

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

## **Request for Quotation:**

RFQ NUMBER:	REQ-061195-3
CLOSING DATE:	<b>Date: 15 June 2023 Time : 11H00 am</b>
DESCRIPTION	NATIONAL KEY POINTS (NKP) AND OHS BOARDS
SUBMISSIONS TO	<a href="mailto:duikerj@arc.agric.za">duikerj@arc.agric.za</a>
ADDRESS FOR DELIVERY	ARC-Onderstepoort Veterinary Institute (ARC-OVI) 100 Old Soutpan Road (M35) Private Bag X05 ONDERSTEPOORT 0110
ENQUIRY	Name: Papi Duiker SCM Email: <a href="mailto:duikerj@arc.agric.za">duikerj@arc.agric.za</a>
Briefing session	<b>Yes</b>  <b>12 June 2023 at 11h00am</b> <b>100 old Soutpan road</b> <b>Onderstepoort</b> <b>0110</b>

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
1.	<b>REQ-061195</b>	NKP BOARD with 12 signages with wording (212-220)	2	EA
		Signage -24 hr surveillance	13	EA
		OHS BOARDS (with non-NKP wording) with signages	2	EA
		Transport	1	EA
		Labour	1	EA

**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.

**SPECIFICATIONS**

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)
<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	
<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.  
Mr Papi Duiker  
Tel: +27 (0) 12 529-9479  
Email: [duikerj@arc.agric.za](mailto:duikerj@arc.agric.za)  
Supply Chain Management: ARC  
Date: 2023-06-06

## **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>
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<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:

**80/20**

**or**

**90/10**

$$Ps = 8 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

**80/20**

**or**

**90/10**

$$Ps = 8 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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)
<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		
<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>		
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 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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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 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.

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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.



.....

Signature

.....

Date

.....

.....

Position

Name of bidder



## **NATIONAL KEY POINT AND SECURITY INFORMATION BOARDS**

### **1. PURPOSE**

To request the supply, delivery and installation of the National Key Point Information Boards and the supply and delivery of Security Information boards that display prohibited items and security access information.

### **2. BACKGROUND**

The ARC must ensure that relevant and applicable safety and NKP information is properly communicated at all times.

### **3. DETAILS OF REQUIREMENTS**

#### **3.1 SPECIFICATION**

- Design, layout and installation of free-standing steel structure information board on the right side at the OVR main entrance gate and on the left side at TAD.
- The size of the board to be 3m horizontal and 2m vertical (to be verified on the site visit). SABS approved sizes for safety signs as per the board size.
- The size of security signage to be a minimum of 29.7cm by 42cm (A3).
- The board must display the prohibited/warning signs and wording in the attached examples.
- All printing must be for all outdoor conditions, 100% weatherproof with waterproof printing.
- The Prohibition/Warning Signs must be SABS Approved safety signs that indicates that certain behavior is prohibited.
- These symbolic safety signs display a black pictogram on a white circular shaped sign with a red border and red diametral line at an angle of 45°, depicting actions that are prohibited.
- The height, width or diameter of the pictogram on these signs occupy between 75 % and 90 % of the corresponding dimensions of the backing sheet, Chromadek Steel.
- Proof reading for the design and samples must be submitted for approval prior to printing or execution of the work.
- The supplier will provide a draft for final approval.

#### 4. COSTING BREAKDOWN

Item description	Location	Quantity	Price per unit ( incl VAT )	Total price all inclusive
The NKP Boards, comprising of 6 signage and wording that is printed directly to the board (100-120 words)	OVR and TAD entrance	02		
Signage that the facility is under 24hr protection	OVR and TAD premises	30 signages		
Labour (installation for OVR/TAD) and Transport Please provide detailed breakdown				
Sundries (if applicable) provide a detailed breakdown	OVR and TAD entrance			
<b>GRAND TOTAL ALL INCLUDED</b>			<b>R</b>	<b>R</b>
<b>NB: ALL SERVICE PROVIDER ARE REQUESTED TO QUOTE AS PER THE ABOVE ITEM DESCRIPTIONS AND ATTACH A DETAILED BILL OF QUANTITIES PER ITEM.</b>				

#### 5. GUARANTEES

- ARC requires guarantees for all printing and installation for 12 months.
- The supplier shall observe all relevant ISO and SABS standards or any applicable related regulations or standards.

- The supplier shall in detail document what is covered by the guarantee as well as the terms and conditions.

The following documents are required:

Document that must be submitted	Non-submission may result in disqualification.	
Three reference letters on similar projects	Yes / No	Bidders must submit three reference letters of successfully completed related or similar projects.

## 5. INSPECTION OF SITE AND EQUIPMENT

Before tendering, tenderers shall visit the site to make themselves conversant with the equipment to be installed and submit a quotation thereof.

All invited suppliers are kindly requested to attend a compulsory briefing session on at OVR and TAD 100 Soutpan Road, Onderstepoort on **12 June 2023 at 11h00am.**

**All equipment to be installed at 100 Soutpans Road, Onderstepoort and TAD.**

**For TAD New Admin Building Entrance:**

**25° 38' 07.14" S, 28° 10' 30.59" E**

**[In Decimal Degrees format: -25.635319°, 28.175165°]**

**For OVR Main Gate:**

**25° 39' 03.10" S, 28° 11' 03.10" E**

**[In Decimal Degrees format: -25.651012°, 28.184123°]**

Example of the NKP Board



AGRICULTURAL RESEARCH COUNCIL

ONDERSTEPSPOORT VETERINARY RESEARCH

ACCESS AND EGRESS TO THESE PREMISES ARE CONTROLLED IN TERMS OF THE NATIONAL KEY POINT ACT 102 OF 1980 AND  
ACCESS TO PUBLIC PREMISES AND VEHICLES ACT 53 OF 1985



**Declare all prohibited items**

**Declare and register all private property (personal items)**

**Access cards/permits must be worn at all times**

**All persons, property (personal items), packages, bags and vehicles entering and leaving the premises shall be searched**

**The ARC management reserves the right to allow and/or deny access to the premises.**



## AGRICULTURAL RESEARCH COUNCIL



## TRANSBOUNDARY ANIMAL DISEASES

ACCESS AND EGRESS TO THESE PREMISES IS CONTROLLED IN TERMS OF THE NATIONAL KEY POINT ACT 102 OF 1980 AND ACCESS TO PUBLIC PREMISES AND VEHICLES ACT 53 OF 1985



**Declare all prohibited items**

**Declare and register all private property (personal items)**

**Access cards/permits must be worn at all times**

**All persons, property (personal items), packages, bags and vehicles entering and leaving the premises shall be searched**

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