



# REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

## AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ: RFQ-14420  
 Enquiries: Mr. Nthato Botlhole  
 E Mail: [botlholen@arc.agric.za](mailto:botlholen@arc.agric.za)  
 Tel: 012 310 2618

**Closing date: 17<sup>th</sup> October 2022 @ 11h00 (a.m)**

1. You are kindly requested to submit a written quotation to the Agricultural Research Council-SCW in accordance to the specifications detailed below:

No	Item description																						
1.1	<p>Service providers are required by ARC-SCW campus to provide a written quotation for the following:</p> <table> <tr> <th>ITEM</th><th>QUANTITY</th></tr> <tr> <td>Dishwashing Liquid 5L</td><td>5</td></tr> <tr> <td>Multipurpose Cleaning Cream 5L</td><td>5</td></tr> <tr> <td>Wooden Floor Polish 5L</td><td>2</td></tr> <tr> <td>Furniture Polish 300ml</td><td>5</td></tr> <tr> <td>Window Cleaner 5L</td><td>2</td></tr> <tr> <td>Microfiber Cloths</td><td>10</td></tr> <tr> <td>Cotton Dish Cloths</td><td>10</td></tr> <tr> <td>Yellow Sponge Scourer 150mmx65mmx40mm</td><td>10</td></tr> <tr> <td>Black Bags: heavy duty 750mm x 900mm -&gt; pack of 100</td><td>5</td></tr> <tr> <td>Bin Liners: 30 Litre bin liners -&gt; pack of 100</td><td>5</td></tr> </table> <p><b>Please ensure that your entity is registered with CSD</b></p> <p><b>Please only attach quote and SBD form, no other company documents. Otherwise if you send lots of documents we may not be able to receive your quote due to data-transfer limits on our server.</b></p>	ITEM	QUANTITY	Dishwashing Liquid 5L	5	Multipurpose Cleaning Cream 5L	5	Wooden Floor Polish 5L	2	Furniture Polish 300ml	5	Window Cleaner 5L	2	Microfiber Cloths	10	Cotton Dish Cloths	10	Yellow Sponge Scourer 150mmx65mmx40mm	10	Black Bags: heavy duty 750mm x 900mm -> pack of 100	5	Bin Liners: 30 Litre bin liners -> pack of 100	5
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1.2	Quotations may be emailed to <a href="mailto:botlholen@arc.agric.za">botlholen@arc.agric.za</a>																						
1.3	Detailed costing on company letterhead must be provided																						
1.4	Quote must be valid for a period of 30 days and above																						

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

Name of Institute : **ARC SOIL, CLIMATE AND WATER**  
 Address : **OLD HOWICK ROAD**  
 : **HILTON**  
 : **3290**  
 : **CEDARA**

3. 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.

4. Your written quotation should be sent to:

Mr. Nthato Botlhole

E Mail: botlholen@arc.agric.za

5. Standard conditions:

- 5.1 The validity of the quotations must be indicated –Quotes must be valid for 30 days
- 5.2 Prices quoted should be in South African Rand and inclusive of VAT.
- 5.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 5.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 5.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 5.6 Quotes should be submitted on an official letterhead and duly signed.
- 5.7 Goods and services should be supplied or rendered upon receipt of a purchase order from the ARC
- 5.8 The General Conditions of Contract issued by National Treasury are applicable.
- 5.9 The ARC supply chain management code of conduct is applicable.
- 5.10 SBD Forms must be signed and returned together with the quotation.
- 5.11 Only quotation received from suppliers registered with CSD shall be evaluated and considered.
- 5.12 Your quotation must indicate the delivery date.
- 5.13 ARC reserves the right to do due diligence on the quotations.
- 5.14 ARC reserves the right to benchmark prices quoted.
- 5.15 ARC reserves the right not to appoint any supplier for the goods and / or services outlined in this RFQ.
- 5.16 ARC reserves the right to select one or more items from a quotation on items outlined in this RFQ.
- 5.17 Should you not receive response from ARC within 30 days of the closing date of this RFQ, please regard your quotation as unsuccessful.

5.18 The successful contractor shall be required to register on the ARC supplier database prior to the issue of an order or commencement of the work. Failure to comply may result in disqualification.

6 Points for BBEE Compliance will be awarded according to below schedule of PPPFA Framework

<b>B-BBEE Status Level of Contributor</b>	<b>80/20</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant Contributor	0

Thank you in anticipation  
Nthato Botlhole

**Date: 12<sup>th</sup> October 2022**