Request for Quotation

RFQ NUMBER:	API01REQ007857-02
CLOSING DATE:	Date:16-November-2026 Time: 10:00
DESCRIPTION	Leasing Office Accommodation Premises in Bloemfontein
ADDRESS	API - Animal Nutrition and Products ARC-AP Old Olifant Road PRETORIA
ENQUIRY	Name: Ngoako Waleng Supply Chain Management Email: WalengN@arc.agric.za
COMPULSORY SITE BRIEFING	
Special Condition	

Leasing Office Accommodation Premises in Bloemfontein:

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
Leasing Office Accommodation Premises in Bloemfontein	1	EA

REQUEST FOR QUOTATIONS:

TERMS OF REFERENCE

LEASING 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 (24) months** with the option for a month to month extension.

1.1.2 Property/Building: - The property offered should be able to provide a total lettable area of a minimum of **between 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 (OHS) (No specific supporting documents, however, the guidelines are under the OHS Act in terms of the building compliance e.g. ablution facilities for persons of disability etc).
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 The proposed building must have at least six (06) covered access-controlled parking bays (including one (01) parking bay for persons with disabilities)

4.2 Shall be made available to ARC on a daily, 24-hour basis, for office space (not any adjacent or nearby building)

4.3 Shall not be offered to anyone except ARC vehicles, staff and visitors

5. FIT-OUTS & INSTALLATIONS

5.1 Scope of Work

5.1.1 Partitioning

5.1.2 Offices/Boardrooms

5.1.3 Storeroom; Filing Room

5.1.4 Server Room

5.1.5 Pause Area

5.1.6 Painting

5.1.7 Flooring: Carpet, vinyl/tiling

5.1.8 Carpentry

6. OFFICE LAYOUT

6.1 Offices required

6.1.1 Reception area

6.1.2 Kitchen

6.1.3 Boardroom

6.1.4 X6 Offices enclosed

6.1.5 Open plan that can accommodate 6 people

6.1.6 Sever room with air-conditioning system 24 000 BTU (brick wall encased)

7. MANDATORY REQUIREMENTS

No.	Mandatory Requirement	Supporting Document Required	COMPLY/NOT COMPLY
1	The proposed premises must be located within 10 km of the Bloemfontein CBD under the Mangaung Metropolitan Municipality.	Physical address and locality map or Google Maps printout.	
2	The premises must provide a lettable office area between 270 m² and 300 m².	Building floor plans indicating the total lettable area.	
3	The lease period must be twenty-four (24) months, with the option of a month-to-month extension.	Signed acceptance of the lease period.	
4	Approved building plans must be submitted.	Certified copy of approved building plans.	
5	The property must have the appropriate zoning for office accommodation.	Valid zoning certificate issued by the municipality.	
6	The building must be insured or intended to be insured.	Valid insurance certificate or letter of intent from the insurer.	
7	Valid Certificates of Compliance (COCs) must be available for the building.	Electrical, plumbing, gas, HVAC and any other applicable COCs.	
8	The building must have a valid Occupancy Certificate if occupied or ready for occupation.	Occupancy Certificate issued by the local authority.	
9	The building must have an automated backup generator.	Technical specification or photographs confirming installation.	
10	The premises must comply with National Building Regulations, OHS Act, Fire Regulations, SANS/SABS standards, Energy Efficiency requirements and Municipal By-laws.	Signed declaration of compliance and copies of relevant compliance certificates where applicable.	
11	The landlord must be responsible for building maintenance, including air conditioning, electrical, plumbing, generator and fire protection systems.	Signed undertaking confirming maintenance responsibilities.	

12	The building must have a secure brick-walled server room with suitable IT infrastructure.	Floor plans and technical specifications.	
13	The premises must provide ablution facilities, including facilities for persons with disabilities.	Floor plans and compliance declaration.	
14	Alternative water supply (water tanks or equivalent) must be available.	Technical specification or photographs.	
15	Where applicable, lifts must accommodate persons with disabilities and be maintained by the landlord.	Technical specification and maintenance undertaking.	
16	The building must provide at least six (06) covered, access-controlled parking bays, including one (01) disabled parking bay, exclusively for ARC staff and visitors.	Parking layout and written confirmation.	
17	The landlord must undertake to provide all required fit-outs, including partitioning, offices, boardroom, server room, flooring, painting and carpentry.	Signed acceptance of the scope of work.	
18	The proposed office layout must accommodate all spaces specified in the Terms of Reference.	Floor plans showing reception, kitchen, boardroom, six enclosed offices, open-plan offices, filing room, storeroom and server room.	

Mandatory Requirements (Functionality Pre-Qualification):

Bidders must submit all mandatory documents listed above. Failure to submit any mandatory document or failure to meet any mandatory requirement will render the quotation non-responsive and it will not proceed to further evaluation. Mandatory requirements will be evaluated on a Comply/Not Comply basis.

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 WalengN@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	Promotion of SMMEs	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 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.

SBD 6.1

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**

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

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:

80/20 **or** **90/10**

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

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)**		
Promotion of SMMEs		**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: _____

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