



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

1. You are kindly requested to submit a written quotation RFQ-014962 to Agricultural Research Council as per below or attached specification.

Catering specifications: 20 January 2023 – delivery at 10:00

For delivery at ARC-Glen, Gielie Joubert Street, Glen Agricultural College, Glen, Free State.

Contact Person Simon

Cell no. 084 0455 378

- Lunch: for 12 people
- Boerewors Rolls (No Pork) with gravy
- Assorted soft drinks (diet included) and fruit juices for 12 persons
- 2 x 750ml bottle appletizer
- 12 Assorted cupcakes

Please provide the following:

- Plates & Glasses
- 3 black tablecloths
- 12 assorted green and red serviettes

The above specified goods/services should be delivered/rendered to:

Name of Institute : **Agricultural Research Council- -Glen,
Gielie Joubert Street,
Glen Agricultural College
Glen, Free State**

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 should be sent to:
Lungile Kubheka
E Mail: KubhekaL@arc.agric.za
5. All price quotations that have a rand value of R30,000-00 to R50 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	80/20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant Contributor	0

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 Forms 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.

Compulsory requirements

- Valid tax PIN number from SARS.
- Central Supplier Database report (Current and updated CSD report) showing a tax compliant status for the duration of the bidding process.
- Complete and sign the Standard Bidding Documents (SBD forms)

Thank you in anticipation

Supply Chain Management: ARC