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Request for Quotation (RFQ) for the supply and delivery of a Plant Growth Chamber to the CSIR

RFQ No. 9192/14/11/2019

Date of issue:	Thursday, 31 October 2019
Closing Date and Time:	Thursday, 14 November 2019 at 16h30 (<i>Late tenders will not be considered</i>)
Submission and Contact details:	For submission of quotations or any other enquiries: Email: tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply and delivery of a plant growth chamber to the CSIR.

2 QUOTATION REQUIREMENTS

The supplier is required to quote on the following items as per the below tabulated Bill of Quantities (BOQ):

No.	Item Description	Unit	QTY	Unit Price	Total Price
1.	<p>Plant Growth Chamber.</p> <p><i>The chamber must include the following components and features:</i></p> <ul style="list-style-type: none"> • Two adjustable lamp trays providing 1.05m² growth area; • Two height-adjustable shelves with a load capacity of up-to 27Kg 	each	1		
OPTIONS THAT MUST BE INCLUDED WITH THE CHAMBER:					
2	Controller UPS and Surge Protection system	each	1		
3	Observation Window	each	1		
4	Additional Tier with Lamp Canopy (Growth area becomes 1.5m ² and growth height 305mm (Tier 1) and 330mm (Tier 2 and 3)	each	1		
5	LED Fixtures for 2 Tiers	each	1		
6	Software and Management system	each	1		
7	LED Bars & Supplemental Far Red Bulbs for AR with 2-Tiers	each	1		
8	Installation and Training	each	1		
9	Shipping / Delivery	each	1		

10	Warranty	each	1		
11	3 year Operations and Maintenance (e.g. servicing of the equipment; replacement parts, labour, etc.)	each	3		
	Sub-Total				
	VAT @ 15% (RSA suppliers only)				
	Total				

NB: The supplier is required to submit datasheets of the items they are quoting on and they must be clearly referenced on quotation

Additional quotation requirements (These must be submitted with and indicated in quote):

1. The bidder must submit quotation on their official company letterhead.
2. The pricing must be firm and inclusive of all costs required to render/deliver the required goods and/or services to the CSIR.
3. The supplier must quote on all the items listed on the above BOQ.
4. The equipment should come with a two (2) year manufacturer's warranty.
5. Installation and commissioning of equipment must be provided for and included in the quote.
6. Equipment must be supplied with installation, operation and service instructions.
7. Operations and Maintenance services must be provided for a minimum of three years after delivery and commissioning. (i.e. a separate contract may be entered into for the O&M services)
8. Please indicate lead time on quote. (A shorter lead time will be advantageous)
9. Delivery to be made to CSIR Pretoria, South Africa.

3 Specification Requirements

The chamber must meet the following key minimum specifications and features:

No.	Description / Specification	Bidders to complete	
		Comply with product specification (YES / NO)	Comment:
1	Exterior Dimensions: 41"W x 32½"D x 77"H (1040mmW x 825mmD x 1955mmH)		
2	Interior Dimensions: 37½"W x 24¼"D x 52½"H (955mmW x 620mmD x 1330mmH)		
3	Growth Volume: 27.6ft³ (781 litres)		
4	Exterior Finish: Wet-painted galvanized steel.		
5	Interior Finish: Reflective white, wet-painted galvanized.		
6	Temperature Control: (Maximum design ambient temperature should be +35°C) <ul style="list-style-type: none"> Range: +4°C to +40°C lights OFF and +10°C to +45°C lights ON Control3: ±0.5°C, at control point. 		

Mandatory documents required / returnables:

- Brief company profile clearly showing the company's core business activities.
- Design specifications of the equipment. Provision of sketches or drawings of proposed growth chamber and provide product datasheets.
- Completed specifications compliance checklist.
- The supplier must be the Original Equipment Manufacturer (OEM) or exclusive and authorized distributor of the required goods. Bidders must provide proof of OEM of exclusive distributorship status on an official company letterhead. (*NB: For distributors, exclusivity must be confirmed by the OEM*).

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 my thus result in your submission not being considered for Price and BBBEE evaluation.*

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. (RSA suppliers only)
- 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 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;
- If supplier does not quote on all items in the BOQ;
- If supply does not submit quotation on their official company letterhead;

- If supplier does not quote on the required specifications;
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- If the supplier fails to submit any of the mandatory/returnable documents

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. The CSIR standard terms of payment are 30-45 days from date of invoice (negotiable).

The price should be firm and inclusive of costs and all services required to complete the project.

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

7 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

8 Note: This is not a Purchase Order.