



***Request for Quotation (RFQ) for the supply, delivery and commission of the piece of equipment to the CSIR***

Date of issue	Wednesday, 29 June 2022
Closing Date and Time	Wednesday, 13 July 2022 at 16h30 ( <b><i>Late tenders will not be considered</i></b> )
RFQ Number	<b>5829.1/13/07/2022</b>
Contact details	For submission of quotations or any other enquiries: Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b><i>Please use RFQ No. as subject reference</i></b> ) tender@csir.co.za

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply and install of the motor tank, transfer rotor pump, horizontal filling machine and Homogenizer that are required to function in unison to produce skin and hair care products to the CSIR. The equipment will be based at the Foiscience in Cape Town.

## 2 QUOTATION REQUIREMENTS

The bidder will supply and install the equipment in 1 Printers way, Marconi Beam, Western Cape, Cape Town, 7441.

Below are the required equipment and their specifications

Working capacity 1250L in mixing tank / production cycle production capacity 1250L/  
mixing cycle storage tank 3\* 1000L closed tanks Total storage capacity  
3000L/Production cycle Mixer: 5.5KW mixer with maximum 63 rotations / minute 15KW  
Bottom homogenizer with maximum 3000 rotations /minute horizontal filling machine  
with maximum capacity of filling 40 bottles / minute using 8Mpa pressure. 5LH Transfer  
Rotor Pump.

Must be an Authorised representative of the original equipment manufacturer (OEM) supplier.

Must be able to provide proof that you can supply after sales service.

Provide a maintenance plan for the piece of equipment

### **3 EVALUATION CRITERIA**

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Submit a valid B-BBEE Certificate (SANAS accredited) or sworn affidavit (CIPC or Dtic template) indicating the B-BBEE Status level. (RSA suppliers only)
- 3.3 No B-BBEE status will equal zero points. (RSA suppliers only)
- 3.4 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.
- 3.5 No order will be issued, or no contract will be signed without a valid CSD number (Only applicable to RSA suppliers).

### **4 Elimination Criteria:**

Suppliers will be eliminated if they do not demonstrate that they can deliver the following conditions:

- Training: Full installation and training with certificates for minimum of 2 or 3 people.
- Delivery: Should be within 2-6 weeks of receiving the order number.
- Warranty: State clearly the manufacturer's warranty period.
- State clearly whether you company will be able to provide after sale customer support.

## 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 deliver on the required goods and/or services.**

## 6 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- Respondents must use the RFQ number as the subject reference number when submitting their bids

## 7 CSIR RESERVES THE RIGHT TO

- 7.1 Extend the closing date;
- 7.2 Verify any information contained in a proposal;
- 7.3 Request documentary proof regarding any tendering issue;
- 7.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 7.5 Award this RFQ as a whole or in part; and
- 7.6 Cancel or withdraw this RFQ as a whole or in part.

## 8 DISCLAIMER

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

## **9 OTHER TERMS AND CONDITIONS**

- 9.1 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.
- 9.2 A validity period of 90 calendar days will apply to all quotations except where indicated differently on the quote.
- 9.3 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.
- 9.4 Note: This is not a Purchase Order.

**DECLARATION BY TENDERER**

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

**RFQ No: 5829.1/13/07/2022**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in **RFQ No 5829.1/13/07/2022** 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 quotation.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	