



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ No: 013150
Enquiries: Supply Chain Management
Tel: 012 427 9774
RFQ Closing Date: **27/05/2022** before **11:00am**

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

Description	Quantity	UOM
Photoshoot for 13 people, the board and CEO each person to have left, right, straight, half, and full picture		EA
Six maroon silk scarfs for women		
10 black ties		

2. The above specified goods/services should be delivered/rendered to:
Name of Institute : ARC Central Office
Address : 1134 Park Street, Hatfield
Pretoria
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 must be emailed to: **scmrequests@arc.agric.za**
5. All price quotations that have a rand value of R30,000-00 to R1 000 000.00 including VAT, will be evaluated on price only.
6. Standard conditions:
- 6.1 The validity of the quotations must be indicated.
- 6.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

- 6.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 6.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 6.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 6.6 Quotes should be submitted on an official letterhead and duly signed
- 6.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC
- 6.8 The General Conditions of Contract issued by National Treasury are applicable.
- 6.9 The ARC supply chain management code of conduct is applicable.
- 6.10 SBD 4 and SBD 6.1 must be signed and returned together with the quotation, failure to comply will result to disqualification of your quotation.
- 6.11 Your quotation must indicate the delivery date.
- 6.12 The ARC reserve the right to do due diligence on the quotations.
- 6.13 The ARC reserve the right to benchmark prices quoted.
- 6.14 When submitting your quotation please attach the following documents
 - CSD Report (printed on the day you prepare a quotation).
 - SBD 4
 - SBD 6.1

Quotation must please reflect RFQ number.

Thank you in anticipation.

Supply Chain Management: ARC
Date: 19/05/2022