

**Agricultural Research Council-NRE**

**141 Cresswell Rd**

**Weavind Park**

**Pretoria,**

**0184**



**Request for Quotation: ISC01REQ001803**

**Closing Date: 23 July 2025 at 11h00**

VAT Registration: 4140125313

**Delivery address: Sandlwana, Bergville, KZN**

**Request for Quotation: Catering (Farmers Workshop) for 29 July at Sandlwana, Bergville, KZN**

Good day,

You are hereby kindly requested to submit a written quotation for the **Catering (Farmers Workshop) for 29 July at Sandlwana, Bergville, KZN**, in accordance with the specifications outlined below.

**Quotations with Supporting Documentation must be emailed to:**

[KubhekaL@arc.agric.za](mailto:KubhekaL@arc.agric.za)

**1.1 SPECIFICATIONS IN DETAIL**

<b>Catering (Farmers Workshop) for 29 July at Sandlwana, Bergville, KZN</b>	
<b>Menu specifications for farmer workshop</b> <b>Location: Sandlwana, Bergville, KwaZulu-Natal</b> <b>Date: 29 July 2025</b> <b>Number of attendees: 50 people</b>  <b>Menu</b> <b>1. Light breakfast (to be served at 10:00 am)</b> Tea and coffee (served from a water urn)	

Assorted sandwiches

Biscuits or muffins

Bottled water (50 bottles)

## **2. Lunch (to be served at 1:00 pm)**

Starch: pap and rice

Meat: beef stew and grilled chicken

Vegetables: pumpkin

Salads: chakalaka and beetroot

Gravy

Drinks: assorted soft drinks (cans) and fruit juice

## **3. Toilets- Provision of 2 portable toilets**

- Additional requirements for the caterer
- Caterer to set up two (2) serving stations for efficiency.
- Caterer must bring their own tables.
- Tea and coffee must be served from a water urn (no kitchen kettles).
- Caterer must make provisions for load-shedding, including alternative power or heating sources.
- Adequate sugar basins and milk cartons must be supplied to avoid congestion at the beverage station.
- Caterer must provide all required cutlery, cups, serviettes, and crockery.
- Lunch must be served hot using chafing dishes and served on proper plates (not takeaway containers).
- No cooking facilities are available at the venue — food must be cooked off-site or caterer must arrange an alternative setup (e.g., gas burners or mobile kitchen).

## **2. 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: National Treasury Procurement Regulations

Stage 3: Agricultural Research Council Preference Points System – **See Annexure A (Must be Completed)**

**RDP Goal - Promotion of South African-Owned Enterprises**

**Requirements (Administrative):**

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

Description	Comply	Do Not Comply
1. Submission of original valid Tax pin or a Tax Compliance Status letter issued by the South African Revenue Services		
2. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document. (SBD 4)		
3. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.		
4. B-BBEE Certificate or Sworn Affidavit		

3. All price quotations that have a rand value of R 2000.00 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 of 2022, and the Agricultural Research Council Preference Points System – See Annexure A

**4 Administrative Requirements:**

4.1 Valid Tax Pin 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 Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.

4.4 The above-specified goods/services should be delivered/rendered to the at above-mentioned delivery address.

4.5 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.

4.6 Your written quotation must be emailed to [KubhekaL@arc.agric.za](mailto:KubhekaL@arc.agric.za)

**4.7 Standard conditions:**

**4.8 The 30 days validity of the quotations must be indicated.**

4.9 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

4.10 The ARC will consider No price adjustments or amendments of the delivery particulars contained in paragraph 2.

4.11 The supplier accepts full responsibility for the proper execution and fulfillment of the goods/services quoted.

4.12 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

4.13 Quotes should be submitted on official letterhead and duly signed.

4.14 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC.

4.15 The General Conditions of Contract issued by the National Treasury are applicable.

4.16 The ARC supply chain management code of conduct is applicable.

- 4.17 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply will result in the disqualification of your quotation.
- 4.18 Your quotation must indicate the delivery date.
- 4.19 The ARC reserves the right to do due diligence on the quotations.
- 4.20 The ARC reserves the right to benchmark prices quoted.
- 4.21 Late and incomplete submissions will invalidate the quotation submitted.
- 4.22 Quotations must be market-related, if there is material evidence that the bidder has under-quoted, they will be disqualified.

Thank you in anticipation.

Ms. Lungile Kubheka

Tel: +27 (0)12 842- 4078

Email: [KubhekaL@arc.agric.za](mailto:KubhekaL@arc.agric.za)

Supply Chain Management: ARC