

**Agricultural Research Council-NRE**

**141 Cresswell Rd**

**Weavind Park**

**Pretoria,**

**0184**



**Request for Quotation: ISC01REQ001813**

**Closing Date: 28 July 2025 at 11h00**

VAT Registration: 4140125313

**Delivery address: GABELA, POMEROY, KZN**

**COORDINATES: -28.6420381,30.4526614**

**Request for Quotation: Catering (Farmers Workshop) for 31 July at Gabela, Pomeroy, KZN**

Good day,

You are hereby kindly requested to submit a written quotation for the **Catering (Farmers Workshop) for 31 July at Gabela, Pomeroy, KZN**, in accordance with the specifications outlined below.

**Quotations with Supporting Documentation must be emailed to:**

**[KubhekaL@arc.agric.za](mailto:KubhekaL@arc.agric.za)**

**1.1 SPECIFICATIONS IN DETAIL**

<b>Catering (Farmers Workshop) for 31 July at Gabela, Pomeroy, KZN</b>	
<b>Menu:</b>	
<b>1. Light breakfast (Served at 10am)</b>	
- Tea/coffee	
- Sandwiches & biscuits / muffins	
- 50 x 500ml bottle water	
<b>2. Lunch (Served at 1pm)</b>	
- Starch: Pap and Rice/dumpling (any two)	
- Meat: Stew Beef and Grilled chicken	
- Potato salad	

<ul style="list-style-type: none"> <li>- Coleslaw and Chakalaka</li> <li>- Gravy</li> <li>- Drinks: 50 x 330ml Cans of assorted soft drinks and fruit juice</li> </ul> <p><b>Number of people: 50</b></p> <p><b>NB:</b></p> <ol style="list-style-type: none"> <li>1. Caterer set up 2 serving stations for meals (One for Government/Private sector officials and 1 for farmers)</li> <li>2. Caterer must bring their own tables</li> <li>3. Caterer to use a water urn to serve tea/coffee (not kitchen kettle)</li> <li>4. Caterer to provide own provisions should there be load-shedding</li> <li>5. Adequate sugar basins and milk cartons should be supplied to avoid congestion and queuing</li> <li>6. Caterer to supply their cutlery, serviettes, porcelain/glass cups, etc.</li> <li>7. Lunch must be served hot from chafing dishes and served on porcelain/glass plates</li> <li>8. There are no cooking facilities at the venue, so the caterer must cook offsite / organise alternative means to cook on site</li> </ol>	

## 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

Stage 3: Agricultural Research Council Preference Points System – **See Annexure A (Must be Completed)**

**RDP Goal - Promotion of South African-Owned Enterprises**

**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		

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](mailto: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

Tel: +27 (0)12 842- 4078

Email: [KubhekaL@arc.agric.za](mailto:KubhekaL@arc.agric.za)

Supply Chain Management: ARC