



Request for Quotation (RFQ) for the supply and delivery of a Melting point apparatus to the CSIR Main Campus

Date of issue	Tuesday, 05 July 2022
Closing Date and Time	Tuesday, 19 July 2022 at 16:30
Last date of queries	Monday, 11 July 2022 at 16:30
RFQ Number	RFQ 5811.1/19/07/2022
Submission of enquiries and bid documents:	All enquiries and submissions must be submitted to tender@csir.co.za (Please use the RFQ number as the subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply and delivery of a melting point apparatus to the CSIR Pharmaceutical Technologies research group.

2 QUOTATION REQUIREMENTS

See full specification below:

Item	Detailed specification	Qty	Rate	Amount
1.	<i>Melting point apparatus</i> The instrument should be capable of automated determination of melting point and melting range. Minimum specifications: <ul style="list-style-type: none"> • Equipped with video camera and colour display, replay on instrument and PC • Magnification: 2.5x • Temperature range maximum: 350°C • Temperature resolution: <0.2°C • Temperature gradient function • Rapid heating time: <5 min • Sample preparation system for homogeneous packing of capillary tubes 	1		

	<ul style="list-style-type: none"> • Positions for capillaries: minimum 3 • Control software and either a touch screen or laptop control interface • RS232 and/or USB connections • Compliant with European Pharmacopeia methods, must include certified calibration and verification compounds for GLP/cGMP operation 			
	Accessories <ul style="list-style-type: none"> • Verification kit • Calibration kit • Cleaning tool(s) • Capillary tube starter kit 			
2.	<i>Installation, commissioning, and training</i>	1		
3.	<i>Freight</i>	1		
	Sub-Total			
	VAT @ 15%			
	Total			

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services exactly as listed in the above specification.
- **Quotations only requested from OEMs or authorized distributors. The supplier must provide proof of status as authorized distributor if not the original equipment manufacturer.**
- Delivery is to be made at CSIR Pretoria: maximum lead time of eight weeks for delivery after placing order.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Submit valid B-BBEE certificate with quote. Only the following documents shall be accepted as proof of a bidder's B-BBEE Status level of contributor:
 - B-BBEE Certificates issued by an accredited verification agency and bearing a SANAS logo
 - Sworn affidavits
 - Dtic issued sworn affidavit
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.

4 PRICING QUOTATION

- 4.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

6 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

7 Note: This is not a Purchase Order.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: 5811.1/19/07/2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFQ No 5811.1/19/07/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

ANNEXURE A – SBD 1 FORM

(Form must be completed and sent back with the quotation)