

Agricultural Research Council-NRE

141 Cresswell Rd

Weavind Park

Pretoria,

0184



Request for Quotation: ISC01REQ002870

Closing Date: 30 January 2026 at 16h00

VAT Registration: 4140125313

**Delivery address: Agricultural Research
Council 141 Cresswell Road, Weavind Park,
Pretoria 0184**

Request for Quotation: Supply and delivery of branded marketing and exhibition materials.

Good day,

You are kindly requested to submit a written quotation for the Supply and delivery of branded marketing and exhibition materials, in accordance with the attached specifications.

1. RFQ SUBMISSION

Quotations with Supporting Documentation must be emailed to KubhekaL@arc.agric.za or be deposited into the Tender Box located at ARC Natural Resources Engineering, 141 Cresswell Rd, Weavind Park, Pretoria, 0184 , by no later than 16:00 on 26 January 2026.

1.1 SPECIFICATIONS IN DETAIL-attached

2. 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: National Treasury Procurement Regulations

2.1 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)		
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. B-BBEE Certificate or Sworn Affidavit		

2.2 Special Conditions **(Non-compliance with the below special conditions will result in disqualification)**

Description	Comply	Do Not Comply
1. Samples and Approval Pre-production samples of all items must be submitted for LandCare approval prior to bulk production. No production may commence without written approval. Any production without approval is at the supplier's risk and may be rejected.		
2. Branding, Materials, and Workmanship All logos and branding must strictly comply with approved artwork. Embroidery or printing must be durable, colourfast, and resistant to peeling, fading, or cracking. All items must be new, unused, free from defects, and manufactured from durable materials suitable for promotional and field use.		

<p>3. Delivery, Packaging, and Labelling</p> <p>All items must be delivered within thirty (30) days from the date of the official purchase order. Items must be neatly packaged per item and per size, and clearly labelled with the item description. Late, incomplete, or incorrectly packaged deliveries may be rejected.</p>		
<p>4. Inspection and Replacement of Defective Items</p> <p>LandCare reserves the right to inspect all goods upon delivery. Any defective, damaged, incorrectly branded, or non-compliant items must be replaced at no additional cost within seven (7) working days of notification.</p>		
<p>5. Quality of Materials and Workmanship</p> <p>All items must be new, unused, free from defects, and manufactured from durable materials suitable for promotional and field use. Poor workmanship, substandard materials, or incorrect branding will not be accepted.</p>		
<p>6. Compliance with Quantities and Sizes</p> <p>Bidders must supply the exact quantities and specifications as listed in the item schedule. Any deviation in size, quantity, or material will result in rejection.</p>		

2.3 Compulsory requirements (NOTE: Failure to provide the below-listed documents will lead to disqualification)

Description	Comply	Do Not Comply
<p>1. Acceptance of Branding Requirements</p> <p>Bidders must confirm in writing acceptance of the official LandCare logos and branding guidelines, including size, colour, positioning, and compliance with full-colour printing standards.</p>		

<p>2. Proof of Experience</p> <p>Bidders must submit at least three (3) reference letters for similar promotional or branded materials supplied within the past three (3) years.</p>		

3. All price quotations that have a rand value of R 2000.00 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 of 2022, and the Agricultural Research Council Preference Points System – See Annexure A

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

4.4 The above-specified goods/services should be delivered/rendered to the at above-mentioned delivery address.

4.5 The particulars of the guarantee that will apply to the goods quoted for, with regards to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining to the relevant experience.

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

4.7 Standard conditions:

4.8 The 30 days validity of the quotations must be indicated.

- 4.9 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 4.10 The ARC will consider No price adjustments or amendments of the delivery particulars contained in paragraph 2.
- 4.11 The supplier accepts full responsibility for the proper execution and fulfillment of the goods/services quoted.
- 4.12 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 4.13 Quotes should be submitted on official letterhead and duly signed.
- 4.14 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC.
- 4.15 The General Conditions of Contract issued by the National Treasury are applicable.
- 4.16 The ARC supply chain management code of conduct is applicable.
- 4.17 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation Failure to comply will result in the disqualification of your quotation.
- 4.18 Your quotation must indicate the delivery date.
- 4.19 The ARC reserves the right to do due diligence on the quotations.
- 4.20 The ARC reserves the right to benchmark prices quoted.
- 4.21 Late and incomplete submissions will invalidate the quotation submitted.
- 4.22 Quotations must be market-related, if there is material evidence that the bidder has under-quoted, they will be disqualified.

Thank you in anticipation.

Ms. Lungile Kubheka

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Email: KubhekaL@arc.agric.za

Supply Chain Management: ARC