

OFFICE OF THE SUPPLY CHAIN MANAGEMENT

1.1 DESCRIPTION OF SERVICE: SUPPLY AND DELIVER OF LABORATORY GLASSWARE

BACKGROUND: The ARC has a general research laboratory, with special focus on seed germination treatment.

PURPOSE: The purpose of this purchase is to buy glassware and other smaller utensils required for seed germination.

SCOPE OF WORK: Supply and deliver glassware to seed germination laboratory.

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
 Clear laboratory Schott bottles: Various sizes:			
Schott bottles – size 100ml			
Schott bottles – size 250ml			
Schott bottles – size 1 000ml			
Schott bottles – size 2 000ml			
Schott bottle blue GL45 pouring rings			
Schott bottle blue GL45 screw caps			
Glass pipettes Grade A – various sizes 			
Glass pipette Grade A – 1ml			
Glass pipette Grade A – 5ml			
Glass pipette Grade A – 10ml			
Glass pipette Grade A – 20mm			

Glass beakers with spout, easily readable measure indication – various sizes 			
Glass beakers with spout, easily readable measure indication – 250ml			
Glass beakers with spout, easily readable measure indication – 400ml			
Glass beakers with spout, easily readable measure indication – 600ml			
Glass beakers with spout, easily readable measure indication – 1 000ml			
Glass beakers with spout, easily readable measure indication – 2 000ml			
Timer – digital. Timer & Stopwatch. 99min99s  For example:			
Minimum/Maximum thermometer  For example:			
Magnetic stirring bar, coated – 20mm			
Magnetic stirring bar, coated – 40mm			
Scalpel handle - #4 (must fit blad described below) 			
Scalpel blades - #24 (box = 100 blades) 			
Pipette filler bulb type – natural rubber 			
GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT			
Delivery at Infruitec Campus, Helshoogte road, Stellenbosch			

1.2 PRICING SCHEDULE

Item description	QTY	Unit price	Total Price
Clear laboratory Schott bottles: Various sizes:			
Schott bottles – size 100ml	6		
Schott bottles – size 250ml	10		
Schott bottles – size 1 000ml	10		
Schott bottles – size 2 000ml	5		
Schott bottle blue GL45 pouring rings	100		
Schott bottle blue GL45 screw caps	40		
Glass pipettes Grade A – various sizes			
Glass pipette Grade A – 1ml	5		
Glass pipette Grade A – 5ml	5		
Glass pipette Grade A – 10ml	5		
Glass pipette Grade A – 20mm	5		
Glass beakers with spout, easily readable measure indication – various sizes			
Glass beakers with spout, easily readable measure indication – 250ml	10		
Glass beakers with spout, easily readable measure indication – 400ml	10		
Glass beakers with spout, easily readable measure indication – 600ml	10		
Glass beakers with spout, easily readable measure indication – 1 000ml	10		
Glass beakers with spout, easily readable measure indication – 2 000ml	5		
Timer – digital. Timer & Stopwatch. 99min99s	4		

Minimum/Maximum thermometer	2		
Magnetic stirring bar, coated – 20mm	5		
Magnetic stirring bar, coated – 40mm	5		
Scalpel handle - #4 (must fit blade described below)	5		
Scalpel blades - #24 (box = 100 blades)	2		
Pipette filler bulb type – natural rubber	2		
Other: Delivery at Infruitec Campus, Helshoogte road, Stellenbosch			
SUBTOTAL			
VAT			
GRANDTOTAL			

ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
EVALUATION PROCESS: NB: It must be noted that ARC reserve the rights to request for clarification if all the below questions are not answered properly.			
<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>			
All suppliers are duly lodged will be examined to determine compliance with quoting requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated or disqualified from further adjudication. (a) Mandatory Quotes will only be compliant if supplier has submitted the following documents:			
<i>Administrative documents</i> 1. According to National Treasury SCM Instruction number 4 of 2016/2017, only suppliers who are registered on Central Supplier Database (CSD) may be appointed. Suppliers is therefore encourage to register their entities on CSD, www.csd.gov.za and such information will be verified through Central Supply Database (CSD);			
2. All SBD documents must be submitted and completed;			
3. The supplier must comply with all the specification			
4. Contact Details, VAT number, Company registration number, Bank details must be appended on the supplier quote.			
5. Tax pin certificate			
6. Proof of certified electrical compliance			
(b) Non-Mandatory Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths.			

SUPPLIER'S DETAILS:

Company Name:

Contact person:

Contact number & Email:

Date & Signature:

Louisa Blomerus @ blomerusl@arc.agric.za or 021 809 3411



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

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:

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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.

2.3 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:

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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.
- 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.

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.

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.

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Signature	Date
.....	
Position	Name of bidder

November 2011