



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL(ARC)

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

Description	Quantity	UOM
Tea, coffee, milk, bottled still water, sandwiches & muffins	24	REQ-
One vegetarian(Breakfast @ 10:00)	EACH	047319
2 starch, 2, veggies, 2 meat, drinks, bottled still water		
One vegetarian(lunch @Lunch break: 2 x starch, 2 x veggies, 2 x meat, drinks (100% juice and/or soft drinks), bottled still water for 24 people - one VEGETARIAN	01	REQ-
	EACH	047319
Catering from 09 December 2021 to 15 December 2021		
Send your quotes to RamosunyaM@arc.agric.za		
Contact Mosidi on 012 529 9315		
Please do not hand deliver ,kindly also put requisition number on your quote or make requisition number as subject.		
CLOSING DATE 08 DECEMBER 2021 @11:00		
KINDLY ENSURE THAT YOUR COMPANY IS REGISTERED ON CENTRALISED SUPPLIER DATABASE IF NOT ,KINDLY REGISTER ON THIS WEBSITE www.csd.gov.za		

2. The above specified goods/services should be delivered/rendered to:
 Name of Institute : ARC-OVI
 Address : 100 OLD SOUTPAN ROAD(M35)
 : ONDERSTEPOORDT
 : PRIVATE BAG X05
 :0110
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:
Mosidi Ramosunya
Tel :012 529 9315
Cell:
Fax:
E Mail: ramosunyam@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 BBBEE 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 if your price is above R10 000.00, failure to comply will result to disqualification of your quotation.
- 6.11 Only quotation from suppliers who are requested to quote shall be evaluated and considered.
- 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 reserve the right to benchmark prices quoted.

Thank you in anticipation

Supply Chain Management: ARC

Date: 09/10/2020