



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

AGRICULTURAL RESEARCH COUNCIL (ARC)

Request for Quotations: RFQ-24/01

Enquiries: Supply Chain Management

Tel: 012 672 9013

E Mail: jawen@arc.agric.za

RFQ Closing Date: On or before 17 July 2024 at 12:00

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

Description	Quantity	UoM
Leasing of Office Accommodation Premises in Bloemfontein	1	EA
Specification: (Attached)		
MANDATORY REQUIREMENTS 1. The proposed building must comply with the following as failure to comply will lead to disqualification: 1.1 Period: Twenty four (24) months with an option to an extension for month to month. 1.2 Property/Building: The property offered should be able to provide a total lettable area of a minimum of 270m² to a maximum of 300m² of office space for lease purposes 1.3 Accessibility: Location is Bloemfontein. The office site should be in an accessible distance of not more than		

10km from the Central Business District (CBD) under Mangaung Metropolitan Municipality.

2. PROPOSED PREMISES

The proposed premises should include the following requirements:

Property information

- 2.1 Approved building plans drawings
- 2.2 Zoning certificates
- 2.3 Proof of valid insurance for the proposed building or letter of intent, indicating that the building will be insured.
- 2.4 Certificate of Compliance: electrical, plumbing, gas installation, HVAC and etc.
- 2.5 Proof of building occupancy certificate to be provided if the building is currently occupied by other tenants or ready for occupation.
- 2.6 The building should have an automated back-up generator installed.

NB: The dates of delivery will be confirmed as soon as the order is placed.

Name of Institute: ARC - Bloemfontein
Address: ARC - Bloemfontein

- 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:**

E Mail: jawen@arc.agric.za

5. Evaluation Criteria

For procurement above R2000 but not exceeding R50 million, the 80/20 preferential procurement principle is applicable. A maximum of 20 points will be awarded to a tenderer/service provider for the specific goals as follows:

SPECIFIC GOALS	PERCENTAGE OWNERSHIP	80/20
Ownership by HDIs (people who had no franchise on national elections prior to 1994)	51% ⁺	6
Ownership by Women	51% ⁺	4
Ownership by Youth	51% ⁺	4
Ownership by People with Disabilities	51% ⁺	2
BEE Status	Level 1-4	2
RDP Goals	Any goal/s	2

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.
- 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 filled in, signed and returned together with the quotation.**
- 6.11 Your quotation must indicate the delivery turn-around times.
- 6.12 The ARC reserves the right to do due diligence on the quotations.
- 6.13 The ARC reserves the right to benchmark prices quoted.
- 6.14 Submit a detailed/full CSD registration report with **ownership details**.
- 6.15 Submit CIPC registration documents.
- 6.16 Submit BEE Certificate/Sworn Affidavit.

Thank you in anticipation

Supply Chain Management: ARC

REQUEST FOR QUOTATIONS: RFQ-24/01

TERMS OF REFERENCE

LEASING OF OFFICE ACCOMMODATION PREMISES IN BLOEMFONTEIN

The Agricultural Research Council (ARC) seeks prospective service providers for the provision of office accommodation as per the following office requirements:

1. MANDATORY REQUIREMENTS

1.1 Office Requirements

- 1.1.1 Period: **Twenty four months (24)** with the option for an extension for month to month.
- 1.1.2 Property/Building: - The property offered should be able to provide a total lettable area of a minimum of **270m² to a maximum of 300m²** of office space for lease purposes.
- 1.1.3 Accessibility: Location is Bloemfontein: the office site should be in an accessible distance of not more than 10km from the Central Business District (CBD) under Mangaung Metropolitan Municipality.

1.2 Proposed Premises

The proposed premises should include the following property requirements:

- 1.2.1 Approved building plans drawings
- 1.2.2 Zoning certificates
- 1.2.3 Proof of valid insurance for the proposed building or letter of intent, indicating that the building will be insured
- 1.2.4 Certificate of Compliance: electrical, plumbing, gas installation, HVAC and etc.

- 1.2.5 Proof of building occupancy certificate to be provided if the building is currently occupied by other tenants or ready for occupation.
- 1.2.6 The building should have an automated back-up generator installed.

2. COMPLIANCE

- 2.1 National Building Regulations
- 2.2 Occupational Health & Safety
- 2.3 Fire Regulations
- 2.4 SANS & SABS Codes
- 2.5 Energy Efficiency
- 2.6 Certificate Of Compliance (COC)
- 2.7 Municipality By Laws

3. BUILDING INFRASTRUCTURE

Building maintenance – landlord responsibility

- 3.1 Aircons maintenance & repairs
- 3.2 Fire extinguishers, fire detection systems etc.
- 3.3 Major and minor maintenance & repairs done of electrical and plumbing services
- 3.4 Generator maintenance & repairs
- 3.5 **Broadband & IT infrastructure**
 - 3.5.1 Secure server room (Brick wall encased)
- 3.6 **Space planning**
 - 3.6.1 Fit outs & installations
 - 3.6.2 Floor plans/cad drawings
- 3.7 **Ablution facilities**
 - 3.7.1 Shared/not shared
 - 3.7.2 Maintenance responsibilities
 - 3.7.3 Hot & cold water
 - 3.7.4 Facilities for persons with disabilities
- 3.8 **Water supply**
 - 3.8.1 Water tanks/alternative

3.9 Lifts/escalators

- 3.9.1 Disabled
- 3.9.2 First floor & above
- 3.9.3 Maintenance & repairs

4. PARKING BAYS

4.1 Scope of Work

- 4.1.1 Partitioning
- 4.1.2 Offices/Boardrooms
- 4.1.3 Storeroom; Filing Room
- 4.1.4 Server Room
- 4.1.5 Pause Area
- 4.1.6 Painting
- 4.1.7 Flooring: Carpet, vinyl/tiling
- 4.1.8 Carpentry

5. OFFICE LAYOUT

5.1 Offices required

- 5.1.1 Reception area
- 5.1.2 Kitchen
- 5.1.3 Boardroom
- 5.1.4 X6 Offices enclosed
- 5.1.5 Open plan that can accommodate 6 people
- 5.1.6 Server room with air-conditioning system 24 000 BTU (brick wall encased)