



Agricultural Research Council  
 Onderstepoort Veterinary Institute (OVR)

## Request for Quotation

RFQ NUMBER:	REQ-081808
CLOSING DATE:	Date:28 November 2023 Time : 11H00
DESCRIPTION	<b>Electrical Supplies Accessories</b>
ADDRESS	ARC-Onderstepoort Veterinary Institute (ARC-OVI) 100 Old Soutpan Road (M35) Private Bag X05 ONDERSTEPOORT 0110
ENQUIRY	Name: Barbara Kutumela-SCM Email: <a href="mailto:Kutumelab@arc.agric.za">Kutumelab@arc.agric.za</a>
COMPULSORY SITE BRIEFING	No

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

RFQ number	Description	Quantity	Unit of Measure
REQ-081808	Nitto insulation tape: black Supply & deliver	20	EA
	Nitto insulation tape: blue Supply & deliver	20	EA
	Nitto insulation tape: yellow Supply & deliver	20	EA
	Nitto insulation tape: red Supply & deliver	20	EA
	Nitto insulation tape: green Supply & deliver	20	EA
	Nitto insulation tape: white Supply & deliver	20	EA
	Flourescent double fittings telescopic 5 foot. Supply & deliver	300	EA
	Crabtree single lever 1 way switches Supply & deliver	30	EA

RFQ number	Description	Quantity	Unit of Measure
	Crabtree single lever 2 way switches Supply & deliver	30	EA
	Crabtree double lever 1 way switches Supply & deliver	30	EA
	Crabtree three lever 1 way switches Supply & deliver	30	EA
	Crabtree three lever 2 way switches Supply & deliver	30	EA
	Flourescent tubes: 5 ft 58 W cool white Supply & deliver	600	EA
	Flourescent tubes: 4 ft 36/40 W cool white Supply & deliver	400	EA
	Flourescent tubes: 2 ft 20 W cool white Supply & deliver	100	EA
	Flourescent tubes: 2 ft insectarium black light Supply & deliver	50	EA
	G5 Flourescent T5 cool white 136 mm Supply & deliver	20	EA
	2D flourescent tube Supply & deliver	50	EA
	ACDC GA607-Bss-CW 240 volt CE Supply & deliver	10	EA
	Energy saver Osram 11W cool white BC Supply & deliver	500	EA
	Energy saver Osram 11W cool white ES. Supply & deliver	150	EA
	Eurolux 45 watt CFL G163 E27 Supply & deliver	400	EA
	Ballast afcap F36/40 Phillips EB-P 258 TLD 1cc 2xTL-D 58W Supply & deliver	300	EA
	Ballast afcap F36/40 Wiremart model: EBL- MID258W 2x58W Supply & deliver	300	EA
	Ballast afcap F36/40 Quicktronic fit T8 QT-FIT8 2x36W Supply & deliver	300	EA
	Samite circuit breakers 1P c curve 20 amp 4.5KA Supply & deliver	40	EA
	Merlin Gerlin circuit breakers 1P c curve 20 amp 4.5KA Supply & deliver	40	EA
	Samite circuit breakers 1P c curve 25 amp 4.5KA. Supply & deliver	40	EA
	Merlin Gerlin circuit breakers 1P c curve 25 amp 4.5KA. Supply & deliver	40	EA
	Merlin Gerlin circuit breakers 1P c curve 30 amp 4.5KA	40	EA
	Samite circuit breakers 1P c curve 30 amp 4.5K. Supply & deliver	40	EA

RFQ number	Description	Quantity	Unit of Measure
	Samite circuit breaker 1P plus Neutral c curve 63amp 4.5KA. Supply & deliver	20	EA
	Merlin Gerlin c/breaker 1P plus Neutral c curve 63 amp 4.5KA Supply & deliver	20	EA
	Samite circuit breakers 3P c curve SA3-63 amp 6KA Supply & deliver	20	EA
	Merlin Gerlin circuit breakers 3P c curve SA3-63 amp 6KA Supply & deliver	20	EA
	Crabtree double wall plugs 4x4 flush mounted Supply & deliver	200	EA
	Crabtree 4x4 double covers Supply & deliver	200	EA
	Crabtree double covers dedicated (RED) wall plugs Supply & deliver	100	EA
	Red covers for dedicated plugs Supply & deliver	100	EA
	Power skirting 2x4 plugs Supply & deliver	50	EA
	Power skirting plugs (RED) Supply & deliver	50	EA
	Cabtree surface mounted plugs 2x4 double Supply & deliver	50	EA
	Samite earth leakages CBI QA17C 3KA 63amp Supply & deliver	30	EA
	Samite earth leakages CBI QA17A 3KA 63amp Supply & deliver	20	EA
	Merlin Gerlin earth leakage 63 amp Supply & deliver	10	EA
	Electronic timer's geyser 24 hour 220-240 V Supply & deliver	20	EA
	Phillips day night switches Supply & deliver	15	EA
	3 pin plug tops lite master	100	EA
	3 pin plug tops dedicated (RED) Supply & deliver	50	EA
	Cabtyre 1.5 x 3 3core PVC black Supply & deliver	04	Roll
	Solid state relay 24-330 VAC 40amp control 90-280 VAC Supply & deliver	10	EA
	FSU starters 4-80 watt Supply & deliver	06	Box
	FU-214-22 watt starters Supply & deliver	04	Box
	Osram HQ125 (MBF-U) ES bulbs Supply & deliver	04	Box

RFQ number	Description	Quantity	Unit of Measure
	Post top lamp 160 watt M/B 50 mm white Supply & deliver	06	EA
	Hellerman cable ties: T50R Supply & deliver	20	PKT
	Hellerman cable ties: T50I	20	PKT
	Hellerman cable ties: T120R	20	PKT
	Hellerman cable ties: T18R Supply & deliver	20	PKT
	GEC steel fan heater, steel wall mounted 3kW Supply & deliver	15	EA
	Pigmy lamps 15 watt Supply & deliver	10	BOX
	PVC gland size 0 Supply & deliver	04	PKT
	Industrial 2x2 steel wall switch 1lever 1way white 20 amps. Supply & deliver	20	EA
	ACDC KWH METER single phase QC11 electronic. Supply & deliver	10	EA
	ACDC PAR38-IR-175-watt red heating lamp. Supply & deliver	10	EA
	Batteries: size D. Supply & deliver	40	EA
	Batteries: size A. Supply & deliver	60	EA
	Batteries: size AAA. Supply & deliver	60	EA
	Batteries: size PM9. Supply & deliver	20	EA
	Isolators: 30-amp double pole Supply & deliver	50	EA
	Isolators: 30-amp triple pole Supply & deliver	50	EA
	Isolators: Covers double pole Supply & deliver	50	EA
	Isolators: Covers triple pole Supply & deliver	50	EA
	Micro float switch B-01/10 240V 4-15 amp N/O Supply & deliver	10	EA

## 2. Essential administrative requirements:

2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered:

a. Bidders shall include the CSD registration number and full current 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.**

**2.4. Tax Clearance Certificate**

**2.5. BBBEE Certificate / Sworn Affidavit**

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	

<b>Percentage (%) ownership by Women</b>	<b>Points (4)</b>	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
<b>Percentage (%) Ownership ( by Youth</b>	<b>Points (4)</b>	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
<b>Percentage Ownership by PwD</b>	<b>Points (2)</b>	
51-100%	2	
1-50	1	
0%	0	
<b>RDP Goals</b>	<b>Points (2)</b>	
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 Barbara Kutumela

Tel: +27 (0) 12 529-9317

Email: Kutumelab@arc.agric.za

Supply Chain Management: ARC

Date: 2023-11-22

**SBD4**

## **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 interest<sup>1</sup> 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

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

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<sup>1</sup> 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.

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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

**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**

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**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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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:

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

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.

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**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)
<b>Percentage (%) Ownership by HDIs</b>		<b>Points 8</b>		
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		
<b>Percentage (%) ownership by Women</b>		<b>Points (4)</b>		
81-100		4		
51-80		3		
31-50		2		
1-30		1		
0%		0		
<b>Percentage (%) Ownership ( by Youth</b>		<b>Points (4)</b>		
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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....