



Request for Quotation

RFQ NUMBER:	CO0022601RFQ00000001
CLOSING DATE AND TIME:	09 February 2026 at 11:00 am
DESCRIPTION	Ethics Risk Assessment for the Agricultural Research Council (ARC).
SUBMISSION VIA E mail	Email: MofokengR@arc.agric.za
ENQUIRIES	Name: Refiloe Mofokeng SCM Email: MofokengR@arc.agric.za
COMPULSORY SITEBRIEFING	NO

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	CO0022601RFQ00000001	Appointment of a Service Provider to Conduct Ethics Risk Assessment for the Agricultural Research Council (ARC)	1	EA

Specifications

1. Background

An Ethics Risk Assessment empowers the Council and Management with the necessary information to establish and maintain an ethical culture in the organisation. To improve ethics within the organisation, a full-blown ethics risk assessment is critical as it forms part of the basic planning on focus areas, and it can also include critical external stakeholders exposed to ethical dilemmas when dealing with ARC staff. To enable proactive management, the assessments should be conducted regularly, especially in highly visible Organisations which are exposed to public scrutiny.

2. Purpose

The purpose of an ethics risk assessment is to gain insights into the ARC's ethics related environment which includes identifying ethics risks and opportunities (i.r.o. the beliefs, practices, and behaviours/conducts) that are either; (a) counterproductive to the maintenance of the ethical principles and standards that regulate desirable relationships among an organisation and its stakeholders, and/or (b) enablers of such ethical principles and standards with the aim to inform the development of an Ethics Management Strategy and Plan to establish the desired ethical culture.

This will assist the organization with the following:

- Gain insights into the ARC's ethics environment
- Drive an ethical culture that ensures the integrity of the organisation
- Create ethics risk awareness
- Promote transparency and improve organisational performance
- Embedding the values of the ARC across all areas of work

3. SCOPE OF WORK

The Ethics Risk Assessment involves participation by the Council, Management and Employees at all levels and external stakeholders. To derive full value from the assessment and remove any bias, it has been decided that it should be facilitated by an independent party who will have an objective perspective on the ARC and have the ability to challenge current norms and practices without being prejudiced.

3.1 Deliverables

The successful bidder will be required to provide the following services:

- Ethics Risk Assessment / Risk Profile Report
- Ethics questionnaire survey customised to the ARC
- Assess the current ARC's Ethics Management Strategy and identify gaps.
- Develop an implementation plan and related policies to address the gaps identified above.
- Provide feedback reporting to the Council and Management.
- Compile an Ethics Risk Register.
- Compile a complete close out report.

3.2 TIMEFRAMES

The assessment must be concluded within three months (3) from date of appointment.

3.3 PRICING SCHEDULE

DELIVERABLES/ MILESTONE	COST PER DELIVERABLE/MILESTONE (VAT EXCLUSIVE)	TOTAL COST PER MILESTONE (VAT INCLUSIVE)
1. Ethics Risk Assessment / Risk Profile Report	R	R
2. Ethics questionnaire survey customised to the ARC	R	R
3. Assess the current ARC's Ethics Management Strategy and identify gaps.	R	R
4. Develop an implementation plan and related policies to address the gaps identified above.	R	R
5. Provide feedback reporting to the Council and Management.	R	R
6. Compile an Ethics Risk Register.	R	R
7. Compile a complete close out report.	R	R

OVERALL TOTAL PROJECT INCLUDING VAT.	R
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4. BID EVALUATION STAGES

The proposal will be evaluated in terms of 80/20 evaluation systems in line with the Preferential Procurement Regulations Act.

Bidders who score a minimum threshold of **70** out of 100 points on the evaluation criteria will be considered for further evaluation on Price and BBEE. Bidders who fail to obtain the required minimum threshold will be disqualified.

Stage 1: Administrative requirements

Stage 2: Mandatory requirements

Stage 3: Functionality scoring

Stage 4: Price and specific goals evaluation

STAGE 1: ADMINISTRATIVE REQUIREMENTS:

Prospective service providers should submit the following compulsory bid documents for this evaluation:

- A valid Tax PIN Number from SARS.
- Current Central Supplier Database (CSD Report)
- Complete and Sign the Standard Bidding Documents (SBD forms)
- Company registration documents (CIPC)

Bidder are required to complete and sign the Standard Bidding Documents (SBD forms) failure to submit Standard Bidding Documents (SBD forms) will render the submission nonresponsive.

STAGE 2: MANDATORY REQUIREMENTS

- Professional Indemnity insurance that is valid and active at the time submission At least three (3) signed reference letters from clients within the previous five (5) years, including company name, on the company letterhead, contact person, contact telephone numbers/email, stating the duration of the service, the value where they successfully conducted ethics risk assessments for public entities or similar institutions.
- Submit Company profile which indicates relevant experience within the last five (5) years.

- The company profile must indicate completed projects from their past clients, where bidders have successfully assisted in conducting ethics risk assessments.
- Bidders must provide detailed CV of the project manager and certified qualifications in Risk Management or any related field.
- The project manager must be a certified ethics officer.
- Project manager must have membership from Institute of risk management of South Africa or the ethics institute.
- Submit a detailed project plan (The project plan should address the following): deliverables, timelines, work breakdown structure, resource allocation, project execution risks and mitigation strategies, and value-added services
- The Service Provider must submit two proposals in separate folders marked “Functionality Proposal” and “Financial Proposal”.

Failure to adhere to the above and not providing proof of the adherence will disqualify your bid.

STAGE 3: FUNCTIONALITY SCORING

EVALUATION CRITERIA

The proposal will be evaluated in terms of 80/20 evaluation systems in line with the Preferential Procurement Regulations Act.

Bidders who score a minimum threshold of 70 out of 100 points on the evaluation criteria will be considered for further evaluation on Price and BBEE. Bidders who fail to obtain the required minimum threshold of 70% will be disqualified.

Criteria	Weight
1. Company Experience	20
<p>Company profile and relevant experience within the last five (5) years.</p> <p>Submission of company profile indicating completed projects from their past clients, where bidders have successfully assisted in conducting ethics risk assessments.</p> <ul style="list-style-type: none"> • 1 completed project in conducting ethics risk assessments: 1 point • 2 completed projects in conducting ethics risk assessments: 2 points • 3 completed projects in conducting ethics risk assessments: 3 points • 4 completed projects in conducting ethics risk assessments: 4 points • 5 completed projects in conducting ethics risk assessments: 5 points 	

2. Reference Letters	20
<p>Submission of at least three (3) signed reference letters from clients within the previous five (5) years, including company name, on the company letterhead, contact person, contact telephone numbers/email, stating the duration of the service, the value where they successfully conducting ethics risk assessments.</p> <ul style="list-style-type: none"> • –1 reference letter in conducting ethics risk assessments: 1 point • 2 reference letters in conducting ethics risk assessments: 2 points • 3 reference letters in conducting ethics risk assessments: 3 points • 4 reference letters in conducting ethics risk assessments: 4 points • 5 or more reference letters in conducting ethics risk assessments: 5 points. 	
3. Qualifications and experiences of the proposed team.	30
<p>Submit – certified copies of qualifications, detailed CV with contactable reference indicating relevant experience.</p> <p>Risk Management Qualification or any related field</p> <p>Project manager must be a certified ethics officer.</p> <p>The replacement of the resource should be at the same level in terms of experience and expertise.</p> <ul style="list-style-type: none"> •Project manager with two (2) years' experience in ethics risk assessment = 1 point •Project Manager with three (3) years' experience in ethics risk assessment = 2 points. •Project Manager with four (4) years' experience in ethics risk assessment = 3 points. •Project Manager with five (5) years' experience in ethics risk assessment = 4 points. Project manager with six (6) years or more experience in ethics risk assessment =5 points 	

3. Project Plan / Methodology	30
<p>Submission of a detailed project plan (The project plan should address the following): deliverables, timelines, work breakdown structure, resource allocation, risk mitigation strategies, and value-added services</p> <p>Detailed technical proposal including methodology and work plan.</p> <ul style="list-style-type: none"> Submitted a project plan but not detailed: 1 point Submitted a project plan with deliverables and timelines. 2 Points Submitted a project plan with deliverables, timelines, resources allocation: 3 points Submitted a project plan with deliverables, timelines, resource allocation, project execution, risks and mitigation strategies: 4 points Submitted a project plan with deliverables, timelines, work breakdown structure, resource allocation, project execution, risk and mitigation strategies, and value-added services. 5 points 	
TOTAL	100

STAGE 4: PRICE AND SPECIFIC GOALS EVALUATION

The 80/20 principle will apply in terms of the Preferential Procurement Policy Framework Act.

Specific Goals

Specific Goals	Percentage Ownership (1%)	Points (20)	Points (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1

BEE Status	Level 1 - 4	2	1
RDP Goals	RDP Goals The promotion of enterprise located in rural areas.	2	1
TOTAL POINTS		20	10

<u>Minimum threshold</u>	<u>70</u>
<u>Price</u>	
<u>Points allocated for price</u>	<u>80</u>
<u>BBBEE Status Points</u>	
<u>Points allocated for BBBEE</u>	<u>20</u>
<u>Total points for Price and BBBEE Preference Points</u>	<u>100</u>

5. Essential administrative requirements:

- Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full current CSD report with the bid proposal.
- Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
- Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
- Tax Clearance Certificate.
- BBBEE Certificate / Sworn Affidavit.

6. The above specified goods/services should be delivered / rendered to the ARC.

7. 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.

8. Your quotation must be submitted on the e tender portal in line with the instructions given in the advert.

9. 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.

10. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

Specific goals	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)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above				
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above				
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above				
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above				
Below 51%				
RDP Goals		Points (2)		
RDP Goals				
BEE Status		Points (2)		
Level 1-4				

11. Standard conditions:

- The validity period for this RFQ is 90 days of the quotations must be indicated.
- Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.

- The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- Quotes should be submitted on an official letterhead and duly signed.
- Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.
- The General Conditions of Contract issued by National Treasury are applicable.
- The ARC supply chain management code of conduct is applicable.
- Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.
- The ARC reserves the right to do due diligence on the quotations.
- The ARC reserves the right to benchmark prices quoted.

Ms Refiloe Mofokeng

Tel: 012 310 2620

Email: MofokengR@arc.agric.za

Supply Chain Management: ARC

Date: 26 January 2026

SBD 6.1

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

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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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.)

Specific goals	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)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above				
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above				
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above				
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above				
Below 51%				
RDP Goals		Points (2)		
RDP Goals				
BEE Status		Points (2)		
Level 1-4				

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:

.....

.....

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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 interest¹ 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.

Full Name	Identity Number	Name of State institution

¹ 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 consortium² 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.

² 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.

- 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.

.....
Signature	Date
.....
Position	Name of bidder