



**Request for Quotation (RFQ) for the production and supply of cosmetic hair products to the CSIR**

**RFQ No. 5433/22/02/2019**

Date of issue	Friday, 08 February 2019
Closing Date and Time	Friday, 22 February 2019 at 16:30
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 production and supply of cosmetic hair products to the CSIR.

## 2 QUOTATION REQUIREMENTS

The CSIR Biosciences Unit requests a quote for the production of two hair care products, namely 1L shampoo and 100ml cream-wax. The quote must be for production and filling only.

The supplier is required to quote on the following black hair care products:

No.	Item description	Quantity
1	2-in-1 Shampoo and Conditioner	1L X 120 units
2	Dreadlocks cream-wax	100ml X 120 units
3	Delivery to Pretoria	1

**Additional Requirements:**

- The products are to be produced using natural/herbal ingredients.
- The supplier must source and supply all raw materials.
- Certificates of Analysis (CoA) and Material Safety Data Sheets (MSDS) for all the ingredients used during the production of the Shampoo and Cream-wax should be submitted with the products.
- The production facility must be GMP compliant.
- Quality control analysis is to be conducted in the produced sample for the evaluation of appearance, colour, odour, pH, viscosity and specific gravity.
- Batch sheets/manufacturing documents are to be submitted with the products.
- Products are to be delivered at the CSIR, in a sealed and labelled box/shipper.
- The supplier must submit quotation on official company letterhead.
- The supplier must indicate lead time of production and delivery to the CSIR from date of appointment.
- The service provider must submit at least 3 testimonial letters for similar work done in the last 5 years. The letters must include telephone numbers and email address of the referees.

**3 OBJECTIVE CRITERIA**

- 3.1 The winning bidder may be requested to supply production samples of the required products. The CSIR has the right not to appoint the highest bidder should the products not be manufactured according to GMP or are of poor quality.
- 3.2 Manufacturing facilities must be accessible for site visits to in order to verify that the facility is GMP compliant. The CSIR has the right not to enter into a contract with the highest bidder if the facility is not accredited.

## 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.
- 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
  - Submission at wrong location or incorrect email address (***Please submit electronically to ([tender@csir.co.za](mailto:tender@csir.co.za))***)
  - Non-submission of at least a minimum of three (3) testimonial letters on similar work done

## 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.

## 6 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 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.

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