2. Compulsory Requirements

- The company should have at least 5 years' experience in the construction of similar carport structures. **As evidence: at least three reference letters should be submitted indicating that you have successfully completed similar work (ANNEXURE A) OR a list of clients with contact details for successfully completed jobs should be submitted (ANNEXURE B). Evidence submitted for unrelated work will not be considered. For letters:** the letter should be on a letterhead of the company where services were provided with the value of work completed. **For contact lists:** note that we will be contacting these companies should the bid be successful, and therefore please ensure that these companies are (1) *bone fide* and reputable (i.e. known), and (2) contactable/reachable by phone.
- **Proof of Workers' Compensation Certificate of Insurance must be enclosed.**
- There is a compulsory Site Briefing: **9 MARCH 2023 - 10:00 at WATER SCIENCE UNIT, NATURAL RESOURCES AND ENGINEERING, CEDARA RESEARCH STATION, KWAZULU-NATAL, 3245.**

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 PPPFA Regulations (2017)

Stage 1- 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 and 6)		
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. BBEE Certificate or Sworn Affidavit		
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3. All price quotations that have a rand value of R 30,000.00 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. The lowest acceptable price will score 80 points, the 20 BBEE points will be allocated as follows:

- 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 Only bidders that submit a valid current certified copy of the BBEE certificate, original BBEE certificate or the sworn affidavit, will be considered for scoring on the 20 points as per the 80/20 principle. Bidders are therefore required to submit the certified copy of the BBEE certificate, original BBEE certificate or the sworn affidavit.

- 4.4 Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.

- 4.5 The above specified goods/services should be delivered / rendered to the ARC-Animal Production Institute at above-mentioned delivery address.

- 4.6 The particulars of the guarantee that will apply to the goods quoted for, with the particular 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.

- 4.7 Your written quotation must be emailed to KubhekaL@arc.agric.za

- 4.8 Standard conditions:

- 4.9 The validity of the quotations must be indicated.

- 4.10 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

- 4.11 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.

- 4.12 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

- 4.13 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

- 4.14 Quotes should be submitted on an official letterhead and duly signed.
- 4.15 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.
- 4.16 The General Conditions of Contract issued by National Treasury are applicable.
- 4.17 The ARC supply chain management code of conduct is applicable.
- 4.18 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation if the price is above R 2000.00. Failure to comply will result to disqualification of your quotation.
- 4.19 Only the quotation from suppliers who are requested to quote shall be evaluated and considered.
- 4.20 Your quotation must indicate the delivery date.
- 4.21 The ARC reserves the right to do due diligence on the quotations.
- 4.22 The ARC reserves the right to benchmark prices quoted.

Thank you in anticipation.

Ms Lungile Kubheka
Tel: 012 842-4078
Email: KubhekaL@arc.agric.za
Supply Chain Management: ARC

Exemplars





Site Location



The current location can fit two cars, the area will need to be enlarged for three cars and re-tarred.

ANNEXURE A: RECOMMENDATION LETTER

RECOMMENDATION LETTER FORMAT			
<p>Bidder's Letterhead</p> <p>We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing, on your letterhead, the reference as set out below on your experience with us.</p>			
Reference Letterhead		Reference Legal Name	
The name of the company you are giving a reference for			
Describe the Contract / Project work and/or Service the above bidder provided to your organization:			
Project period (start date)			
Project period (end date)			
Project cost that the bidder was responsible for (Vat Inc)			
Please rate the above bidder according to the following criteria by ticking the relevant column and providing comments / details in the space provided below if relevant:			
Criteria	Doesn't meet requirements	Meets requirements	Exceeds requirements
Project was completed within budget			

Project was completed within the required time frame			
The bidder understood and delivered successfully on the scope of work			
Professionalism			
Quality of workmanship			
Quality of materials used / adherence to given specifications			
Availability of company resources			
Overall Impression / Satisfaction with bidder			
Further details on any of the points above, or any other comments			
Number of times used in the past years			
Would you use the provider again	Yes / No		
Completed by:			
Designation:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			

ANNEXURE B: Company past 7 years performance

	Company	Description of work done for which your company was responsible for w.r.t. BUILDING CARPORTS	Name and Contact details of customer	Date of contract 2016 onwards	Value of the work done for which your company was responsible for w.r.t. BUILDING CARPORTS
1					
2					
3					
4					
	Add rows as needed				
	Total				