



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

1. You are kindly requested to submit a written quotation **RFQ-013797** to Agricultural Research Council as per below or attached specification.

Specification for new office furniture for NRE

1. Introduction

ARC-NRE-hereby invites service providers to submit request for quotation for the supply and installation of office furniture.

Product name	Quantity	Unit
New different chairs	75.00	EA
New desks	4.00	EA

2. Scope of work

Service providers will be required to:

- Source, supply furniture, as listed in Annexure A below
- Deliver chairs, desks and install the number of desks as specified in Annexure A
- The supplier must perform quality assurance and control until final inspection and handover.
- Furniture offered must comply with the specifications and quantities.
- Installation price where required must be included on the final quotation.
- Ergonomically chairs should be assessed and certified by approved Ergonomists.

3. Requirements

- Service provider must provide two-reference letter (completion letter) of experience with supply and deliver of similar work worth more than R250 000.
- Furniture must comply with approved SABS standards for office furniture and provide proof of such

compliance

- All furniture must have a lifespan of eight (8) to ten (10) years, taking into account fair wear and tear

4. Annexure A

Description	Image	Quantity
1. Special Ergonomic Office furniture for AE staff		
Description: Adjustable headrest, Lumbar adjustment, Adjustable PU padded armrests, Netting back and seat, Gas height adjustment, Swivel, tilt, lock and tensioner, Stylish Designer Backrest maximum Weight 130Kg		2
Ergonomic PU leather chair with comfortable lumbar support. Synchronized mechanism back can be adjusted in 5 position. Large chrome star base for greater stability, noise reducing castors. 180kg max weight		3

2. Office chairs for AE staff and ISCW

Product details

Material: Mesh seat and back aluminium leg frame

Colour: Black

Max. Weight 140kg

Features: Lock and Rock mechanism, backrest tilt tension adjustment, Armrests adjustment in 4D

Product dimensions & warranty

Dimensions (in cm) Overall: H112.5-126xW66.5xD69

Seat: W50

Seat depth:45-49

Seating Height 43-52cm

Swivel & tilt mechanism. Plastic armrest, Steel five star base. Size: 640Wx760Dx1110-1210H. maximum weight 160Kg

Colour: black




25



16

3. Office chairs for AE Management			
Heavy Duty High Back Bonded Leather Chair. Swivel & tilt mechanism with 1 position lock. Strong large steel star base. Class 3 Gas max weight 220 Kg		5	
4. Boardroom chairs			
Executive PU Leather Visitor's Chair. Stained mahogany wooden arms with leather padding. Mahogany wooden four legged. Soft seating with good lumbar support. size : 780Wx810Dx1135-1210H. maximum weight: 180Kg		14	
5. Indaba boardroom chairs			
PU leather Visitor's chair. Beautifully upholstered with ultra soft comfort back support. Mahogany wooden armrests. Chrome sleigh base.		10	

6. Office desks for AE staff			
Stylish cluster desk with 28mm top and legs, steel center leg, 10mm high quality bull nose edging. Colour: Mahogany and Cherry , three dra mobile pedestal , desk height pedestal size: 500Lx550Dx760H			4

Closing Date :12 August 2022 at 16:00

KINDLY ENSURE THAT YOUR COMPANY IS REGISTERED ON CENTRALISED SUPPLIER DATABASE IF NOT ,KINDLY REGISTER ON THIS WEBSITE www.csd.gov.za

2. The above specified goods/services should be delivered/rendered to:
Name of Institute : **ARC-IAE**
Address : 141 Creswell Road
Weavind Park
Pretoria
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 should be sent to:**
Lungile Kubheka
E Mail: KubhekaL@arc.agric.za
5. All price quotations that have a rand value of R30,000-00 to R50 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 BBBEE points will be allocated as follows:

B-BBEE Status Level of Contributor	80/20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant Contributor	0

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,, failure to comply will result to disqualification of your quotation.
- 6.11 Your quotation must indicate the delivery date.
- 6.12 The ARC reserve the right to do due diligence on the quotations.
- 6.13 The ARC reserve the right to benchmark prices quoted.

Compulsory requirements

- Valid tax PIN number from SARS.

- Central Supplier Database report (Current and updated CSD report) showing a tax compliant status for the duration of the bidding process.
- Complete and signed the Standard Bidding Documents (SBD 4 and SBD6.2 forms)

Thank you in anticipation

Supply Chain Management: ARC