

## Expression of Interest (EOI)

**To supply and deliver mechanical spares to Facilities Management and Security Services central stores at CSIR Scientia for a period of three (3) years on an “as and when required” basis.**

### EOI No. 8022/23/10/2020

Date of Issue	Wednesday, 07 October 2020	
Last date for submission queries	Thursday, 22 October 2020	
Closing Date	Friday, 23 October 2020 at 16H30	
Electronical Submission	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	General Services	

## **TABLE OF CONTENTS**

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION TO SUBMIT PROPOSAL</b>	<b>3</b>
<b>4 EOI PROPOSAL SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)</b>	<b>4</b>
<b>5 SCOPE OF WORK AND DELIVERABLES</b>	<b>5</b>
<b>6 EVALUATION CRITERIA</b>	<b>6</b>
<b>SECTION B – TERMS AND CONDITION</b>	<b>8</b>
<b>7 PROCEDURE FOR SUBMISSION OF PROPOSALS</b>	<b>8</b>
<b>8 SUBMISSION OF RESPONSES</b>	<b>8</b>
<b>SUPPORTING DOCUMENTS FOR TECHNICAL RESPONSES.</b>	<b>8</b>
• <b>COMPANY PROFILE</b>	<b>8</b>
• <b>SUPPORTING INFORMATION</b>	<b>8</b>
<b>ANY OTHER SUPPLEMENTARY INFORMATION</b>	<b>9</b>
<b>9 DEADLINE FOR SUBMISSION</b>	<b>9</b>
<b>10 EVALUATION PROCESS</b>	<b>9</b>
<b>11 VALIDITY PERIOD OF RESPONSES</b>	<b>9</b>
<b>12 APPOINTMENT OF PANEL</b>	<b>9</b>
<b>13 UTILISATION OF PANEL GUIDELINES</b>	<b>9</b>
<b>14 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>10</b>
<b>15 MEDIUM OF COMMUNICATION</b>	<b>10</b>
<b>16 COST OF EXPRESSION OF INTEREST</b>	<b>10</b>
<b>17 CORRECTNESS OF RESPONSES</b>	<b>10</b>
<b>18 VERIFICATION OF DOCUMENTS</b>	<b>11</b>
<b>19 LOCAL CONTENT</b>	<b>11</b>
<b>20 SUB-CONTRACTING</b>	<b>11</b>
<b>21 ADDITIONAL TERMS AND CONDITIONS</b>	<b>11</b>
<b>22 CSIR RESERVES THE RIGHT TO</b>	<b>12</b>
<b>23 DISCLAIMER</b>	<b>12</b>
<b>PART A</b>	<b>22</b>
<b>INVITATION TO BID</b>	<b>22</b>
<b>PART B</b>	<b>24</b>
<b>TERMS AND CONDITIONS FOR BIDDING</b>	<b>24</b>

## SECTION A – TECHNICAL INFORMATION

### 1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### 2 BACKGROUND

The CSIR requires the provision of supply and deliver mechanical spares to Facilities Management and Security Services central stores at the CSIR Scientia for a period of three (3) years on an as-and-when required basis.

The CSIR would thus like to issue an Expression of Interest (EoI) to bidders who are interested in being part of a panel of suppliers to provide the CSIR with mechanical spares on an *“as and when required”* basis for a period of three (3) years. The CSIR reserves the right to shortlist a maximum number of about five (5) companies to this panel, based on highest points on preferential point system.

### 3 INVITATION TO SUBMIT PROPOSAL

Proposals are hereby invited from interested suppliers preferably wholesalers or hardware's to supply and deliver mechanical spares to the CSIR for a period of three (3) years on an *“as and when required”* basis.

The top five (5) bidders who score the highest number of functional/technical points following the CSIR approved evaluation process based on the evaluation criteria set out in section 6 below (evaluation criteria), will be appointed and contracted to form part of the panel to supply and deliver mechanical spares on an *“as and when required”* basis for a period of three (3) years. The bidders will be registered on the CSIR supplier database as well as given a fair opportunity to bid for future work following the CSIR procurement policy.

## 4 EOI PROPOSAL SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

All proposals in response to this expression of interest are to be submitted in a format specified in this enquiry (as applicable). However, service providers are welcome to submit additional or alternative proposals over and above the originally specified format (e.g. other capabilities that you may be deemed to be relevant).

Bidders are to submit responses in the format prescribed in **section 8**. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

### 4.1 Expression of Interest Proposal

The following must be submitted as part of the proposal:

- Covering letter;
- Provide company profile indicating similar service carried forward provided within the last two (2) years in provision of mechanical spares. A profile must indicate duration of each project carried and completed successfully. The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services in similar portfolios, (**Similar= supplying and delivering mechanical spares**).
- Provide at least three (3) signed relevant contactable reference letters indicating work carried out or completed successfully in similar goods and/or services supplied within the last three (3) years (**Similar= supplying and delivering mechanical spares**). Reference letters must be provided to substantiate such claims from different cliental. Required reference letters must be on the client company letterhead of the business, indicating duration of work, completed successfully. Reference letter would be verified before appointment.
- Product offering/catalogue of the required goods and/or services.
- The service provider must provide proposed cost/rates as per **BOQ** (Annexure D)
- Local Content and production declaration forms where applicable;
- Provide a certified copy of a valid BBBEE certificate or sworn affidavit. (**Only SANAS accredited BBBEE certificates will be accepted**)
- The service provider must provide a valid letter of good standing-Compensation for Occupational Injuries and Diseases (COID).

#### 4.2 Interested bidders must:

- Have a minimum of two (2) years' experience in supplying and delivering mechanical spares.
- Demonstrate that they have a variety in terms of product-mix, and a wide range of products;
- Comply with a quick turnaround time of not more than three to five (3-5 days) calendar days after receiving a firm brief or purchase order from the CSIR;
- Demonstrate how they are keeping abreast with latest trends in the market.
- The bidder should adhere to the following requirements:
  - An account executive must be allocated to service the CSIR.
  - All orders will be placed through the account executive.
  - Invoices and monthly financial statements should be submitted by the account executive within 30 days from completion of job.
  - The resource allocated must be able to attend regular meetings with CSIR.
  - The account executive will assist with delivery of samples before material is produced.

### 5 SCOPE OF WORK AND DELIVERABLES

Five (5) successful bidders will be selected. All bidders must be able to supply and deliver mechanical spares.

Prospective bidders are requested to note that mechanical spares are not limited to the list and the quantities provided in Bill of Quantities (BOQ). The CSIR reserves the right to request other items that are not listed in BOQ.

The Scope of work is stated in the **Annexure D: Bill of Quantities (BOQ)**.

## 6 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

<b>Pre-Qualification and Elimination Criteria (Phase 1)</b>	<b>Technical Evaluation Criteria (Phase 2)</b>
Only bidders that comply with ALL these criteria set on paragraph 6.1 on <b>Phase 1</b> below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum threshold of <b>50 points</b> on each of the individual criteria, and minimum threshold of <b>70 points</b> overall and Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 and are five highest scoring on technical/functionality evaluation would form part of the panel.

### 6.1 Pre-Qualification and Elimination Criteria (Phase 1)

#### (a) Pre-Qualification Criteria

Only the following enterprises will be considered for this tender:

1. All Exempted Micro Enterprises (EMEs) with a B-BBEE status of level 1 to 3 and
2. Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 to 3.

*NB: A valid original or certified copy of a B-BBEE Certificate or a valid sworn affidavit must be submitted to be considered for this tender*

#### (b) Elimination Criteria

Expression of Interest proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Failure to indicate delivery lead time on every item on the original BOQ and proposal;
- Failure to submit a valid letter of good standing-Compensation for Occupational Injuries and Diseases (COID);
- Failure to submit a completed and signed declaration by tenderer;
- Failure to submit a completed and signed SBD 1 form.

## 6.2 Technical Evaluation Criteria (Phase 2)

Only Expression of Interest proposals that have met the Pre-Qualification and Elimination Criteria will be evaluated for technical/functionality. Technical/Functionality will be evaluated as follows:

- I. Functional Evaluation – Expression of Interest Proposals will be evaluated out of 100 points and are required to achieve a minimum threshold of **50 points** on each of the individual criteria, and a minimum threshold of **70 points** overall.

**Phase 2: The second phase includes functionality using the following criteria:**

No	Functionality criteria	Weighting (%)
1	Company Experience	50
2	Client References	30
3	Inventory Facility and capacity	20
<b>Total</b>		<b>100</b>

- 6.3 Expression of Interest proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on any of the individual criteria will not be considered for appointment onto the panel and will not be registered on the CSIR's supplier database.
- 6.4 The CSIR may perform site visits to the referees as well as the premises of the winning bidders as part of due diligence. The supplier shall be notified timeously.
- 6.5 Refer to **Annexure C** for the scoring sheet that will be used to evaluate functionality.
- 6.6 The CSIR may arrange the site visit to assess the area where the business is operated from for the winning bidders.
- 6.7 The following mandatory documentation will be required before any negotiations will start with the interested supplier and before the supplier will be registered on the CSIR's supplier database:
  - Proof of registration of the supplier on the National Treasury's Central Supplier Database (CSD), including provision of the supplier's CSD registration number. Registrations can be completed online at [www.csd.gov.za](http://www.csd.gov.za)
  - Original or certified copy of B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process – where B-BBEE credentials were used as part of evaluation (RSA suppliers only).

## SECTION B – TERMS AND CONDITION

### 7 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All expression of interests must be submitted electronically to: **tender@csir.co.za**
- Respondents must use the EOI number as the subject reference number when submitting the bids
- The email and file sizes should not exceed a total of 30mb on one email
- The naming / labelling syntax of files or documents must be short and simple (e.g. *BBBEE Certificate*)
- Each bidder will be limited to send two emails with their submissions and the subject of the email must clearly reference the EOI number) – *E.g. Technical Proposal- EOI No. 8022/23/10/2020 email 1 of 2*)
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

### 8 SUBMISSION OF RESPONSES

- 8.1 All EOI proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 8.2 All EOI proposals email submissions are to be clearly subject-referenced with the EOI number.
- 8.3 Responses submitted by companies must be signed by a person or persons duly authorised.
- 8.4 Bid documents will only be considered if received by the CSIR before the closing date and time.
- 8.5 Emailed information must be labelled and submitted in the following format:

Email 1 (Pre-Qualification & Elimination)	Email 2 (TECHNICAL FILE)
<b>File 1:</b> Pre-qualification documents (B-BBEE) (Refer to Section 6.1 – Phase 1: Pre-qualification Criteria) Elimination Criteria	<b>File 2:</b> Supporting documents for technical responses. <ul style="list-style-type: none"><li>• Company Profile</li><li>• Supporting Information</li></ul>



<i>(Refer to Section 6.2 – Phase 1: Elimination Criteria- BOQ, COIDA certificate, Declaration by Tender and SBD 1 form)</i>	<i>(Refer to Section 4 and section 6.2 – Phase 2: Functionality/Technical Evaluation Criteria)</i>
	<b>File 3:</b> Any other supplementary information

## 9 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the **email address** mentioned above no later than the closing date of **Friday, 23 October 2020** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated email address, it will be regarded as a late submission. Late submissions will not be considered.

## 10 EVALUATION PROCESS

The EOI proposal evaluation process will include only the functionality/technical evaluation. No price evaluation will be done at this stage. To be appointed as part of the panel, the service provider shall meet the minimum threshold for functionality and must meet the pre-qualification requirements. An official contract will be concluded with each supplier on the panel.

## 11 VALIDITY PERIOD OF RESPONSES

Each **proposal** shall be valid for a period of three (3) months calculated from the closing date.

## 12 APPOINTMENT OF PANEL

- 12.1 The contract(s) will be awarded to the top five (5) bidders who scores the highest number of points during the technical evaluation process, except where the law permits otherwise.
- 12.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 12.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## 13 UTILISATION OF PANEL GUIDELINES

- 13.1 A Request for Quotation (RFQ) will be issued to the relevant appointed panel members on a per project basis which will be evaluated on Price and B-BBEE as per the 80/20 principle

per the 2017 Preferential Policy and Procurement Framework Act (PPPFA) 2017 regulations. The appointed provider through the RFQ process will be issued with a formal purchase order.

13.2 The selection of the services providers from the appointed panel for the RFQ process will be performed on a rotational basis. There is no guarantee that a service provider on the appointed panel will be contracted for the duration of this contract, and there is no guarantee that CSIR will procure all the items as included in this EOI document.

13.3 Should the successful bidders not be in a position to provide CSIR with the required mechanical spares items via the RFQ process, the CSIR then reserves the right to contact other providers through a separate RFQ process.

#### **14 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with ***“EOI No 8022/23/10/2020 - To supply and deliver mechanical spares to the CSIR for a period of three (3) years on an “as and when required” basis”*** as the subject.

#### **15 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this Expression of Interest must be in English.

#### **16 COST OF EXPRESSION OF INTEREST**

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

#### **17 CORRECTNESS OF RESPONSES**

17.1 The service provider must confirm satisfaction regarding the correctness and validity of their proposal.

## **18 VERIFICATION OF DOCUMENTS**

- 18.1 Service providers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 18.2 **Only one electronic copy of the proposal must be submitted via email to [tender@csir.co.za](mailto:tender@csir.co.za). In the event that the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.**
- 18.3 Hard copy proposal submissions will not be accepted.

## **19 LOCAL CONTENT**

- 19.1 All potential service providers need to note that the CSIR will incorporate local content and manufacture as far as possible when procuring goods and services. In the case of expression of interests for goods and/or services in a designated sector, such expression of interests must indicate the level of involvement with local content and manufacture.

## **20 SUB-CONTRACTING**

- 20.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 20.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

## **21 ADDITIONAL TERMS AND CONDITIONS**

- 21.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

21.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

21.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

21.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **22 CSIR RESERVES THE RIGHT TO**

22.1 Extend the closing date;

22.2 Verify any information contained in a response;

22.3 Request documentary proof regarding any tendering issue;

22.4 Cancel or withdraw this EOI as a whole or in part; and

22.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

## **23 DISCLAIMER**

This EOI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI proposal, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

**ANNEXURE A**  
**DECLARATION BY TENDERER**

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

**EOI No: 8022/23/10/2020**

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 **EOI No: 8022/23/10/2020** 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 B**  
**RETURNABLE DOCUMENTS**

<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Returnable Schedules required only for Tender Evaluation Purposes</b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Cover letter		
2	Detailed Company profile		
3	Contactable Reference Letter		
4	Valid letter of good standing-Compensation for Occupational Injuries and Diseases (COID).		
5	Valid B-BBEE Certificate or Sworn Affidavit		
6	Bill of Quantities (BOQ)		
7	Completed and signed Declaration By Tenderer		
8	Completed and signed SBD 1 Form		

**Notes:**

1. The documents shall be properly annexed for ease of reference.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS EOI MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

**ANNEXURE C**  
**SCORING SHEET**

No.	Criteria	Proof required	Points allocation	Weight %
1	<p><b>Company experience</b></p> <p>The bidding company must have a minimum of two (2) years' experience in supplying and delivering mechanical spares.</p>	<ul style="list-style-type: none"> <li>The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services.</li> <li>Provide list of relevant projects similar to the scope of this EOI- The list <b>MUST ALSO INCLUDE</b> the company name, contact person, contact numbers, the description of the mechanical spares, year when the services were rendered and the quantity thereof.</li> </ul>	<p>&lt; 2 years– 0 points</p> <p>2 – 3 years – 5 points</p> <p>3 – 5 years – 7 points</p> <p>&gt;5 years – 10 points</p>	<b>50</b>
2	<p><b>Client References</b></p> <p>(Only relevant references)</p> <p>A minimum of three (3) contactable references letter for similar work is required which is in supplying and delivering mechanical spares.</p>	<ul style="list-style-type: none"> <li>Submit three (3) written contactable references letters of similar services rendered in the last two (2) years.</li> <li>The references letters must have the following details: <ol style="list-style-type: none"> <li>The reference letter must be in official company letterhead;</li> <li>The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract.</li> <li>The reference letter must have email address and telephone number.</li> <li>The Reference must be dated and signed.</li> </ol> </li> </ul>	<p>&lt; 3 references – 0 points</p> <p>3 – 4 references – 5 points</p> <p>5 – 8 references – 7 points</p> <p>&gt;8 references – 10 points</p>	<b>30</b>
3	<p><b>Inventory Facility and capacity</b></p> <p>The bidder must demonstrate the ability to supply and deliver</p>	<ul style="list-style-type: none"> <li>The bidder must provide pictures of their existing hardware facilities and must include the entire supply chain process.</li> </ul> <p>NB: Also outline in your company profile if you are outsourcing, partially outsourcing or producing in-house.</p>	<p>The bidder must indicate their supply/production base for the required mechanical spares items:</p> <ul style="list-style-type: none"> <li>No information provided on supply base = <b>0 points</b></li> </ul>	<b>20</b>

	mechanical spares either in-house or outsourcing	– <i>(Please note that this may be validated by conducting site visits to your proposed facilities)</i>	<ul style="list-style-type: none"> <li>Outsourced = <b>5 points</b></li> <li>Partially outsourced = <b>7 points</b></li> <li>In-house = <b>10 points</b></li> </ul>	
<b>TOTAL</b>				<b>100</b>



**ANNEXURE D-  
Bill of Quantities (BOQ)**

Mechanical Spares BOQ (YEAR 2020- 2023)				
Item	Description	Unit of Measure	Quantity	Delivery lead time (Working days)
1	Antifreeze 1 litre	Litres	25	
2	Automotive Bulbs 12V Double 21/5w	Each	10	
3	Automotive Bulbs 12V Single 21w	Each	20	
4	Bulb12V 5W Park wedge	Each	20	
5	Compressor Air Filter FR141	Each	10	
6	Pneumatic Trolley Wheel 200MM	Each	50	
7	Trolley Swivel Brake Bracket 100MM	Each	20	
8	Trolley Swivel Brake Bracket 75MM	Each	20	
9	Trolley Swivel Castor Wheel Bold Fitting 100MM	Each	20	
10	Trolley Swivel Castor Wheel Bold Fitting 125MM	Each	20	
11	Trolley Swivel Castor Wheel Bold Fitting 75MM	Each	20	
12	Trolley Wheel Swivel Brake Castor 100MM	Each	20	
13	Trolley Wheel Swivel Brake Castor 125MM	Each	20	
14	Trolley Wheel Swivel Brake Castor 75MM	Each	20	
15	Tente Trolley Wheel PJP 100X32	Each	10	
16	Sprayon Paint Signal Red 250MM	Each	20	
17	Sprayon Paint Silver 250MM	Each	20	
18	Sprayon Paint Flat WHITE 250MM	Each	20	
19	Sprayon Paint Appliance White 250MM	Each	20	
20	Sprayon Paint black 250MM	Each	30	
21	Sprayon Paint Gloss black 250MM	Each	30	
22	Sprayon Paint Grey 250MM	Each	30	
23	V-Belt VB10NX 950	Each	5	
24	V-Belt VB10NX 1000	Each	5	
25	V-Belt VB 10NX1200	Each	5	
26	V-Belt VB 10NX1290	Each	5	
27	V-Belt VB10NX1800	Each	10	
28	V-Belt VB13NX 800	Each	20	
29	V-Belt VB13NX 820	Each	5	
30	V-Belt VB13NX1000	Each	10	
31	V-Belt VB13NX1120	Each	10	
32	V-Belt VB13NX1400	Each	10	
33	V-Belt VB16NX2990	Each	5	
34	V-Belt VB17X1260	Each	5	
35	V-Belt VB17X2580	Each	10	
36	Tig welding rods stainless steel 31.6 (5kg) Afrox	Box	10	
37	TIG welding rods 70s-61.6mm (5kg) Afrox	Box	10	

38	Welding Rods 316 I 2.5MM (4kg) Afrox	Box	10	
39	Welding Rods 6013 2.5MM (5kg) Afrox	Box	10	
40	Rods copper brazing 2mm x50mm (1kg)	KG	10	
41	Zebra Hose Clamp 12-20MM SW 7 Wurth	Each	10	
42	Zebra Hose Clamp 16-25MM SW 7 Wurth	Each	10	
43	Zebra Hose Clamp 20-32MM SW 7 Wurth	Each	10	
44	Zebra Hose Clamp 32-50MM SW 7 Wurth	Each	10	
45	Zebra Hose Clamp 8-16MM SW 7 Wurth	Each	10	
46	Zebra Hose Clamp 8-12MM SW 6 Wurth	Each	10	
47	Brake Cleaner Spray 500ML Wurth	Each	10	
48	Multi "5-IN-1" Spray 400ML Wurth	Each	20	
49	Copper Spray CU 800 300ML	Each	10	
50	Contact Spray 300ML	Each	10	
51	HHS 2000 LUBRICANT SPRAY 500ML	Each	10	
52	ROST OFF PLUS 300ML	Each	10	
53	CORROSION PROTECTION SPRAY 30ML	Each	10	
54	RTV Gasket Sealer Grey 85GR	Each	10	
55	BOND & SEAL GREY 300ML	Each	10	
56	Drill & Cutting oil 400ML Wurth	Each	10	
57	Habot oil 1022 (5litres)	Each	10	
58	Habot oil 1024 (5litres)	Each	10	
59	Engine Oil - Petrol 10W40 500ML	Each	20	
60	Hawk King Grinding Disc 115X6MM	Each	100	
61	Hawk King Grinding Disc 230X1.6X22.23MM	Each	25	
62	Hawk King Cutting Disc Masonary 115X2X22.2MM	Each	100	
63	Hawk King Cutting Disc Steel 115 X1X22.2MM	Each	100	
64	Hawk King Cutting Disc Steel 115 X2.5X22.2MM	Each	100	
65	Hawk King Cutting Disc Steel 230X1.6X22.23MM	Each	25	
66	Sanding disc 115 P120 Hawk King	Each	30	
67	Sanding disc 115 P60 Hawk King	Each	30	
68	Grinding pad 50mm P80 Hawk King	Each	30	
69	Rags (5kg)	Each	50	
70	Reinol Hand Cleaner 2 Litre	Each	10	
71	Degreaser Robex RXGP 25Litre	Each	5	
72	Degreaser Robex RXFM 25Litre	Each	5	
73	DOT 4 - Brake & Clutch Fluid 500ML	Each	10	
74	Hex nut grade 8 ZINC M5X0.80	Each	100	
75	Hex nut grade 8 ZINC M6X1.0	Each	100	
76	Hex nut grade 8 ZINC M8X1.25	Each	100	
77	Hex nut grade 8 ZINC M10X1.5	Each	100	
78	Hex nut grade 8 ZINC M12X1.75	Each	100	

79	Hex nut grade 8 ZINC M16X 2.0	Each	100	
80	Flat washer heavy duty M5	Each	100	
81	Flat washer heavy duty M6	Each	100	
82	Flat washer heavy duty M8	Each	100	
83	Flat washer heavy duty M10	Each	100	
84	Flat washer heavy duty M12	Each	100	
85	Flat washer heavy duty M16	Each	100	
86	Fender washer ZINC 6X20X1.25	Each	100	
87	Fender washer ZINC 6X30X1.25	Each	100	
88	Fender washer ZINC 8X25X1.25	Each	100	
89	Fender washer ZINC 8X30X1.5	Each	100	
90	Fender washer ZINC 10X40X2	Each	100	
91	Fender washer ZINC 12X30X1.5	Each	100	
92	Allen cap screw grade 8.8 Zinc M5X10 Mild Steel Full Thread	Each	100	
93	Allen cap screw grade 8.8 Zinc M5X 16 Mild Steel Full Thread	Each	100	
94	Allen cap screw grade 8.8 Zinc M5X 20 Mild Steel Full Thread	Each	100	
95	Allen cap screw grade 8.8 Zinc M5X 25 Mild Steel Full Thread	Each	100	
96	Allen cap screw grade 8.8 Zinc M5X 30 Mild Steel Full Thread	Each	100	
97	Allen cap screw grade 8.8 Zinc M6X10 Mild Steel Full Thread	Each	100	
98	Allen cap screw grade 8.8 Zinc M6X 16 Mild Steel Full Thread	Each	100	
99	Allen cap screw grade 8.8 Zinc M6X 20 Mild Steel Full Thread	Each	100	
100	Allen cap screw grade 8.8 Zinc M6X 25 Mild Steel Full Thread	Each	100	
101	Allen cap screw grade 8.8 Zinc M6X 30 Mild Steel Full Thread	Each	100	
102	Allen cap screw grade 8.8 Zinc M6X 40 Mild Steel Full Thread	Each	100	
103	Allen cap screw grade 8.8 Zinc M6X 50 Mild Steel Full Thread	Each	100	
104	Allen cap screw grade 8.8 Zinc M8X 16 Mild Steel Full Thread	Each	100	
105	Allen cap screw grade 8.8 Zinc M8X 20 Mild Steel Full Thread	Each	100	
106	Allen cap screw grade 8.8 Zinc M8X 25 Mild Steel Full Thread	Each	100	
107	Allen cap screw grade 8.8 Zinc M8X 30 Mild Steel Full Thread	Each	100	
108	Allen cap screw grade 8.8 Zinc M8X 40 Mild Steel Full Thread	Each	100	
109	Allen cap screw grade 8.8 Zinc M8X 50 Mild Steel Full Thread	Each	100	
110	Allen cap screw grade 8.8 Zinc M10X 30 Mild Steel Full Thread	Each	100	
111	Allen cap screw grade 8.8 Zinc M10X 35 Mild Steel Full Thread	Each	100	
112	Allen cap screw grade 8.8 Zinc M10X 50 Mild Steel Full Thread	Each	100	
113	Allen cap screw grade 8.8 Zinc M10X 60 Mild Steel Full Thread	Each	100	
114	Allen cap screw grade 8.8 Zinc M12X 30 Mild Steel Full Thread	Each	100	
115	Allen cap screw grade 8.8 Zinc M12X 40 Mild Steel Full Thread	Each	100	
116	Allen cap screw grade 8.8 Zinc M12X 50 Mild Steel Full Thread	Each	100	
117	Allen cap screw grade 8.8 Zinc M12X 60 Mild Steel Full Thread	Each	100	
118	Bolt and nuts Hex grade 8.8 Zinc M5X 16 Mild Steel Full Thread	Each	100	
119	Bolt and nuts Hex grade 8.8 Zinc M5X 20 Mild Steel Full Thread	Each	100	

120	Bolt and nuts Hex grade 8.8 Zinc M5X 30 Mild Steel Full Thread	Each	100	
121	Bolt and nuts Hex grade 8.8 Zinc M5X 60 Mild Steel Full Thread	Each	100	
122	Bolt and nuts Hex grade 8.8 Zinc M6X 16 Mild Steel Full Thread	Each	100	
123	Bolt and nuts Hex grade 8.8 Zinc M6X 20 Mild Steel Full Thread	Each	100	
124	Bolt and nuts Hex grade 8.8 Zinc M6X 25 Mild Steel Full Thread	Each	100	
125	Bolt and nuts Hex grade 8.8 Zinc M6X 30 Mild Steel Full Thread	Each	100	
126	Bolt and nuts Hex grade 8.8 Zinc M6X 35 Mild Steel Full Thread	Each	100	
127	Bolt and nuts Hex grade 8.8 Zinc M6X 40 Mild Steel Full Thread	Each	100	
128	Bolt and nuts Hex grade 8.8 Zinc M6X 45 Mild Steel Full Thread	Each	100	
129	Bolt and nuts Hex grade 8.8 Zinc M6X 50 Mild Steel Full Thread	Each	100	
130	Bolt and nuts Hex grade 8.8 Zinc M6X 60 Mild Steel Full Thread	Each	100	
131	Bolt and nuts Hex grade 8.8 Zinc M6X 70 Mild Steel Full Thread	Each	100	
132	Bolt and nuts Hex grade 8.8 Zinc M6X 80 Mild Steel Full Thread	Each	100	
133	Bolt and nuts Hex grade 8.8 Zinc M6X 100 Mild Steel Full Thread	Each	100	
134	Bolt and nuts Hex grade 8.8 Zinc M8X 16 Mild Steel Full Thread	Each	100	
135	Bolt and nuts Hex grade 8.8 Zinc M8X 20 Mild Steel Full Thread	Each	100	
136	Bolt and nuts Hex grade 8.8 Zinc M8X 25 Mild Steel Full Thread	Each	100	
137	Bolt and nuts Hex grade 8.8 Zinc M8X 30 Mild Steel Full Thread	Each	100	
138	Bolt and nuts Hex grade 8.8 Zinc M8X 35 Mild Steel Full Thread	Each	100	
139	Bolt and nuts Hex grade 8.8 Zinc M8X 40 Mild Steel Full Thread	Each	100	
140	Bolt and nuts Hex grade 8.8 Zinc M8X 50 Mild Steel Full Thread	Each	100	
141	Bolt and nuts Hex grade 8.8 Zinc M8X 60 Mild Steel Full Thread	Each	100	
142	Bolt and nuts Hex grade 8.8 Zinc M8X 70 Mild Steel Full Thread	Each	100	
143	Bolt and nuts Hex grade 8.8 Zinc M8X 80 Mild Steel Full Thread	Each	100	
144	Bolt and nuts Hex grade 8.8 Zinc M8X 100 Mild Steel Full Thread	Each	100	
145	Bolt and nuts Hex grade 8.8 Zinc M10X 16 Mild Steel Full Thread	Each	100	
146	Bolt and nuts Hex grade 8.8 Zinc M10X 20 Mild Steel Full Thread	Each	100	
147	Bolt and nuts Hex grade 8.8 Zinc M10X 25 Mild Steel Full Thread	Each	100	
148	Bolt and nuts Hex grade 8.8 Zinc M10X 30 Mild Steel Full Thread	Each	100	
149	Bolt and nuts Hex grade 8.8 Zinc M10X 35 Mild Steel Full Thread	Each	100	
150	Bolt and nuts Hex grade 8.8 Zinc M10X 40 Mild Steel Full Thread	Each	100	
151	Bolt and nuts Hex grade 8.8 Zinc M10X 45 Mild Steel Full Thread	Each	100	
152	Bolt and nuts Hex grade 8.8 Zinc M10X 50 Mild Steel Full Thread	Each	100	
153	Bolt and nuts Hex grade 8.8 Zinc M10X 55 Mild Steel Full Thread	Each	100	
154	Bolt and nuts Hex grade 8.8 Zinc M10X 60 Mild Steel Full Thread	Each	100	
155	Bolt and nuts Hex grade 8.8 Zinc M10X 65 Mild Steel Full Thread	Each	100	
156	Bolt and nuts Hex grade 8.8 Zinc M10X 70 Mild Steel Full Thread	Each	100	
157	Bolt and nuts Hex grade 8.8 Zinc M10X 100 Mild Steel Full Thread	Each	100	
158	Bolt and nuts Hex grade 8.8 Zinc M12X 30 Mild Steel Full Thread	Each	100	
159	Bolt and nuts Hex grade 8.8 Zinc M12X 40 Mild Steel Full Thread	Each	100	
160	Bolt and nuts Hex grade 8.8 Zinc M12X 50 Mild Steel Full Thread	Each	100	

161	Bolt and nuts Hex grade 8.8 Zinc M12X 60 Mild Steel Full Thread	Each	100	
162	Bolt and nuts Hex grade 8.8 Zinc M12X 65 Mild Steel Full Thread	Each	100	
163	Bolt and nuts Hex grade 8.8 Zinc M12X 70 Mild Steel Full Thread	Each	100	
164	Bolt and nuts Hex grade 8.8 Zinc M12X 75 Mild Steel Full Thread	Each	100	
165	Bolt and nuts Hex grade 8.8 Zinc M12X 80 Mild Steel Full Thread	Each	100	
166	Bolt and nuts Hex grade 8.8 Zinc M12X 90 Mild Steel Full Thread	Each	100	
167	Bolt and nuts Hex grade 8.8 Zinc M16X 25 Mild Steel Full Thread	Each	100	
168	Bolt and nuts Hex grade 8.8 Zinc M16X 30 Mild Steel Full Thread	Each	100	
169	Bolt and nuts Hex grade 8.8 Zinc M16X 40 Mild Steel Full Thread	Each	100	
170	Bolt and nuts Hex grade 8.8 Zinc M16X 50 Mild Steel Full Thread	Each	100	
171	Bolt and nuts Hex grade 8.8 Zinc M16X 55 Mild Steel Full Thread	Each	100	
172	Bolt and nuts Hex grade 8.8 Zinc M16X 60 Mild Steel Full Thread	Each	100	
173	Bolt and nuts Hex grade 8.8 Zinc M16X 75 Mild Steel Full Thread	Each	100	
174	Bolt and nuts Hex grade 8.8 Zinc M16X 100 Mild Steel Full Thread	Each	100	
175	Bolt and nuts Hex grade 8.8 Zinc M16X 130 Mild Steel Full Thread	Each	100	

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH</b>					
BID NUMBER:	EOI No. 8022/23/10/2020	CLOSING DATE:	23 October 2020	CLOSING TIME:	16:30
DESCRIPTION	The provision of supply and deliver mechanical spares to Facilities Management and Security Services central stores at the CSIR Scientia for a period of three (3) years on an as-and-when required basis.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)</b>					
<b>CSIR GATE 3 – MAIN RECEPTION AREAS (TENDER BOX)</b>					
<b>MEIRING NAUDE ROAD</b>					
<b>BRUMMERIA, PRETORIA.</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	<input type="checkbox"/>	NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<b>23.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>23.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW ]
<b>23.1.1.3 SIGNATURE OF BIDDER</b>	.....	<b>23.1.1.4 DATE</b>	
<b>23.1.1.5 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>			
<b>23.1.1.6 TOTAL NUMBER OF ITEMS OFFERED</b>		<b>23.1.1.7 TOTAL BID PRICE (ALL INCLUSIVE)</b>	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	CSIR	CONTACT PERSON	N/A
CONTACT PERSON	N/A	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	N/A	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	tender@csir.co.za
E-MAIL ADDRESS	tender@csir.co.za		

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p> <p style="padding-left: 40px;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</p> <p style="padding-left: 40px;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p> <p style="padding-left: 40px;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</p> <p style="padding-left: 40px;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>



IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**