



## REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

### AGRICULTURAL RESEARCH COUNCIL (ARC)

RFQ No: 10-05-2024-1

Enquiries: Supply Chain Management

Tel: 012 672 9371

E Mail: [khosan@arc.agric.za](mailto:khosan@arc.agric.za)

RFQ Closing Date: 17 May 2024 before 10:00 am

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

Description	Quantity	UOM
<b>Bulk procurement for supply and delivery of animal feed</b> <b>N.B: refer to attached specification for more information</b>		

### 2. Mandatory requirements

#### 2.1 Mandatory Requirements for Animal feed, excluding Eragrotis hay.

- Registered label that provides information on nutrient composition labels for all the items tendered for in terms of Act 36 of 1947.
- Service providers must submit proof of **registered label** from the manufacturers.
- **Pictures** of feed and **nutritional information** must be submitted.

- **Offloading of Animal Feed** / animal feed is the sole responsibility of the appointed service provider.

**Failure to comply with the above requirements suppliers will be disqualified.**

## **2.2 Mandatory requirement for Eragrotis hay**

- **Provide proof** in the form of at least **2 reference letters or Purchase orders** that your company has delivered quality grass.
- **Suppliers must submit proof in a form of a letter or SLA valid for three(3) months from primary producer / farmer guaranteeing supply of 204 000 kg of Eragrostis grass**
- **Provide photos** of the grass bales, and only deliver from the latest growing season.
- **Quote a price per kg** for the Eragrostis grass, vat must also be included in the quote if company is VAT vendor.
- **Quote for 204 000 kg of Eragrostis grass** delivered in round bales of **1.6m in size**.
- **Supply only good quality grass, with no damaged areas of mould, or poisonous plants – bales will be opened with delivery to ensure quality.**
- No poor quality grass bales will be accepted – wait for confirmation before offloading any new deliveries.
- Transport cost to deliver the grass at ARC-IRENE campus must be Included in your quote.
- The Supplier is responsible to offload the grass bales from the truck.
- The offloading of the truck must be completed during ARC working hours.
- No offloading will be allowed on weekends or public holidays and afterhours during workdays. Please plan accordingly.

- **Breakage of 3% will be allowed**, not more. If breakage is higher than 3% it will have to be uploaded back onto the truck and ARC will not be held liable of payment for those bales.
- **Every load** received will have a **delivery note** with the amount of bales delivered and the date of delivery. It will also have a weight bridge slip indicating the weight of the load on the truck.

**No delivery will be accepted without a weight bridge slip.**

**Failure to comply with the above requirements suppliers will be disqualified.**

3. **Your written quotation should be sent to:**

**E Mail:** [khosan@arc.agric.za](mailto:khosan@arc.agric.za)

4. **Evaluation Criteria**

For procurement above R2000 but not exceeding R50million: 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:

<b>RDP GOALS</b>	<b>80</b>
<b>PRICE</b>	<b>20</b>
51 % owned by HDIs (people who had no franchise on national elections prior to 1994)	6
51 % owned by Women	4
51 % owned by Youth	4
51 % owned by People with disabilities	2
BEE status Level:1- 4	2
Implementation of RDP goals (The promotion of SMMEs)	2
<b>Total points for Price and SPECIFIC GOALS</b>	<b>20</b>

5. **Standard conditions:**
- 1.1 The 30 days or above validity of the quotations must be indicated.
  - 1.2 **Suppliers must submit separate quotation for each animal feed, i.e. pig feed (one quotation for all types of pig feed), Poultry feed for Glen must be one quotation and another quote for Irene poultry feed (separate). Complete calf separate quotation, heifer pellets separate quotation, dry cow separate quotation, Eragrotis hay must have separate quotation, ewe and lamb pellets separate quotation.**
  - 1.3 **Suppliers must indicate the location on each quotation.**
  - 1.4 **Each quotation must be for specific feed or group of feed (Poultry feed/ Eragrotis hay)**
  - 1.5 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
  - 1.6 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
  - 1.7 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
  - 1.8 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
  - 1.9 Quotes should be submitted on an official letterhead and duly signed
  - 1.10 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC
  - 1.11 The General Conditions of Contract issued by National Treasury are applicable.
  - 1.12 The ARC supply chain management code of conduct is applicable.

- 1.13 Your quotation must indicate the delivery date.
- 1.14 The ARC reserve the right to do due diligence on the quotations.
- 1.15 The ARC reserve the right to benchmark prices quoted.
- 1.16 CSD registration summary report

Thank you in anticipation

**Supply Chain Management: ARC**