



Request for Quotation

RFQ NUMBER:	API01REQ003925
CLOSING DATE:	Date: 18 August 2025 Time: 11:00
DESCRIPTION	PROVISION OF ARMED RESPONSE SECURITY AND ALARM MONITORING SERVICES AT AGRICULTURAL RESEARCH COUNCIL NCERA CENTER OFFICES FOR THE PERIOD OF 36 MONTHS
ADDRESS	API - Animal Nutrition and Products ARC-AP Old Olifant Road PRETORIA
ENQUIRY	Name: Tumelo Moalosi Supply Chain Management Email: moalosit@arc.agric.za
COMPULSORY SITE BRIEFING	Will be held at Ncera Centre on the 6 th of August 2025 @ 11:00
Special Condition	

Request for Quotation:

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per attached terms of reference (TOR). Only email Submission will be considered

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. Valid Tax certificate and BBBEE
- 2.5. Submission should be sent to moalosit@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	Any Goal/s	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 The ARC will consider no price adjustments or amendment of the delivery particulars contained in paragraph 8.2.

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 and duly signed .

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.

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

- 1.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

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

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

3.1.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. 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:
- 3.2. 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)		
Any RDP Goal/s		2		
BEE Status		Points (2)		
Level 1-4		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 3.1. Name of company/firm.....
- 3.2. Company registration number:
- 3.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [Tick applicable box]

3.4. 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

2.2 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

CONFIDENTIAL

AGRICULTURAL RESEARCH COUNCIL



REQUEST FOR QUOTATION

RFQ API01REQ003925/2025

**PROVISION OF ARMED RESPONSE SECURITY AND ALARM MONITORING SERVICES AT
AGRICULTURAL RESEARCH COUNCIL NCERA CENTER OFFICES FOR THE PERIOD OF 36
MONTHS**

1. PURPOSE OF THIS REQUEST FOR QUOTATION

The purpose of this RFQ is for the Agricultural Research Council (ARC) to invite suitably qualified service providers/bidders to submit quotations.

The ARC seeks to appoint a service provider for the provision of security alarm system monitoring and armed response services for ARC namely Ncera Center.

The ARC currently has an installed and operational system.

2. BACKGROUND

The ARC has administrative offices, farms and other critical infrastructure and facilities. In light of the above, ARC requires service providers who are certified in terms of Private Security Industry Regulatory Authority (PSIRA) to provide armed response and alarm monitoring services to three ARC Sites, as a contingency, on a 24 hour basis.

The successful bidder/s must have an operational Control Room in the respective site area to which it is appointed to render the service at. The successful Bidder(s) operational response office must be physically located in close proximity to the relevant ARC offices. Its therefore expected that the office should be within a 30 km radius of the site.

The successful bidder(s) will be required to perform or deliver the Services for a period of three (3) years or 36 months on a 24 hours, 7 days a week, 365 days a year.

The main objective of this request is to protect ARC assets, facilities and people.

The ARC sites are broken down as follows:

Animal Production: Ncera Center

ARC Ncera Centre Lilyvale Road Kidd's Beach East London

33°07'22.6"S 27°36'52.3"E

3. MONITORING

- To monitor a control room transmitter or digital communicator at the premises of the Client (24 hour emergency call out service 365 days a year).

- To monitor any disturbances, which are emitted by the transmitter or digital communicator and thereafter contact the persons or institutions, which are listed for further action.
- Ensure all authorised ARC users are provided with unique pin codes for activation and deactivation.

4. REACTION

- To dispatch qualified armed Reaction Officers with drivers license and compliant to the PSIRA Act, Firearm control act and other security legislations to the clients premises in response to any emergency call from the client, or upon receipt by the service provider of a radio transmitter signal and/or a client telephonic request to prevent or minimise the risk of loss to property, injury to persons due to fire, theft, burglary or vandalism or any other contributing factor.
- The expected reaction time for alarms must be a maximum of 15 minutes (Dispatch time of response officer until time of arrival on site).
- 24 hour telephone product support (Free) i.e. sms facility to report the alarm.

5. RECORDS

- The Alarm Company shall maintain accurate records and reports relating to each intruder alarm system and provide record on client's request.

6. 36 MONTHS PRICING SCHEDULE FOR MONITORING AND RESPONSE

Please use the below template for pricing. Each site must be quoted separately.

- Call out fees normal hours- quote must be per call out
- Call out fees after hours- quote must be per call out
- Monthly Monitoring and Armed Response Fee
- Licence and Network Fee
- Transmitter Cost

Quote 1: Rates

PRICING SCHEDULE FOR SYSTEM FAILURES/REPAIRS CALL OUT FEES			
Service Description per Hour	Year 1	Year 2	Year 3
Call out Fee: Normal hours			
Total			
VAT			
Grand Total			

PRICING SCHEDULE FOR SYSTEM FAILURES/REPAIRS CALL OUT FEES			
Service Description per Hour	Year 1	Year 2	Year 3
Call out Fee: After hours			
Total			
VAT			
Grand Total			

Quote 2 : Nceca Farm

ARMED RESPONSE PRICING SCHEDULE			
2 buildings			
See list of buildings as each building has own system.			
PROVIDE AN ITEMISED BILLING PER BUILDING.			
Failure to submit an itemised quote will result in disqualification.			
Please indicate the escalation percentage for year 2 and 3			
Service Description	Per Month Year 1 0% escalation	Per Month Year 2%	Per Month Year 3%
Main Admin Building			
Fleet Garage			
Monthly Total 2 buildings vat excluded	R	R	R

Service Description	Total year 1	Total year 2	Total year 3
Total Monthly Monitoring and Response fee for 2 buildings	R	R	R
VAT	R	R	R
Grand Total	R	R	R

Service Description	Y1	Y2	Y3
Licence and Network Fee cost per building	R	R	R
Total for 2 Buildings	R	R	R
Vat	R	R	R

Grand Total	R	R	R
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Description: Once off Cost	Quantity	Cost per unit
Dual Monitoring Radio Transmitter	1 TBC	R
Total		R
VAT		R
Grand Total		R

PRICING SCHEDULE FOR SYSTEM TESTING AND RECONFIGURATION	
ONCE OFF FEE	
Service Description	Price
Check installation and siting of all security devices	
Check operation of detection devices	
Check condition of cabling and connections	
Check mains and stand-by battery power supplies	
Check control panel	
Test remote signalling equipment	
Test audible alarm devices	
Total	
VAT	

Grand Total	
-------------	--

Service Description	Total incl Vat
Grand Total Licence and Network Fee Year 1-3	R
Grand Total Monitoring and Response Year 1-3	R
Once of Cost for Transmitter	R
Once off Cost for testing of system (quotes to be provided if the system needs requires maintenance)	
Grand Total	R

8. COMPULSORY DOCUMENTS

The following compulsory documents are required and failure to submit any of the listed documents will result in the bidder being disqualified.

Document that must be submitted	Non-submission will result in disqualification	
Experience to render armed response security and alarm monitoring service	Yes / No	- The Bidder must provide three (3) reference letters from clients that have used the Bidder to provide Armed Response Security and Alarm Monitoring Services in the past five (5) years. - The references letters must be on the clients company letterhead and include at a minimum the following: company name, contact name, phone number, and duration of contract, a brief description of the services rendered and the value for the contract per year. ARC will not accept an appointment/award letter for this requirement. ARC reserves the right to validate the above information with the individual organisations.

Company PSIRA Certificate	Yes / No	Bidders must submit a valid PSIRA Certificate
Proof of registration with the Independent Communication Authority of South Africa (ICASA)	Yes / No	Bidders must submit valid proof of registration
Address of Control Room	Yes / No	The Bidder must submit a recent municipal utility bill in the Bidders name and/or subcontractor's name or a rental/lease agreement for the leasing of the Bidder's and/or subcontractor's control room office.
Company profile	Yes / No	Bidders must submit company profile.
Letter of Good Standing with the Private Security Industry Regulatory Authority.	Yes / No	Bidder must submit a valid and current copy of the Letter of Good Standing issued by PSIRA.
Valid COIDA Certificate	Yes/No	Bidder must submit a valid certificate

9. GUARANTEES

- All the equipment's or materials used should carry the warranty or guarantee as per manufacture standards.
- ARC requires guarantees for the equipment for 12 months.
- The supplier shall in detail document what is covered by the guarantee as well as the terms and conditions.
- The supplier shall observe all relevant ISO and SABS standards or any applicable legislation or related regulations or standards.
- The service provider shall be responsible for sourcing all alarm system parts/components/fixtures necessary in the repair and maintenance of the equipment on an ad-hoc basis and sourced prices must at all times be market related.

10. SCREENING OF SERVICE PROVIDERS

- All service providers and technicians will be subjected to screening.

11. INSPECTION OF SITE AND EQUIPMENT

- Before tendering all bidders shall visit the site to make themselves conversant with the services required and thereafter submit a quotation.
- All invited suppliers are kindly requested to attend a **compulsory briefing session** at:
Ncera Centre
- Site inspections will be done after the compulsory briefing session.

12. REPLACEMENT OF EQUIPMENT DUE TO OBSOLESCENCE

The service provider shall inform the ARC of any non-repairable equipment. Replacement equipment would be required for critical system components.

Once it is determined what the cost of repairs will be, the service provider must inform the ARC of repair costs and any other options, whereafter the ARC will respond back in writing to either go ahead to repair, or not to repair or replace.

Should any faults or repairs need to be undertaken a separate quotation should be submitted for the above.

Google Maps

