



**Request for Quotation (RFQ) for the once-off supply OF Personal Protective Equipment (PPE) to The CSIR**

**RFQ No.5527/02/10/2019**

Date of issue:	Wednesday, 18/09/2019
Closing Date and Time:	Wednesday, 02 October 2019 at 16h30 ( <b>Late tenders will not be considered</b> )
Submission and Contact details:	For submission of quotations or any other enquiries: Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b>Please use RFQ No. as subject reference</b> )


**1 INVITATION FOR QUOTATION**

Quotations are hereby invited for the once-off supply of Personal Protective Equipment (PPE) to the CSIR.

**2 QUOTATION REQUIREMENTS**

The supplier is required to quote on the following items as per the below tabulated Bill of Quantities (BOQ):

DESCRIPTION	QUANTITY	RATE	AMOUNT	LEAD TIME (10 working days – YES/NO)
1. Sweet Orr Conti suits D59 100% cotton flame and	135			

acid resistant. Navy Blue with reflectors. CSIR Logo on Jackets only– <b>SABS Approved-SANS 1387</b> <b>(Please refer to the list for sizes)</b>				
<b>2.</b> Dust Coats Sweet Orr royal blue 100 % cotton with a CSIR Logo. <b>(Please refer to the list for sizes)</b>	20			
<b>3.</b> Bova ladies Reese 55006	2			
<b>4.</b> BOVA 90006 Chelsea safety boots -black	30			
<b>5.</b> Lemaitre	1			
<b>6.</b> BOVA BREMEN 20001 - Black	2			
<b>7.</b> BOVA 20002 safety boots - Black	16			
<b>8.</b> Bova socks	320			
<b>9.</b> CSIR LOGO ( Embroidery)	155			
				
<b>Sub Total</b>				
<b>VAT</b>				
<b>Grant Total</b>				

Additional quotation requirements (These must be submitted with and/or indicated in quote):

1. The supplier must submit quotation on their **official company letterhead**.
2. The supplier must quote on all the items/services listed in the above BOQ or deliverables.
3. The pricing must be firm and inclusive of all costs required to deliver the required goods and/or services to the CSIR.
4. The supplier must deliver **ALL** PPE within a period of 10 working days from date of receiving official purchase order.
5. The bidder must provide 7 day product guarantees. (Defective goods will be returned by the CSIR)
6. The supplier must indicate their lead time on their quotation- a shorter lead time will be advantageous.
7. **Only locally produced or locally manufactured goods will be considered.**
8. Delivery to be made to CSIR Pretoria, South Africa.

**Mandatory documents required / returnables:**

- Current company profile clearly showing the company's core business activities.
- Completed and signed Local Production and Content declaration forms
- Valid SANAS approved BBBEE certificate or sworn affidavit.

**NB:** *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBBEE evaluation.*

### 3 PRE-QUALIFICATION CRITERIA

Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2, will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender

### 4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level. (RSA suppliers only)
- 4.3 No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.

#### 4.6 Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items in the BOQ;
- If the supplier does not quote according to the stipulated specifications and requirements;
- If supply does not submit quotation on their official company letterhead;
- Submission at wrong location or incorrect email address (***Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***);
- If the supplier fails to submit any of the mandatory/returnable documents;
- If supplier fails to meet Local Production and Content requirements and does not submit declarations.

## **5 PRICING QUOTATION**

- 5.1 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.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

**The price should be firm and inclusive of costs and all services required to complete the project.**

## **6 LOCAL CONTENT**

- 6.1 Only locally manufactured textiles, clothing, leather and footwear from local raw material or input will be considered.
- 6.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the dti should there be a need to import such raw material or input and;
- 6.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFQ. For further information, bidders may contact the Clothing, Textile, Footwear and Leather Unit within the DTI at telephone 012 394 3717/1390.
- 6.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the dti website. Guidance on the calculation of local content and manufacturing can be assessed on the dti's official website –  
[http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp)
- 6.4.1 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR.

- 6.5 If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 6.6 The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed and submitted by the bidder at the closing date and time of the tender; and
- 6.7 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 6.8 The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
- 6.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 6.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 6.11 Applicable local production and content minimum thresholds for this tender are as per the table below:

<b>Sector</b>	<b>Local Content</b>	<b>Minimum Local Content Threshold</b>
Textiles, Clothing, Leather, and Footwear	Applicable	100%

## **7 OTHER TERMS AND CONDITIONS**

- 7.1 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.
- 7.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

- 8 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**
- 9 Note: This is not a Purchase Order.**