



**Request for Quotation (RFQ) for the manufacturing and supply of 4 x steel mobile PV module racks (trolleys) to the CSIR**

**CSIR RFQ No. : 5373/17/08/2018**

Date of issue	Thursday, 02 August 2018
Closing Date and Time	Friday, 17 August 2018, at 16:30
Compulsory Briefing session	Date: 08 August 2018 Time: 10h:30 Venue: CSIR Pretoria campus, Building 34, Energy Hub boardroom
Contact details	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a> , 012 841 2400

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the **manufacturing and supply of 4x mobile PV module racks (trolleys)** to the CSIR.

The steel racks will be used to store and transport solar photovoltaic (PV) modules.

## 2 QUOTATION REQUIREMENTS

The service provider is required to provide the CSIR with a quotation for the manufacturing and supply of steel racks for storing and transporting solar PV modules as per the below requirements and specifications.

- Figure 1 and 2 below provides rough sketches of the steel racks to be supplied.  
Note the sketches are not drawn to scale.
- The steel rack shall have 28 removable steel tubes (18 mm diameter, 2 mm wall thickness) with a pitch of 50 mm spacing from center-to-center.

3. All 28 tubes shall be easily removable in order to accommodate bigger modules.
4. The welded main frame is shown in black in Figure 1 below. The frame shall be constructed from 50 mm x 50 mm steel square tube (3 mm wall thickness).
5. The 2 welded supporting beams are shown in blue in Figure 1. They shall be constructed from 40 mm x 40 mm “L” angle profile (5 mm wall thickness).
6. The “L” angle profiles shall have 28 pre-drilled holes, evenly spaced. The drilled holes shall be aligned with the holes to be drilled in the base of the rack to create slots for holding the PV modules.
7. The base shall have plywood plank of at least 25 mm thickness with polymer protection sheet covering the top as shown in picture 4 to create a smooth surface for sliding the PV modules in and out of the rack.
8. The plywood base shall have 20mm holes aligned with the holes in the “L” angle profile mentioned above. The bottom end of the tubes shall rest on a flat part of the “L” angle profile steel base for better stability as shown in Picture 6.
9. The rack shall have a handle as shown in green in Figure 1 and 2. The handle shall be constructed from round profile with a diameter of 36 mm.
10. The rack shall have a pair of fixed and a pair of rotatable wheels to provide a height of 160 mm from the floor to the base of the rack, as shown in Picture 2. The rotatable wheels shall be fixed at the back where the handle is situated.
11. The 2 horizontal back supports (black lines in Figure 1) shall have glued rubber cushion in order to protect frameless PV modules from being damaged when they come in contact with metal surface.
12. All steel surface shall be duly painted by black colour to protect the rack from rusting as per standard procedures.

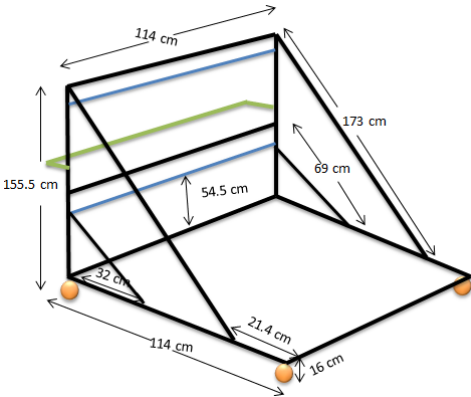


Figure 1

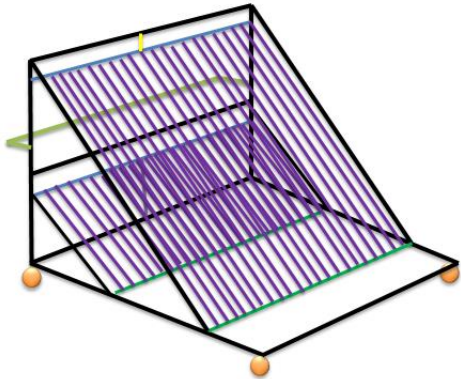


Figure 2



Picture 1



Picture 2



Picture 3



Picture 4



Picture 5



Picture 6

### 3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points. – **(Please submit valid BBEE certificate with quote)**
- 3.3 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 the tax status on CSD is updated and compliant.**
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.
- 3.5 **Please indicate lead time on quotation- A lead time of 6 weeks or less will be advantageous.**
- 3.6 Elimination criteria;

Suppliers will be disqualified under the following conditions:

- Late submission,
- Quotation submitted at incorrect email address,
- Non-attendance of compulsory briefing session,
- If lead time is not indicated on quotation- ETA from date of PO

### 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.**

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

**ANNEXURES:**

1. SBD Form
2. CSIR General Terms and Conditions of Purchas