

Agricultural Research Council
1134 Park Street
ARCADIA
0083



Request for quotation

Number: RFQ-21/000142
Date: 2022-02-18
Expiration Date: 2022-02-25 at 11H00
Telephone: +27 (0) 12 529-9314
Tax Registration: 4140125313

Delivery address:

ARC-Onderstepoort Veterinary Institute (ARC-OVI)
100 Old Soutpan Road (M35)
Private Bag X05
ONDERSTEOPOORT
0110

SUPPLY AND DELIVERY OF STATIONARY AND NOTEBOOK

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).

No	Requisition No.	Description	Quantity	Unit of Measure (UOM)
1.1.	REQ-049624	32G Memory stick (Branded)	50	EACH
1.2.		Black Pen Artline (branded)	100	EACH
1.3.		Notepad (Branded ARC Logo)	50	EACH
1.4.		Library Book Bag (Branded)	50	EACH
1.5.		Presentation Folder	100	EACH
1.6.		A4 Carry folder Clear	100	EACH
1.7.		A4 Hardcover (250pg)	5	EACH
1.8.	REQ-049947	Heavy duty stapler two holes (Rexel)	1	EACH
1.9.		Fold back clips	20	EACH
1.10.		Short hand note book	30	EACH
1.11.		office calculator	1	EACH
1.12.		Pentel energel ink needle tip 0.5	30	EACH
1.13.		Butterfly project board A4 (pack 250)	2	EACH
1.14.		Hard cover certificate paper (250)	3	EACH
1.15.		3 reams of A3 paper	3	EACH

No	Requisition No.	Description	Quantity	Unit of Measure (UOM)
1.16.		HP ZBook Firefly i7 15.6" G8 Mobile Workstation, Core i7 Processor, 16 GB RAM, 512 GB SDD Drive, Win 10 Pro HP Thunderbolt Dock G2 HP Z24nf G2 Display HP USB Keyboard PR1101U HP USB Mouse MOFYUO Kensington ClickSafe Universal Combination Laptop Lock Targus 16" 37L Black Laptop Bag	1	EACH

2. Compulsory requirements:

- 2.1. Valid current Tax Clearance Certificate and the pin code issued by the South African Revenue Services (SARS).
- 2.2. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.
- 2.3. 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.
- 2.4. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
3. The above specified goods/services should be delivered / rendered to the ARC-Onderstepoort Veterinary Institute at above-mentioned delivery address.
4. 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.
5. Your written quotation must be deposited or emailed depending on the instructions given in the email.
6. 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 BBBEE points will be allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18

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

7. 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. 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.
- 6.11. Kindly provide one quotation for each REQ (Requisition) quoted and indicate the REQ reference number on quotation.
- 6.12. Your quotation must indicate the delivery date.
- 6.13. The ARC reserve the right to do due diligence on the quotations.
- 6.14. The ARC reserves the right to benchmark prices quoted.

Thank you in anticipation.

Mr Katlego Chaba

Tel: +27 (0) 12 529-9314

Email: chabak@arc.agric.za

Supply Chain Management: ARC

Date: 2022-02-18