

***Request for Quotation (RFQ)***

***The for the Supply, Delivery and Installation of Office Furniture to the CSIR Client's Offices at Mathibestad (Moretele Municipality) and Wolmaransstad, Tsweleng Township (Maquassi Hills Municipality) in North West Province***

***RFQ No. 5861/25/07/2022***

Date of issue	<b>Thursday, 07 July 2022</b>
Compulsory Briefing Session	<b>None</b>
Closing Date and Time	<b>Monday, 25 July 2022 at 16:30</b>
Submission and 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>
CSIR Business Hours	08:00 – 16:30

## **SECTION A: TERMS OF REFERENCE, SCOPE OF WORK, TECHNICAL SPECIFICATION AND FUNCTIONAL REQUIREMENTS**

### **1. INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies.

### **2. INVITATION FOR QUOTATION**

Quotations are hereby invited from suitably qualified suppliers for the supply, delivery and installation of office furniture to the CSIR Client's Offices at Mathibestad (Moretele Municipality) and Wolmaransstad, Tsweleng Township (Maquassi Hills Municipality) in North West Province.

### **3. QUOTATION REQUIREMENTS**

**3.1.** The supplier must quote as per the below Bill of Quantities (BOQ) indicated in **Table 1.1** and **Table 1.2**:

**Table 1.1: BOQ (For an office in Mathibestad)**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	1600 x 1100 L-Shape Standard office desks (With drawers)	Each	2		
<b>2</b>	Office Highback chairs with arms on 5-star base (Black leather entry range)	Each	2		
<b>3</b>	900 x 450 x 1500H Wooden Storage Filing Cupboards with 3 shelves	Each	2		
<b>4</b>	Round Conference Table, for a small Boardroom – Wooden Top and X-Base (Melamine colours) – <b>exclude seats</b>	Each	1		
<b>5</b>	Standard Reception Seats – <b>Double Seater (Fabric)</b> (1400W x 780D x 790H)	Each	1		
<b>6</b>	Standard Reception Seats – <b>Single Seater (Fabric)</b> (750W x 780D x 790H)	Each	2		
<b>7</b>	Coffee table – Wood / glass tabletop on steel frame 800W x 1200D x 400H	Each	1		
<b>8</b>	1980 x 400 x 420 Floor Standing Brochure Stand/ Holder (Steel)	Each	1		
<b>9</b>	Delivery and Installation				
	<b>Sub Total</b>				
	<b>Vat @ 15%</b>				
	<b>Total</b>				

**Table 1.2: BOQ (For an office in Wolmaransstad)**

Item	Description	Unit	Qty	Rate	Amount
1	1600 x 1100 L-Shape Standard Office Desks (With drawers)	Each	2		
2	Office Highback Chairs with arms on 5-star base (Black leather entry range)	Each	2		
3	900 x 450 x 1500H Wooden Storage Filing Cupboards with 3 shelves	Each	2		
4	Round Conference Table, for a small Boardroom – Wooden Top and X-Base (Melamine colours) <b>MUST include matching four black leather chairs</b> (Entry range)	Each	1		
5	Standard Reception Seats – <b>Double Seater (Fabric)</b> (1400W x 780D x 790H)	Each	1		
6	Standard Reception Seats – <b>Single Seater (Fabric)</b> (750W x 780D x 790H)	Each	2		
7	Coffee table – wood / glass tabletop on steel frame 800W x 1200D x 400H	Each	1		
8	1980 x 400 x 420 Floor Standing Brochure Stand/ Holder (Steel)	Each	1		
9	Delivery and Installation				
	<b>Sub Total</b>				
	<b>Vat @ 15%</b>				
	<b>Total</b>				

### 3.2. Additional Quotation Requirements

- The supplier **must** submit quotation on their official company letterhead.
- The supplier **must** quote on all the items listed in the above BOQ.
- The pricing must be firm and inclusive of all costs required to deliver the required items to the CSIR Client.
- If delivery is not being charged, the supplier **must** then indicate with a "Zero", "Not Charged", "Included" or "N/A". **Incomplete quotations will not be considered.**
- The supplier must submit completed and signed SBD 1 Form - Annexure A.
- Delivery and Installation is to be made at both Mathibestad and Wolmaransstad CSIR Client's Offices.

### 3.3. Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market related, CSIR may not award the contract to that bidder. CSIR may:

- Negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ.
- If that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ.
- If the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFQ.

**NB: The above cost must be inclusive of all costs required to render the required services as per above BOQ and specifications.**

#### 4. MANDATORY DOCUMENTS REQUIRED / RETURNABLES:

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
1	Quotation on official company letterhead	
2	Completed and duly signed local content Annexure C, D and E together with completed and duly signed SBD 6.2 declaration certificate for local production and content	
3	Completed and duly signed Standard Bidding Form (SBD 1) - Invitation to bid	
4	Completed and duly signed Tender's Declaration of Interest Form	

**NB:** *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBBEE evaluation.*

#### 5. EVALUATION CRITERIA

##### 5.1. Elimination Criteria

Suppliers will be eliminated under the following conditions:

- Late submission of quotes.
- Submission at the incorrect email address ***(Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***
- If the supplier is listed on the National Treasury database of restricted suppliers.
- If the supplier does not quote on all items in the BOQ as per Table 1.1 and Table 1.2.
- Failure to submit completed and duly signed local content Annexure C and SBD 6.2 declaration certificate for local production and content (Annexure F).

- 5.2. Selection of suppliers will be based on the 80/20 preference point system where 80 points are dedicated to price and 20 points are dedicated to B-BBEE.
- 5.3. The supplier must provide a valid copy of a valid B-BBEE Certificate (Issued by CIPC or SANAS accredited agency), or valid sworn affidavit indicating the B-BBEE Status level (RSA suppliers only).
- 5.4. Non submission of valid B-BBEE certificate or sworn affidavit will equal zero points (RSA suppliers only).
- 5.5. 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.
- 5.6. No purchase order will be issued or no contract will be signed without a valid CSD number (Only applicable to RSA suppliers).

## SECTION B: TERMS AND CONDITIONS

### 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, if applicable.
- 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 deliver on the required goods and/or services.**

### 7. PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 7.1. All quotations must be submitted electronically through email to [tender@csir.co.za](mailto:tender@csir.co.za) no later than **Monday, 25 July 2022 at 16:30**

***(Respondents must use the RFQ number as the subject reference when submitting their bids)***

- 7.2. Bids or documents received after the closing date and time of this RFQ will be considered late submission. **Late submissions will not be evaluated.**
- 7.3. Documents submitted via cloud solutions such as: *WeTransfer, Google Drive, Dropbox, etc.* will not be considered.
- 7.4. Quotations and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.



7.5. The naming / labelling syntax of files or documents must be short and simple (e.g. BBEE Certificate).

7.6. All documents submitted electronically via email must be clearly visible.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED.**

## **8. REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT**

8.1. Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (dtic or CIPC) will be awarded points for B-BBEE during evaluation.

8.2. The following constitutes a **valid B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address;
- Value-Add Tax number, where applicable;
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes;
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.

- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website ([www.sanas.co.za](http://www.sanas.co.za)). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

8.3. The following constitutes a **valid dtic Sworn Affidavit:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

8.4. The following constitutes a **valid CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g. 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.

- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The dtic logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

## **9. SUB-CONTRACTING**

- 9.1. 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.
- 9.2. 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.
- 9.3. 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.
- 9.4. All B-BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for B-BBEE.
- 9.5. 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.

## 10. LOCAL CONTENT

- 10.1. Only locally produced or locally manufactured furniture with a stipulated minimum threshold for local production and content will be considered.
- 10.2. If the raw material or input to be used for a specific item is not available locally, bidders should obtain written exemption/ authorisation from the Department of Trade Industry and Competition (dtic) should there be a need to import such raw material or input; and
- 10.3. A copy of the exemption/ authorisation letter must be submitted together with the bid document at the closing date and time of the RFQ. For further information, bidders may contact the dtic directly.
- 10.4. The Declaration Certificate for Local Production and Content (SBD 6.2) together with the **Annexure C** (Local Content Declaration: Summary Schedule), **Annexure D** (Imported Content Declaration and **Annexure E** (Local Content Declaration) must be completed, duly signed and submitted by the bidder at the closing date and time of this RFQ.
- 10.5. Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 10.6. The exchange rate to be used for the calculation of local production and content must be exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- 10.7. The dtic's guidance document for the calculation of local production and content and the process to follow when requesting exemption/ authorisation letters (If any) can be accessed on the dtic's official website:  
<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

10.8. Applicable local production and content minimum thresholds for this RFQ are as per the table below:

Designated Products	Local Content
Office Furniture	Applicable

10.9. To ensure that the above minimum local production and content on the actual manufacturing activities, the following designated furniture products must be discharged against the following processes:

Office Furniture:

Number	Description	%Local Content
1.	Melamine office desks with drawers	70%
2.	High back upholstered chair with arms on 5-star base	65%
3.	Wood stationery cupboard	100%

## 11. CORRECTNESS OF RESPONSES

- 11.1. The tenderer must confirm satisfaction regarding the correctness and validity of their quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 11.2. The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 12. ADDITIONAL TERMS AND CONDITIONS

- 12.1. A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 12.2. Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

- 12.3. An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 12.4. Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

### **13. CSIR RESERVES THE RIGHT TO**

- 13.1. Extend the closing date;
- 13.2. Verify any information contained in a proposal;
- 13.3. Request documentary proof regarding any tendering issue;
- 13.4. Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 13.5. Award this RFQ as a whole or in part; and
- 13.6. Cancel or withdraw this RFQ as a whole or in part.

### **14. AWARDING OF TENDERS**

- 14.1. Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

### **15. PERSONAL INFORMATION**

- 15.1. Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

- 15.2. Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities,

governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

15.3. The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.

15.4. While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

15.5. Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

15.6. Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

## **16. 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.

## **17. OTHER TERMS AND CONDITIONS**

17.1. 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.

17.2. A validity period of 90 calendar days will apply to all quotations except where indicated differently on the quote.

**17.3. 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.**

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

## **18. SUPPORTING INFORMATION/ ANNEXURES**

18.1. Annexure A – SBD 1 Form

18.2. Annexure B – Guidance Document for the Calculation of Local Content

18.3. Local Content – Annexure C, D and E

18.4. Annexure F – SBD 6.2 Declaration Certificate for Local Production and Content

18.5. Annexure G – National Treasury Circular for Furniture Products



**19. DECLARATION BY TENDERER**

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

**RFQ No. 5861/25/07/2022**

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. 5861/25/07/2022** 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 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: .....	

**ANNEXURE A – SBD 1 FORM**

**(To be completed by the bidder and submitted with the tender)**

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*

**ANNEXURE C, D and E – LOCAL CONTENT DECLARATIONS**

**(To be completed by the bidder and submitted with the tender)**

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*

**ANNEXURE F – SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL CONTENT**

**(To be completed by the bidder and submitted with the tender)**

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*