



## REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

### AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ No: RFQ -057372  
Enquiries: Precious Dolamo  
Tel: 012 808 8000  
E Mail: dolamop@arc.agric.za  
RFQ Closing Date 06/09/2022 10:00

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

NO	Description	Quantity	UOM
1	MASKING TAPE 24 MM	50	Rolls
2	PACKAGING TAPE 48X50 BUFF (brown)	50	Rolls
3	PLASTIC POCKETS PVC CLEAR A4 (100 in a pack)	50	Pkt
4	PAPER FOLDED (paper towel folded 20 pack of 120 sheet )	50	BOX
5	HYGROMIX 25kg	100	Bag

2. When submitting your quotation please attach the following documents

- Quotation (RFQ number should reflect)
- SBD 4 – Declaration of Interest (Date of the quotation) ☐ Indicate the RFQ number on the subject line.
- Over R30 000 include BBBEEE and TAX clearance

3. The above specified goods/services should be delivered/rendered to:

Name of Institute : VEGETABLE AND ORNAMENTAL PLANT INSTITUTE  
Address : KWAMHLANGA ROAD R573  
: ROODEPLAAT NORTH  
: Precious 012 808 8000  
:

4. 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.
5. Your written quotation should be sent to: Precious

**E Mail: [dolamop@arc.agric.za](mailto:dolamop@arc.agric.za)**

6. Standard conditions:
  - 6.1 The validity of the quotations must be indicated.( 120 days)
  - 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 Validity period 120 days.
- 6.12 Your quotation must indicate the delivery date.
- 6.13 The ARC reserve the right to do due diligence on the quotations.
- 6.14 The ARC reserve the right to benchmark prices quoted.