

***Request for Quotation (RFQ) for the once-off supply of equipment for the safe and correct lifting and handling of manufacturing materials***

***Request for Quotation (RFQ) No: 5686/04/05/2021***

Date of issue:	Monday, 19 April 2021
Closing Date and Time:	Thursday, 04 May 2021 at 16h30
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 supply of equipment, for the safe and correct lifting and handling of manufacturing materials, to the CSIR Chemicals cluster.

## **2 QUOTATION REQUIREMENTS**

The supplier is required to quote on the following equipment as per the required specifications:

- 2 x Scissor Lift Table
  - 0.5 ton load capacity
  - Steel construction, powder coated
  - 1.5 meter lift height
  - Parking dimensions: 1010 (L) x 350 (H) x 520 (W)
  - Foot hydraulic pedal for raising lift table
  - Finger release for safely and smoothly lowering loads
  - 1 year warranty
- 1 x Trolley Mesh Box
  - 0.5 ton load capacity
  - Steel construction, welded
  - 3 sided: 910 (L) x 915 (H) x 610 (W) mm
  - Includes safety chain to prevent material from falling out

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- 2 swivel castors, 2 fixed castors
- 1 x Mobile Drum Handling Carrier/Rotator
  - 360 kg load capacity
  - Steel construction, powder coated
  - 1250 (L) x 1180 (H) x 800 (W) mm
  - Drum type: steel drum
  - Drum size: 210 L
  - Application: raises, transports, rotates, tilts and drains
  - Lockable in horizontal and vertical position
  - 2 x roller bearing castors, 1 x swivel castor
- 1 x Trolley
  - Tri-truck, 3 in 1 trolley
  - Steel construction
  - 300 kg load capacity
  - 510 (L) x 1300 (H) x 600 (W) mm
  - Heavy duty castors
- 1 x Electric pallet jack
  - Electric
  - 1.5 ton load capacity
  - Steel construction, powder coated
  - Maximum lift height: 120 – 200 mm
  - Length of fork: 1000 – 1200 mm
  - Drive motor: 0.45 – 0.63 kW
  - Easy to replace battery
  - Easy to charge
  - Automatic lift or speed control system, easy to operate
  - Double wheels for easy manoeuvrability
  - 1 year warranty
- 1 x Pallet Stacker
  - Manual
  - Steel construction, powder coated
  - 2 ton load capacity
  - External dimensions: 1560 (L) x 2030 (H) x 790 (W) mm

- Length of fork: 1000 mm
- Maximum lifting height: 1600 mm
- Lowered height: 90 mm
- Lifting speed: 14 mm per stroke
- Single wheels for easy manoeuvrability
- 1 year warranty
- 5 x Heavy Duty Plastic Pallets
  - Strong and durable plastic, temperature resistant, washable, reusable
  - Static load: 3500 kg, Dynamic load: 1500 kg, Rack load: 1000 kg
  - Dimensions: 1200 (L) x 150 (H) x 1000 (W) mm
  - 4 way entry point
- 5 x Stackable Plastic Pallets
  - Polypropylene plastic, strong and durable, temperature resistant, washable, reusable
  - Static load: 1000 - 2000 kg, Dynamic load 500 – 1000 kg
  - Dimensions: 1200 (L) x 145 (H) x 1000 (W) mm
  - 4 way entry point
  - Vertical stacking

**Additional Requirements:**

- The supplier must submit quotation on their official company letterhead.
- All specifications to be included in quote
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- All freight and delivery costs to be included in quote
- 1 year warranty to be included in quote, where applicable (refer to equipment specifications above)
- Indicate lead time for delivery in quote

### 3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a certified copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).
- 3.3 No B-BB-EE Status will equal to zero points.
- 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. *(Please ensure that tax status is updated on CSD)*
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.
- 3.6 Elimination criteria;

Suppliers will be disqualified under the following conditions:

- Late submission;
- Quotation submitted at wrong location or email address (***Quote must submitted via email to [tender@csir.co.za](mailto:tender@csir.co.za) before the closing date and time***);

### 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.**

**Note: This is not a Purchase Order.**

## DECLARATION BY TENDERER

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

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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 5686/04/05/2021 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: .....

**ANNEXURE A – SBD 1 FORM**

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