

Agricultural Research Council
1134 Park Street
ARCADIA
0083



Request for quotation: RFQ-21/000151

Date: 21-03-2022
Closing Date: 23-03-2022 at 11h00 am
Telephone: +27 (0) 12 529-9479
VAT Registration: 4140125313

Delivery address:
ARC-Onderstepoort Veterinary Institute
(ARC-OVI)
100 Old Soutpan Road (M35)
Private Bag X05
ONDERSTEPOORT
0110

Request for Quotation for the Urgent Supply and Delivery of Stationary

Good day

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).

Quotations with Supporting Documentation must be Hand Delivered to:

**ARC Onderstepoort Veterinary Research
100 Soutpan Road
Onderstepoort
Pretoria**

No emailed or faxed submissions will be accepted.

Item No.	Description	Quantity	Unit Measure
1	A4 HARDCOVER BOOK 192 PAGES	50.00	EA
2	BOOK EXERCISE 72 PAGE	50.00	EA
3	EXAMINATION PADS A4 80 PAGES	50.00	EA
4	HB PENCIL	120.00	EA
5	HIGHLIGHTER	120.00	EA
6	GLUE STICK 40G	120.00	EA

1.1 SPECIFICATION IN DETAILS

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 PPPFA Regulations (2011)

Stage 1- Mandatory Requirements (Administrative):

(NOTE: Failure to provide the below listed documents **WILL** lead to disqualification)

Description	Comply	Do Not Comply
1. Only bidders that submit a valid current certified copy of the BBBEE certificate, original BBBEE certificate or the sworn affidavit, will be considered for scoring on the 20 points as per the 80/20 principle. Bidders are therefore required to submit the certified copy of the BBBEE certificate, original BBBEE certificate or the sworn affidavit		
2. Submission of original valid Tax pin or a Tax Compliance Status letter issued by the South African Revenue Services		
3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.(4,6,8&9)		
4. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.		

Stage 1- Technical Suitability: Specification

If a bidder does not comply fully with each of the mandatory requirements, it shall be regarded as mandatory non-performance/non-compliance and the bid shall be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non- performance/non-compliance and the bid shall be disqualified.

Description	Comply	Do Not Comply
1. Supply and Delivery of Stationary		

3. All price quotations that have a rand value of R 30,000.00 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 2000 and its Regulations. The lowest acceptable price will score 80 points, the 20 BBEE points will be allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

4 Compulsory requirements:

- 4.1 Valid current Tax Clearance Certificate and the pin code 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 Only bidders that submit a valid current certified copy of the BBEE certificate, original BBEE certificate or the sworn affidavit, will be considered for scoring on the 20 points as per the 80/20 principle. Bidders are therefore required to submit the certified copy of the BBEE certificate, original BBEE certificate or the sworn affidavit.
- 4.4 Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
- 4.5 The above specified goods/services should be delivered / rendered to the ARC-Onderstepoort Veterinary Institute at above-mentioned delivery address.
- 4.6 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.
- 4.7 Your written quotation must be deposited or emailed depending on the instructions given in the email.
- 4.8 Standard conditions:

4.9 The validity of the quotations must be indicated.

- 4.10 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 4.11 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 4.12 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 4.13 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 4.14 Quotes should be submitted on an official letterhead and duly signed.
- 4.15 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.
- 4.16 The General Conditions of Contract issued by National Treasury are applicable.
- 4.17 The ARC supply chain management code of conduct is applicable.
- 4.18 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation if the price is above R 10,000.00. Failure to comply will result to disqualification of your quotation.
- 4.19 Only the quotation from suppliers who are requested to quote shall be evaluated and considered.
- 4.20 Your quotation must indicate the delivery date.
- 4.21 The ARC reserve the right to do due diligence on the quotations.
- 4.22 The ARC reserves the right to benchmark prices quoted.

Thank you in anticipation.

Mr Ntokozo Majola
Tel: +27 (0) 12 529-9479
Email: majolan@arc.agric.za
Supply Chain Management: ARC
Date: 2022-01-31