

Agricultural Research Council-NRE
141 Cresswell Rd
Weavind Park
Pretoria,
0184



Request for quotation: RFQ-015396

Closing Date: 17-03-2023 at 11h00

VAT Registration: 4140125313

**Delivery address: Water Science Unit, NRE,
Cedara Research Station, KwaZulu-Natal**

**SITE BREIFING – Compulsory
10 MARCH 2023 AT 11:00**

**VENUE - WATER SCIENCE UNIT, NRE,
CEDARA RESEARCH STATION, KWAZULU-
NATAL**

Request for Quotation for Maintenance of Cedara parquet floors

Good day

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below specifications.

**Quotations with Supporting Documentation must be emailed to:
KubhekaL@arc.agric.za**

1.1 SPECIFICATION IN DETAILS

Description of Service:	Specification.
Maintenance of Cedara parquet floors	General specifications: • Roughly 100m² of parquet floors to be sanded and sealed • Roughly 15m² of parquet floors to be repaired (we have retained many of the wood slats) Photo enclosed (see below) showing the type of parquet flooring, and the damage (boards lifting). There is water damage in places as well. Treatment: Coat of A50 twin pack polyurethane* 2x finishing coats of Plascon PU2000* *or an equivalent, high-quality brand Guarantee: the work shall be guaranteed for at least 2 years.

1.2. Compulsory Requirements

- The company should have at least 10 years' experience in maintenance of parquet floors. **As evidence: at least three reference letters should be submitted indicating that you have successfully completed similar work OR a list of clients with contact details for successfully completed jobs should be submitted. For letters:** the letter should be on a letterhead of the company where services were provided with the value of work completed. **For contact lists:** note that we will be contacting these companies should the bid be successful, and therefore please ensure that these companies are (1) *bone fide* and reputable (i.e. known), and (2) contactable/reachable by phone.
- **Proof of Workers' Compensation Certificate of Insurance.**
- Compulsory Site Briefing: **10 MARCH 2023 - 11:00 at WATER SCIENCE UNIT, NRE, CEDARA RESEARCH STATION, KWAZULU-NATAL**

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

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. Local Content Declaration (Annex C, D, E)		
4. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number with the bid proposal.		
5. BBBEE 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

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 the 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.
- 4.6 Your written quotation must be emailed to KubhekaL@arc.agric.za /
- 4.7 Standard conditions:**
- 4.8 The 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 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 4.11 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 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 an 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 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 to 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.

Thank you in anticipation.

Ms. Lungile Kubheka

Tel: +27 (0)12 842- 4078

Email: KubhekaL@arc.agric.za

Supply Chain Management: ARC

ANNEXURE B

