

Request for Information

Request for Information (RFI) for the supply of uniform solution, to the CSIR ICC

RFI No. 7034/24/10/2022

Date of issue	Monday, 10 October 2022	
Closing date for submission of proposals	Date: Monday, 24 October 2022 Time: 16H30	
Tender submission	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND AND PROBLEM STATEMENT

The CSIR International Convention Centre (ICC) is one of the leading convention centres in Africa. It is a 4-star establishment that hosts about 80 000 delegates annually from various leisure events to business meetings.

2.1 Problem Statement:

- The CSIR, ICC staff have a good strong impression to make on a daily basis and are therefore required to wear full uniform.
- There are different departments within the CSIR ICC and all wear different uniforms.
- The current uniform worn is outdated and lacks the modern smart casual African feel to it.
- Current suppliers have discontinued styles and colours approved for current uniform orders.

3 INVITATION

Prospective service providers with well developed and corporate uniform solutions are hereby invited to respond to this request. The rationale for this request is to explore modern corporate uniform solutions that the CSIR can adopt for our ICC.

Your response to this RFI should not be limited to only the points that we have been highlighted but should cover the extend and innovation of your company's solution.

4 MINIMUM SUBMISSION REQUIREMENTS

All proposals are to be submitted in a format specified in this enquiry.

4.1 Company Profile and Background

4.1.1 Company Profile

4.1.2 Uniform catalogue

4.2 Compliance Requirements for the Company

Item No.	Description	Yes / No
1.	Company profile	
2.	Invitation to Bid Form, SBD 1 – Annexure A	
3.	Bidders Disclosure Form, SBD 4 – Annexure B	
4.	Declaration of Interest, Annexure C	
5.	Uniform catalogue	
6.	CIPC Registration of your company	

4.3 Technical Response guidelines/ considerations

The following must be submitted as part of the **technical** proposal:

4.3.1 How long has your company been in business?

4.3.2 Have you manufactured any corporate uniforms to any companies (list clients)

4.3.3 Does your company have their own workshop, if yes, where is it situated?

4.3.4 Does your company make use of local material or is material imported?

4.3.5 How is your manufacturing process? i.e. How long does it take to manufacture clothing from date of order? How do you source your material? How do you confirm delegate sizes?

4.3.6 Do you deliver and how is delivery charged?

4.3.7 What are your payment terms for uniform orders?

4.3.8 How long will selected colours, material and styles be available as part of your offering?

4.3.9 Do you offer custom designed uniforms or uniform items?

SECTION B – TERMS AND CONDITIONS

5 SUBMISSION OF PROPOSALS

- 5.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 5.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 5.3 All e-mailed proposal submissions are to be clearly **subject referenced with the RFI number**.
- 5.4 Proposals submitted must be in the following file formats:
 - PDF

6 PROCEDURE FOR SUBMISSION OF PROPOSALS

All proposals must be submitted electronically to tender@csir.co.za

- 6.2 Respondents must use the RFI number as the subject reference number when submitting their bids.
- 6.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 6.4 The naming/labeling syntax of files or documents must be short and simple
- 6.5 All documents submitted electronically via e-mail must be clear and visible.
- 6.6 All proposals, documents, and late submissions after the due date and time will not be considered.

7 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Monday, 24 October 2022 at 16H30**.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

8 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFI shall be submitted in writing to CSIR at tender@csir.co.za with **“RFI No: 7034/24/10/2022 – Request for Information (RFI) for the supply of uniform solution, to the CSIR ICC”** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFI process other than as required through existing service arrangements or as requested by the CSIR as part of the RFI process.

9 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFI must be in English.

10 ADDITIONAL TERMS AND CONDITIONS

- 10.1 A bidder 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.
- 10.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the RFI.
- 10.3 Failure to comply with any of the terms and conditions as set out in this document will invalidate the RFI Proposal.

11 CSIR RESERVES THE RIGHT TO

- 11.1 Extend the closing date.

12 DISCLAIMER

This RFI is a request for information only and not an offer document. Answers to this RFI must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

13 ANNEXURE A – INVITATION TO BID, SBD 1

14 ANNEXURE B – DISCLOSURE BY BIDDER, SBD 4

15 ANNEXURE C - DECLARATION BY BIDDER

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

RFI No:

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

RFI No..... 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 bidder 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