



**Agricultural Research Council
Onderstepoort Veterinary Institute (OVR)**

Request for Quotation

RFQ NUMBER:	REQ- 085434
CLOSING DATE:	Date: 16 February 2024 Time : 11H00am
DESCRIPTION	Maintenance
ADDRESS	ARC-Onderstepoort Veterinary Institute (ARC-OVI) 100 Old Soutpan Road (M35) Private Bag X05 ONDERSTEPOORT 0110
ENQUIRY AND SUBMISSIONS	Name: Emmy Galane SCM Email: Galanem@arc.agric.za
COMPULSORY SITE BRIEFING	Yes Date: 09 February 2024 Time: 10h00 am Place: Library ARC-Onderstepoort Veterinary Institute (ARC-OVI) 100 Old Soutpan Road (M35) Private Bag X05 ONDERSTEPOORT 0110

PROVISION FOR INSTALLATION OF SPOT LIGHTS, REPLACEMENT OF GLOBES TO EXISTING LIGHTS AND SUPPLY OF EXTRA GLOBES AT AGRICULTURAL RESEARCH COUNCIL: ONDERSTEPOORT VETERINARY RESEARCH

	RFQ number	Description	Quantity	Unit of Measure
1	REQ-085434	Supply and install new poles	3	EA
		Supply and install new pole	1	EA
		Replacing of the light fittings	2	EA
		Replacing of the light fittings	5	EA
		Replacing of the light fitting	4	EA
		Replacement of the streetlight globes	100	EA
		Supply additional globes	200	EA
		Replacement of spotlights globes	1	EA
		Replacement of spotlight	1	EA
		Replacement of spotlight	150	EA
		Supply and install new spotlight fitting	2	EA
		Replacement of light globes	3	EA
		Replacement of streetlight globes	4	EA

	RFQ number	Description	Quantity	Unit of Measure
		Replacement of spotlight globes	1	EA
		Supply and install new 6-meter pole	3	EA
		Supply and install new 6-meter pole	2	EA
		Fault finding for cable fault and replacement	4	EA
		Replacement of spotlight globe	1	EA
		Supply and install light fittings	18	EA
		Supply and install new light poles	2	EA
		Supply and install new light poles	1	EA
		Replace poles with light fittings	5	EA
		Replacing of the light fittings	1	EA

2. PURPOSE OF THIS REQUEST FOR QUOTATION

The purpose of this RFQ is for the Agricultural Research Council (ARC) to invite suitably qualified service providers/bidders to submit quotations.

The ARC seeks to appoint a service provider for the provision of supplying and replacing of existing lights, installation of new spotlights at OVI, the Residential area, TAD, Boikhutsong and Kaalplaas sites in the ARC).

Service providers to bring their own cherry picker at their own cost to be used when replacing the lights, globes, and installation of new light fittings.

The service provider to provide YAMING LIGHTING IP65 Security lights: E40 250W high pressure sodium (HPS) where lighting is needed, and to supply Eurolux E27 220V 160 watts streetlights globes where needed.

The ARC currently has some lights (street and flood lights) installed around the areas and requires the replacing of the globes on the existing lights, additional globes and the installation of new flood lights.

New galvanized poles, 8m length with YAMING LIGHTING IP65 light fittings must be installed where needed.

3. BACKGROUND

The ARC has administrative offices, farms and other critical infrastructure and facilities. Considering the above, ARC requires service providers who are certified in terms of new electrical installations to the ARC Sites.

3. PROVISION FOR INSTALLATION OF NEW SPOTLIGHTS, REPLACEMENT OF GLOBES TO EXISTING LIGHTS AND SUPPLY OF EXTRA GLOBES

Description	Quantity	Price
OVR		
Supply and install new poles with 2 light fittings at insectary and must be connected to the emergency power supply.	3 new poles with 2 x light fittings each	
Supply and install new pole with light fittings at sewerage plant a.	1 pole with 3 light fittings each	
Replacing of the light fittings for the spotlights at Roundavels.	2 poles with 3 fittings 250 watts	
Replacing of the light fittings for the spotlights at motor fleet.	5 poles with 3 fittings 250 watts	
Replacing of the light fitting for the spotlights at Bacteriology.	4 poles with 3 fittings 250 watts	
Replacement of the streetlight globes at OVR and the Residue Lab area.	100 x 160 watts globes for streetlights	
Supply additional globes for the streetlights	200 x 160 watts	
Replacement of spotlights globes at the farm Gate.	1 pole with one fitting 250 watts	
Replacement of spotlight at Feed store.	1 pole with 250 watts	
Replacement of lights globes at the Weighbridge	1 pole with 3 x fitting 250 watts	

Supply additional Streetlights globes for OVR and Residential area	150 globes x 250 watts	
RESIDENTIAL AREA		
Description	Quantity	Price
Supply and install new spotlight fitting at nursery with a day/ night switch.	2 poles with 3x fittings 250 watts	
Replacement of light globes at Duprin's two at the nursery and one at house no 15 next to the crèche.	3 poles with 3 fittings	
Replacement of streetlight globes in front of the Grassdak and a day and night switch	4 x lights 250 watts	

Replacement of spotlight globes next to the tennis court	1 x pole with 3 fittings	
TAD		
Supply and install new 6-meter pole with spotlights and power supply at new admin.	3 x poles with 3 fittings	
Supply and install new 6-meter pole with spotlights and power supply at security main gate.	2 x poles with 3 fittings	
Fault finding for cable fault and replacement globes on streetlights	4 x poles with 4 fittings	
Replacement of spotlight globe at cooling tower.	1 x spotlight globe	

Supply and install light fittings on existing poles and replacement Security lights: E40 250W high pressure sodium (HPS) Street lights: E27 mercury blended 160w street lights not working.	18 New fittings and replacement of globes	
TAD HOUSES		
Supply and install new light poles each with 2 fittings at the back of TAD houses, facing Kaalplaas farm road.	2 x poles with 2 fittings	
Supply and install new light poles each with 2 fittings next to the transformer with a day and night switch.	1 x pole with 3 fittings	
BOIKHUTSONG		
Replace poles with light fittings	5 poles with 250 watts light fittings	
KAALPLAAS		
Replacing of the light fittings for the spotlights at Kaalplaas.	5 x poles with 250 watts	
Total		
VAT		
Grand Total		

4. REPLACEMENT OF EQUIPMENT DUE TO OBSOLESCENCE

The service provider shall inform the ARC of any non-repairable equipment, faults finding. Replacement equipment would be required for critical system components.

Once it is determined what the cost of repairs/faults finding will be, the service provider must inform the ARC of repair costs and any other options, where after the ARC will respond back in writing to either go ahead to repair, or not to repair or replace.

Should any faults or repairs need to be undertaken a separate quotation should be submitted for the above.

5. COMPULSORY DOCUMENTS

The following compulsory documents are required and failure to submit any of the listed documents will result in the bidder being disqualified.

Document that must be submitted	Non-submission will result in disqualification	
Experience to render	Yes / No	<ul style="list-style-type: none"> • The Bidder must provide three (3) reference letters from clients that have used the Bidder for installation, supply and replacing of lights. • The references letters must be on the client's company letterhead and include
		<p>the following: company name, contact name, phone number, and duration of contract, a brief description of the services rendered and the value for the contract per year.</p> <ul style="list-style-type: none"> • ARC will not accept an appointment/award letter for this requirement. • ARC reserves the right to validate the above information with the individual organisations.
Electrical Certificate of compliance	Yes / No	Bidders must submit an electrical certificate of compliance Certificate
Company profile	Yes / No	Bidders must submit company profile.

6. GUARANTEES

- All the equipment's or materials used should carry the warranty or guarantee as per manufacture standards.
- ARC requires guarantees for the equipment for 12 months.

- The supplier shall in detail document what is covered by the guarantee as well as the terms and conditions.
- The supplier shall observe all relevant SANS, ISO and SABS standards or any applicable legislation or related regulations or standards.

7. SCREENING OF SERVICE PROVIDERS

- All service providers and technicians will be subjected to screening and must attend the security induction before commencement of the work.

8. INSPECTION OF SITE AND EQUIPMENT

- Before tendering all bidders shall visit the site to make themselves conversant with the services required and thereafter submit a quotation.
- All invited suppliers are kindly requested to attend a compulsory briefing session at: 100 Soutpan Road, Onderstepoort, Pretoria.

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

2. Essential administrative requirements:

- 2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal.

- 2.2. Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
- 2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
3. The above specified goods/services should be delivered / rendered to the ARC-Onderstepoort Veterinary Institute at above-mentioned delivery address.
 4. 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.
 5. Your written quotation must be emailed depending on the instructions given in the email or advert.
 6. All price quotations that have a rand value of R 2,000.00 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 2022 and its Regulations.
 7. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points 8	
91-100%	8	

81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	
1-20	1	
0%	0	0
Percentage (%) ownership by Women	Points (4)	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage (%) Ownership (by Youth	Points (4)	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage Ownership by PwD	Points (2)	
51-100%	2	
1-50	1	
0%	0	
RDP Goals	Points (2)	
EME's/QSE's	2	

8. Standard conditions:

8.1 The validity of the quotations must be indicated.

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

8.3 No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.

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

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

8.6 Quotes should be submitted on an official letterhead and duly signed.

8.7 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

8.8 The General Conditions of Contract issued by National Treasury are applicable.

8.9 The ARC supply chain management code of conduct is applicable.

8.10 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.

8.11 Only the quotation from suppliers who are requested to quote shall be evaluated and considered.

8.12 Your quotation must indicate the delivery date.

8.13 The ARC reserve the right to do due diligence on the quotations.

8.14 The ARC reserves the right to benchmark prices quoted.

Thank you in anticipation.

Ms Emmy Galane

Tel: +27 (0) 12 529-9316

Email: Galanem@arc.agric.za

Supply Chain Management: ARC

Date: 2024-02-02

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean

that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs		Points 8		
91-100%		8		
81-90		7		
71-80		6		
61-70		5		
51-60		4		
41-50		3		
21-40		2		
1-20		1		
0%		0		
Percentage (%) ownership by Women		Points (4)		
81-100		4		
51-80		3		
31-50		2		
1-30		1		
0%		0		
Percentage (%) Ownership (by Youth		Points (4)		
81-100		4		
51-80		3		

31-50		2		
1-30		1		
0%		0		
Percentage Ownership by PwD		Points (2)		
51-100%		2		
1-50		1		
0%		0		
RDP Goals		Points (2)		
Any RDP goal/s		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

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 State institution

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

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:

.....
.....

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.

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.

- 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.

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