



**Request for Quotation (RFQ) for the Supply and delivery of carpentry spares
to facilities central stores at CSIR Scientia for a period of three (3) years**

RFQ No. 9231/24/04/2020

Date of issue	Wednesday, 25 March 2020
Closing Date and Time	Friday, 24 April 2020 at 16:30 (<i>Late tenders will not be considered</i>)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited from suitable suppliers preferably wholesalers or hardwares for the supply and delivery of carpentry spares on as and when required basis, to facilities central stores at CSIR Scientia, Meiring Naude Road, Pretoria.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The scope of work is as follows:

- 2.1 The supplier is required to quote on carpentry spares as per attached Bill of Quantities (BOQ) (*See attached **Annexure A** in Excel-Sheet*).
- 2.2 The branded items must be exactly as on the list or brand with similar qualities or equivalent.
- 2.3 Delivery lead times must be indicated for all items.
- 2.4 The quantities indicated are based on a year's usage estimate. The total order quantities may vary from the quantities indicated on the BOQ. The CSIR reserves the right to order more or less than the quantities indicated on the BOQ.
- 2.5 The CSIR will enter into a three (3) years contract and service level agreement with the successful supplier(s).
- 2.6 The CSIR will order the spares as and when the need arises by issuing Purchase orders to the supplier(s) at any time, during the three (3) years period.

Additional Requirements:

- The supplier must submit quotation on their official company letterhead in excel and PDF format.
- The supplier must quote on all the items/services listed in the BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The service provider must provide a valid certified copy of B-BBEE certificate or valid sworn affidavit for B-BBEE Status level points.
- The service provider must provide a completed and signed SBD 1 form

3 MANDATORY DOCUMENTS REQUIRED / RETURNABLE

- The service provider must provide a current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor performing similar services;
- The service provider must provide at least a minimum of three (3) **contactable references letters** for similar services done in the last two (2) years to five (5) years. The letters must include telephone numbers and email addresses of the references;
- The service provider must provide a valid letter of good standing issued by Department of Labour or approved private assurer for Compensation for Occupational Injuries and Diseases (COID);
- The service provider must provide Proposed cost/rates as per BOQ ;
- Provide a completed and signed "Declaration by Tenderers" form.

4 ELIMINATION CRITERIA

(a) Elimination Criteria

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items as per in the BOQ;
- Submission to the incorrect email address (**Only *electronic* submission to tender@csir.co.za would be considered**); and
- Non-submission of mandatory documents.

5 EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Provide a valid certified copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level.
- 5.3 No B-BBEE status will equal zero points.
- 5.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 5.5 No order will be issued or no contract will be signed without a valid CSD number.

6 PRICING QUOTATION

- 6.1 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.
- 6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 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.

7 SUB-CONTRACTING

- 7.1 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.
- 7.2 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.
- 7.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 7.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 7.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
 - 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.

8 OTHER TERMS AND CONDITIONS

- 8.1 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.
- 8.2 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.

No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.

DECLARATION BY TENDERER

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

RFQ No: 9231/24/04/2020

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 RFQ No..... 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:	

RETURNABLE DOCUMENTS

PART A: TECHNICAL RETURNABLES ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY) Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	The service provider must provide a current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor performing similar services;		
2	The service provider must provide at least a minimum of three (3) contactable references letters for similar services done in the last two (2) years to five (5) years. The letters must include telephone numbers and email addresses of the references;		
3	The service provider must provide a valid letter of good standing issued by Department of Labour or approved private assurer for Compensation for Occupational Injuries and Diseases (COID)		
4	The service provider must provide Proposed cost/rates as per BOQ in Excel Format in Company Letterhead;		
5	The service provider must provide a valid certified copy of B-BBEE certificate or sworn		
6	Proposed cost/rates as per BOQ on official company letterhead or signed by authorised person;		
7	Completed and signed "Declaration by Tenderers" form.		
8	Completed and signed SBD 1		