



## REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

### AGRICULTURAL RESEARCH COUNCIL (ARC)

|            |                               |
|------------|-------------------------------|
| RFQ No:    | RFQ-065374                    |
| Enquiries: | Sello Sako                    |
| Contact:   | 018 299 6437 (Administrative) |
|            | Kefiloe Manthata              |
|            | 018 299 6253 (Specification)  |

RFQ Closing Date: **2023/01/17 11:00 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 |
|---|----------|-----|
| White 260gsm Golf Shirt:<br>Printed ARC is a Top Employer in Red.<br>(At the back) on top of the text the Top Employer LOGO.<br>Front: ARC LOGO Embroided | 150      | Ea  |
| White Mugs: white mugs with both Top Employer and ARC LOGO (back and Front.   | 150      | Ea  |
| Backdrop banner: Top Employer backdrop banner vinyl sticker 130cmx158cm<br>Top half: We are top Employer!<br>Bottom Half: Top Employer Logo 130cmx158cm.  | 1        | Ea  |

|  |    |    |
|--|----|----|
| Table Flags:<br>10 Top Employer<br>5 RSA table<br>5 ARC Flags  | 20 | Ea |
| Laminated Weaver Banner: 89cmX246cm two options with Red background, white text (We are Top Employer) Banner weaver in 2 queuing poles/Perspex glass installed with vinyl stickers | 1  | Ea |
| White fondant Cake: Shape: Rectangle<br>Right: ARC Logo<br>Left: Top Employer Logo<br>Dimensions: 60x40 width, 15cm height.  | 1  | Ea |
| Photo Booth boards: Branded Corres boards 1mX1m<br>Top: Employer Logo<br>Bottom: We are Top Employer!  | 8  | Ea |
| Pull up banners: Standard Size banner<br>1X Top Employer<br>3X ARC Grain crops graphics and logo   | 4  | Ea |

2. The above specified goods/services should be delivered/rendered to:  
Name of Institute : ARC- GRAIN CROPS INSTITUTE  
Address : Grain Crops Institute (ARC-GCI)  
114 Chris Hanistreet  
Agricultural Research Centre Potchefstroom  
Hendrik Schoeman & JPF Sellshop Buildings  
Potchefstroom  
2520
  
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:

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 Only quotation from suppliers who are requested to quote shall be evaluated and considered.
- 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 BBEEE Certificate or Sworn Affidavit

Thank you in anticipation

**Supply Chain Management:ARC**

**Date: 2022**