

**OFFICE OF THE SUPPLY CHAIN MANAGEMENT**

**1.1 DESCRIPTION OF SERVICE: ASSESSMENT AND SERVICE AND/REPAIR OF TWO AIRCONDITIONERS IN LABS OF THE KEI APPLE BUILDING, INFROUTEK, NORTHERN TERRAIN, LELIE STREET, STELLENBOSCH**

**SCOPE OF WORK:** Assessment and service and/repair of two air conditioners

| SPECIFICATION   | Comply with specification. Please indicate (Yes or No) |    |                           |
|---|--|----|---------------------------|
|   | Yes  | No | If no, indicate deviation |
| 1. Assess and service/ repair the air conditioner in the White Lab.   |  |    |                           |
| 2. Assess and service/ repair the air conditioner in the room that contains the -80°C freezer.  |  |    |                           |
| GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT   |  |    |                           |
| Air conditioners to be serviced and/repared on site at the Kei Apple building, Infroutek, Northern Terrain, Lelie Street, Stellenbosch. |  |    |                           |
| Compulsory site meeting on 22/02/2024 at 11:00 am at ARC Northern Campus, Lelie Street, Stellenbosch                                    |  |    |                           |
| Closing Date 26/02/2024 at 11:00 am   |  |    |                           |

**1.2 PRICING SCHEDULE FOR REPAIRS AND SERVICE OF 2 X AIR CONDITIONERS**

| Item description   | QTY | Unit price | Total Price |
|--|-----|------------|-------------|
| 1. Assess and service/ repair the air conditioner in the White Lab.                            | 1   |            |             |
| 2. Assess and service/ repair the air conditioner in the room that contains the -80°C freezer. | 1   |            |             |
| Other:   |     |            |             |
| SUBTOTAL   |     |            |             |
| VAT  |     |            |             |
| GRANDTOTAL   |     |            |             |

**1. The specification prepared by**

**Name:** Yolanda Petersen

**Date:** 6 Feb 2024

**Signature**

A handwritten signature in black ink, appearing to read 'Yolanda Petersen', written in a cursive style.

## EVALUATION PROCESS & CRITERIA STAGE ONE FOR REPAIRS AND SERVICE OF 2 X AIR CONDITIONERS

### ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

|  | Comply with specification. Please indicate (Yes or No) |    |                           |
|--|--|----|---------------------------|
|  | Yes  | No | If no, indicate deviation |
| <b>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.</b>   |  |    |                           |
| 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 the relevant experience.   |  |    |                           |
| Your written quotation must be deposited or email depending on the instructions given in the email.  |  |    |                           |
| All price quotations that have a rand value of R30,000.00 but not exceeding R50 000 000.00 (all applicable taxes included), will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Regulation of 2022. The lowest acceptable price will score 80 points, the 20 Preferential points will be allocated as per ARC SBD 6.1 and Annexure A |  |    |                           |
| <b>STANDARD CONDITIONS:</b>  |  |    |                           |
| The validity of the quotations must be 30 Days or more and indicated.  |  |    |                           |
| Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.  |  |    |                           |
| No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.  |  |    |                           |
| The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.   |  |    |                           |
| ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided   |  |    |                           |
| Quotes should be submitted on an official letterhead and duly signed   |  |    |                           |
| Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC   |  |    |                           |
| The General Conditions of Contract issued by National Treasury are applicable.   |  |    |                           |
| The ARC supply chain management code of conduct is applicable  |  |    |                           |
| SBD Forms must be signed and returned together with the quotation, failure to comply will result to disqualification of your quotation.  |  |    |                           |
| The ARC reserve the right to do due diligence on the quotations  |  |    |                           |
| The ARC reserve the right to benchmark prices quoted.  |  |    |                           |

|  | Comply with specification. Please indicate (Yes or No) |    |                           |
|--|--|----|---------------------------|
|  | Yes  | No | If no, indicate deviation |
| <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, <b>will be eliminated or disqualified from further adjudication.</b></p> <p><b>(a) Mandatory</b></p> <p>Quotes will only be compliant if supplier has submitted the following documents:</p>                                  |  |    |                           |
| <p><b>Administrative documents</b></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 encouraged to register their entities on CSD, <a href="http://www.csd.gov.za">www.csd.gov.za</a> 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.  |  |    |                           |
| <p><b>(b) Non-Mandatory</b></p> <ul style="list-style-type: none"> <li>Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths.</li> </ul>  |  |    |                           |

#### SUPPLIER'S DETAILS:

Company Name: .....

Contact person: .....

Contact number & Email: .....

Date & Signature: .....



## 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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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.

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 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 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

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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.

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 |

November 2011