



Request for Quotation

RFQ NUMBER:	API012411RFQ00000004
CLOSING DATE:	Date: 06-February-2025 Time: 10:00
DESCRIPTION	Supply, deliver & installation of air-conditioning systems at Elsenburg, Stellenbosch, Western Cape
ADDRESS	ARC Elsenburg Analytical services, Muldersvlei Road Elsenburg, Stellenbosch, Western Cape 7607
ENQUIRY	Name: Nomvuyo Jawe Supply Chain Management Email: jawen@arc.agric.za
COMPULSORY SITE BRIEFING	None
Special Condition	The bidder will also remove the existing two (02) air conditioners on site.

Research Consumable:

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).

Description	Quantity	Unit of Measure
Supply, delivery and installation of 18000 BTU air-conditioning unit at Elsenburg (laboratory), Stellenbosch, Western Cape	1.00	EA
Supply, delivery and installation of 12000BTU air-conditioning unit at Elsenburg (laboratory), Stellenbosch, Western Cape	1.00	EA



2. Essential Administrative Requirements:

- 2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal.
 - 2.2. Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
 - 2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
 - 2.4. Submission should be sent to Jawen@arc.agric.za
3. The above specified goods/services should be delivered / rendered to the ARC- 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 emailed depending on the instructions given in the email or advert .
 6. All price quotations that have a rand value of R 2,000.00 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 2022 and its Regulations.
 7. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

Specific Goals	Percentage Ownership (1%)	Points (20)	Ponts (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 - 4	2	1
RDP Goals	No RDP Goals	2	1
TOTAL POINTS		20	10

8. Standard conditions:

8.1 The validity of the quotations must be indicated.

8.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

8.3 No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.

8.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

8.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

8.6 Quotes should be submitted on an official letterhead

8.7 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

8.8 The General Conditions of Contract issued by National Treasury are applicable .

8.9 The ARC supply chain management code of conduct is applicable .

8.10 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.

8.11 Your quotation must indicate the delivery date.

8.12 The ARC reserve the right to do due diligence on the quotations .

8.13 The ARC reserves the right to benchmark prices quoted.

8.14 Supply full CSD report

8.15 Supply pictures

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:
 the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 Price; and
 Specific Goals.

1.4 **To be completed by the organ of state:**
 The maximum points for this tender are allocated as follows:
 Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of-
- a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific goals	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above		6		
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above		2		
Below 51%				
RDP Goals		Points (2)		
No RDP Goals		2		
BEE Status		Points (2)		
Level 1-4		2		

5. DECLARATION WITH REGARD TO COMPANY/FIRM

- 5.1 Name of company/firm.....
- 5.2 Company registration number:
- 5.3 TYPE OF COMPANY/ FIRM

- a) Partnership/Joint Venture / Consortium
 - b) One-person business/sole propriety
 - c) Close corporation
 - d) Public Company
 - e) Personal Liability Company
 - f) (Pty) Limited
 - g) Non-Profit Company
 - h) State Owned Company
- [Tick applicable box]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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 interest 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.

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.

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:

.....
.....

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:

.....
.....

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 consortium 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.

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

3.7 Do you, or any person connected with the bidder, have a relationship with any person who is employed by

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.

.....
..... Signature
Date

.....
..... Position
Name of bidder

SPECIFICATION - AIRCONDITIONERS INSTALLATION MAINTENANCE- EISENBURG

1. PURPOSE

ARC hereby requests the services of a qualified, experienced and technically trained mechanical engineers/technicians/service provider for the supply, install and maintenance of air-conditioning system for Stellenbosch (Eisenburg). **Please include removal of current air conditioners**). The requested services include but not limited to:

- 1.1. Supply, deliver & installation of air-conditioning systems
 - 1 x 18000 BTU- Eisenburg (laboratory), Stellenbosch
 - 1x 12000 BTU Stellenbosch Eisenburg (laboratory), Stellenbosch
- 1.2. the newly installed air-cons in the laboratory will be running twenty-four (24) hours and require need quarterly servicing (this is specific to the 12000 BTU).
- 1.3. maintain and/or service the newly installed air-conditioning system/equipment and its accessories (e.g. controllers);
- 1.4. repair, or fix and/or replace any faults and/or defective parts of the air-conditioning system, if required, during the maintenance period or whilst on call and shall use only genuine standard parts produced by the manufacturer;
- 1.5. supply and install parts where necessary, including cabling, piping, wiring and any other related services;
- 1.6. recommend alternative actions/options where maintenance, repairs and replacement does not apply, for approval by ARC;
- 1.7. ensure compliance with applicable standards, rules and regulations on repairs, replacements, wiring and safety regulations (including safety warning signs, where applicable);
- 1.8. Prepare and submit a comprehensive data log sheets where maintenance on the air conditioners is recorded and kept by ARC;
- 1.9. The maintenance, repairs, and replacements must be neat/tidy and must comply with the Occupational Health and Safety Act and its regulations, where applicable.
- 1.10. Ensure that all electrical equipment is clearly labelled, including, but not limited to, mounted components, cables, remotes, motors etc;
- 1.11. The service provider shall train ARC's employees on the operation, troubleshooting and any other action to be taken during the non-functioning or emergency on the

air-conditioning, to enable them to be responsible for and capable of operating the system.

2. NEW AIR-CONS

2.1.

Location	Air-conditioning details
<p>BTU/hr Non-Inverter Air Conditioner</p> <ul style="list-style-type: none"> • 1 x 18000 BTU- Elsenburg (laboratory) • 1x 12000 BTU Elsenburg (laboratory) its on 24 hours <p>NB: Supply datasheet with pics of units to be delivered</p>	<ul style="list-style-type: none"> • Eco-friendly R410A Gas. • Smart Saver Technology. • Sleek new silhouette design. • Cooling and Heating. • Good Sleep Mode. • HD Filter with Anti-Bacterial Coating. • For areas up to 36 m². • Optional installation kit with 3 m piping, brackets and interconnecting cable. • Wiring and supply of pipes is required

3. MAINTENANCE

3.1. The service provider to specify the maintenance activities and the frequency to be undertaken, which includes but not limited to:

3.1.1. **Quarterly:** list all maintenance activities to be undertaken per month, which includes but not limited to:

- checking for any leaks and repair/fix them accordingly;
- cleaning and/or replacement of filters;
- checking driers and replacement, where necessary, due to wear & tear;
- checking condensing units
- checking all moving parts (e.g. fan motor, blowers etc.), any related components including electrical control and make necessary adjustment;
- lubrication and/or greasing of parts, where required;
- technical audit and/or checking of equipment conditions and provide advise/recommendations, where necessary;

- check the gas unit and refill where additional gas is required;
 - inspecting/checking all refrigerant line in the air-conditioning system, replenishment as may be necessary
 - Cleaning of working area and cleaning of site;
- 3.2. Checking of all safety features and performance of equipment by simulation of minimum, maximum, overload and abnormal conditions, where applicable/possible;
 - 3.3. Setting of protective devices to stop operation of equipment at overload or abnormal conditions, where applicable/possible;
 - 3.4. Specify any other maintenance services that must be undertaken to ensure the efficient, effective and optimum functioning of the air-conditioning equipment/system.
 - 3.5. All periodical service shall not be less than industry acceptable intervals and specific timeframes should be submitted as part of a response to this RFQ.
 - 3.6. Maintenance records must be kept (format of maintenance record shall be submitted as part of a response to this RFQ).
 - 3.7. Timeously attend to all the repairs and replacements to avoid any failure of the system within the time period as indicated under agreed-upon "response times."
 - 3.8. Where the service provider does not attend to ARC repair and/or maintenance requirements, ARC reserves the right to rectify the fault through requesting the services of another service provider.
 - 3.9. Any repairs and/or part replacement to be undertaken, must be reported to ARC before any work is undertaken.
 - 3.10. Where power shutdowns are involved the service provider must first obtain written approval from ARC .
 - 3.11. The service provider must submit at the beginning of the contract an annual maintenance program.
 - 3.12. Should a fault occur requiring attention, within two weeks before a due date of a scheduled service, then the scheduled service shall be carried out simultaneously.
 - 3.13. On completion of the maintenance visit or call out, the service provider shall submit a test/fault report based on the maintenance schedules for record purposes.

4. MANDATORY REQUIREMENTS

- 4.1. The service provider must be registered with The South African Refrigeration and Air Conditioning Contractors Association (SARACCA) or South African Institute of Refrigeration and Air Conditioning (SAIRAC) – attach valid, certified proof of registration.
- 4.2. Manufacturer's warranty and guarantee is a requirement.
- 4.3. The service provider must provide a minimum of (3) three recent contactable references (not older than 5 years) from clients to which the service provider has provided or is providing services that are substantially like the services required (maintenance, repair and replacement of HVAC and its related parts), together with appointment letters or referral/confirmation letters **for the above mentioned references** on the company letterhead where similar services were provided must be submitted.
- 4.4. **Failure to comply and submit valid proof of registration will disqualify the submission.**

5. CALL OUTS

- 5.1. The maximum period within which the service provider must respond to an incident/call-out:
 - 5.1.1. Critical incident = 2 hours from notification.
 - 5.1.2. All other incident = 4 hours from notification, unless agreed by both parties.
- 5.2. The service provider shall ensure that standby arrangements for call outs are at all times in place.
- 5.3. A call-out list with technician's names and numbers must be provided to ARC as soon as the service provider starts work on site.

6. WARRANTY

- 6.1. The service provider must specify the warranty period on the replacement parts, as and when parts are replaced.
- 6.2. Any faulty parts under warranty must be replaced by the service provider, at no cost to ARC.

7. INTERRUPTION OF EXISTING SERVICES

- 7.1. No interruption of existing services will be permitted without the express permission of ARC.
- 7.2. Any costs arising from the interruption of any service without such permission shall be for the service provider's account.
- 7.3. The service provider must be prepared to work after hours for maintenance, repairs, installation that will require interruption of existing services.

8. COMPLIANCE

- 8.1. All work must be carried out in line with best practice for air conditioners maintenance, repairs, installations and must comply with all applicable and relevant legislation and regulations in the air conditioning industry.
- 8.2. The service provider to complete and submit valid certificate of compliance, where applicable.

9. PRICING

MAINTENANCE CONTRACT COST(S)	YEAR 1	YEAR 2
Removal of two (02) air conditioners on site		Not applicable
1x 12000 BTU Elsenburg		
1x 18000 BTU Elsenburg		
Quarterly maintenance		
Annual maintenance		
Other costs (please specify):		
TOTAL COST (excl. VAT)		
VAT		
TOTAL COST (incl. VAT)		

Animal Production Office locations:

1. Stellenbosch: Muldersvlei Road, Elsenburg, Stellenbosch, Cape Town