

OFFICE OF THE SUPPLY CHAIN MANAGEMENT


1.1 DESCRIPTION OF SERVICE: SUPPLY, REPAIR AND INSTALLATION OF FYNBOS ROOTING HOUSE ROOF AND FLOOR

BACKGROUND: The ARC has a double span structure that is used to root and harden off protea cuttings. The facility was established about 15 years ago.



PURPOSE: The purpose of this purchase is to repair damage that was caused to the roof and the floor 'sinking' due to collapse in foundation/compaction.

SCOPE OF WORK: Supply and repair roof and floor of Fynbos rooting house in Stellenbosch.

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
Supply 6,4m corrugated Opal 50 polycarbonate sheeting (44 sheets)			
64m poly closure and fixing screws with bonded washers to fix sheets properly to roof structure (enough to secure 44 sheets)			
Remove damaged floor (4x3 meter) and re-compact to ensure slope is toward drain. 			
Replace concrete screed floor (4x3 meter and 3cm thick)			
Replace resistance cables with spacers in bottom-heating beds with thermostats attached to existing computer: remove sand, install cables with spacers and replace sand properly to cover cables under 1cm sand). Three (3) beds each has a with length of 12meter and width of 1meter.			
Other cost: <ul style="list-style-type: none"> Removal of sheet from roof Installation of new sheets Delivery cost of new material Travel Labor, etc. 			

GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT			
Repair Fynbos nursery ARC - Northern campus on 2 Lelie Street, Idas Valley, Stellenbosch			
Compulsory site visit 14/08/2023 at 11:00 am			
Quotes must be sent via email only – MatayiZ@arc.agric.za			

1.2 PRICING SCHEDULE SUPPLY, REPAIR AND INSTALLATION OF FYNBOS ROOTING HOUSE ROOF AND FLOOR

Item description	QTY	Unit price	Total Price
1. Supply 6,4m corrugated Opal 50 polycarbonate sheeting	44		
2. 64m poly closure and fixing screws with bonded washers to fix sheets properly to roof structure Enough to properly fix sheets			
3. Remove damaged floor and re-compact per 4x3meter			
4. Replace concrete screed floor 4x3m 3cm thick			
5. Replace resistance cables with spacers in bottom-heating beds with thermostats attached to existing computer: remove sand, install cables with spacers and replace sand properly to cover cables under 1cm sand). Three 3 beds with a length of 12meter and width of 1meter each. Per 3 systems			
6. Remove old sheets, cables and rubble from the ARC premises			
7. Other cost: <ul style="list-style-type: none"> • Removal of sheet from roof • Installation of new sheets • Delivery cost of new material • Travel • Labor, etc. 			
SUBTOTAL			
VAT			
GRANDTOTAL			

EVALUATION PROCESS & CRITERIA STAGE ONE FOR SUPPLY, REPAIR AND INSTALLATION OF FYNBOS ROOTING HOUSE ROOF AND FLOOR
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>			
<p>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.</p> <p>(a) Mandatory</p> <p>Quotes will only be compliant if supplier has submitted the following documents:</p>			
<p><i>Administrative documents</i></p> <p>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);</p>			
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.			
5. Tax pin certificate			
6. Proof of certified electrical compliance			
<p>(b) Non-Mandatory</p> <ul style="list-style-type: none"> Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths. 			

SUPPLIER'S DETAILS:

Company Name:

Contact person:

Contact number & Email:

Date & Signature:

Louisa Blomerus @ blomerusl@arc.agric.za or 021 809 3411



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
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3 DECLARATION

I, the undersigned, (Name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

November 2011