Expression of Interest (EOI)

To supply and deliver Air Conditioning Units spares to Facilities Management and Security Services central stores at CSIR Scientia for a period of three (3) years on an “as and when required” basis.

EOI No. 8021/15/10/2020

Date of Issue	Thursday, 01 October 2020	
Last date for submission queries	Wednesday, 14 October 2020	
Closing Date	Thursday, 15 October 2020	
Electronical	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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

The CSIR requires the provision of supply and deliver Air Conditioning Units spares to Facilities Management and Security Services central stores at the CSIR Scientia for a period of three (3) years on an as-and-when required basis.

The CSIR would thus like to issue an Expression of Interest (EoI) to bidders who are interested in being part of a panel of suppliers to provide the CSIR with Air Conditioning Units spares on an *"as and when required"* basis for a period of three (3) years. The CSIR reserves the right to shortlist a maximum number of about five (5) companies to this panel, based on highest points on technical/Functionality scores.

3 INVITATION TO SUBMIT PROPOSAL

Proposals are hereby invited from interested suppliers preferably wholesalers or hardware's to supply and deliver Air Conditioning Units spares to the CSIR for a period of three (3) years on an *"as and when required"* basis.

The top five (5) bidders who score the highest number of functional/technical points following the CSIR approved evaluation process based on the evaluation criteria set out in section 6 below (evaluation criteria), will be appointed and contracted to form part of the panel to supply and deliver Air Conditioning Units spares on an ***"as and when required"*** basis for a period of three (3) years. The bidders will be registered on the CSIR supplier database as well as given a fair opportunity to bid for future work following the CSIR procurement policy.

4 EOI PROPOSAL SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

All proposals in response to this expression of interest are to be submitted in a format specified in this enquiry (as applicable). However, service providers are welcome to submit additional or alternative proposals over and above the originally specified format (e.g. other capabilities that you may be deem to be relevant).

Bidders are to submit responses in the format prescribed in **section 8**. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Expression of Interest Proposal

The following must be submitted as part of the proposal:

- Covering letter;
- Provide company profile indicating similar service carried forward provided within the last two (2) years in provision of Air Conditioning Units spares. A profile must indicate duration of each project carried and completed successfully. The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services in similar portfolios, (**Similar= supplying and delivering Air Conditioning Units spares)**.
- Provide at least three (3) signed relevant contactable reference letters indicating work carried out or completed successfully in similar goods and/or services supplied within the last three (3) years (**Similar= supplying and delivering Air Conditioning Units spares**). Reference letters must be provided to substantiate such claims from different cliental. Required reference letters must be on the client company letterhead of the business, indicating duration of work, completed successfully. Reference letter would be verified before appointment.
- Product offering/catalogue of the required goods and/or services.
- The service provider must provide proposed cost/rates as per **BOQ** (Annexure D)
- Provide a certified copy of a valid BBBEE certificate or sworn affidavit. **(Only SANAS accredited BBBEE certificates will be accepted)**
- The service provider must provide a valid letter of good standing-Compensation for Occupational Injuries and Diseases (COID).

4.2 **Interested bidders must:**

- Have a minimum of two (2) years' experience in supplying and delivering Air Conditioning Units spares.
- Demonstrate that they have a variety in terms of product-mix, and a wide range of products;
- Comply with a quick turnaround time of not more than three to five (3-5 days) calendar days after receiving a firm brief or purchase order from the CSIR;
- Demonstrate how they are keeping abreast with latest trends in the market.
- The bidder should adhere to the following requirements:
    - An account executive must be allocated to service the CSIR.
    - All orders will be placed through the account executive.
    - Invoices and monthly financial statements should be submitted by the account executive within 30 days from completion of job.
    - The resource allocated must be able to attend regular meetings with CSIR.
    - The account executive will assist with delivery of samples before material is produced.

5 SCOPE OF WORK AND DELIVERABLES

Five (5) successful bidders will be selected. All bidders must be able to supply and deliver Air Conditioning Units spares.

Prospective bidders are requested to note that Air Conditioning Units spares are not limited to the list and the quantities provided in Bill of Quantities (BOQ). The CSIR reserves the right to request other items that are not listed in BOQ.

The Scope of work is stated in the **Annexure D**: Bill of Quantities (BOQ).

- The branded items must be exactly as on the list or or brand with similar qualities or equivalent.
- Delivery lead times must be indicated for all items.
- The quantities indicated are based on a year's usage estimate. The total order quantities may vary from the quantities indicated on the BOQ.

- The CSIR reserves the right to order more or less than the quantities indicated on the BOQ.

6 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-Qualification and Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)
Only bidders that comply with ALL these criteria set on paragraph 6.1 on **Phase 1** below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum threshold of **50 points** on each of the individual criteria, and minimum threshold of **70 points** overall and Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 and are five highest scoring on technical/functionality evaluation would form part of the panel.

6.1 Pre-Qualification and Elimination Criteria (Phase 1)

(a) Pre-Qualification Criteria

Only the following enterprises will be considered for this tender:

1. All Exempted Micro Enterprises (EMEs) with a B-BBEE status of level 1 to 3 and
2. Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 to 3.

NB: *A certified copy of a valid B-BBEE Certificate or a valid sworn affidavit must be submitted to be considered for this tender*

(b) Elimination Criteria

Expression of Interest proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Failure to indicate delivery lead time on every item on the original BOQ;
- Failure to submit a valid letter of good standing-Compensation for Occupational Injuries and Diseases (COID);
- Failure to submit a completed and signed declaration by tenderer.

6.2 **Technical Evaluation Criteria (Phase 2)**

Only Expression of Interest proposals that have met the Pre-Qualification and Elimination Criteria will be evaluated for technical/functionality. Technical/Functionality will be evaluated as follows:

I. Functional Evaluation – Expression of Interest Proposals will be evaluated out of 100 points and are required to achieve a minimum threshold of **50 points** on each of the individual criteria, and a minimum threshold of **70 points** overall.

Phase 2: The second phase includes functionality using the following criteria:

No	Functionality criteria	Weighting (%)
1	Company Experience	50
2	Client References	30
3	Inventory Facility and capacity	20
Total		**100**

6.3 Expression of Interest proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on any of the individual criteria will not be considered for appointment onto the panel and will not be registered on the CSIR's supplier database.

6.4 The CSIR may perform site visits to the referees as well as the premises of the winning bidders as part of due diligence. The supplier shall be notified timeously.

6.5 Refer to **Annexure C** for the scoring sheet that will be used to evaluate functionality**.**

6.6 The CSIR may arrange the site visit to assess the area where the business is operated from for the winning bidders.

6.7 The following mandatory documentation will be required before any negotiations will start with the interested supplier and before the supplier will be registered on the CSIR's supplier database:

- Proof of registration of the supplier on the National Treasury's Central Supplier Database (CSD), including provision of the supplier's CSD registration number. Registrations can be completed online at www.csd.gov.za
- Original or certified copy of B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process – where B-BBEE credentials were used as part of evaluation (RSA suppliers only).

SECTION B – TERMS AND CONDITION

7 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All expression of interests must be submitted electronically to:**tender@csir.co.za**
- Respondents must use the EOI number as the subject reference number when submitting the bids
- The email and file sizes should not exceed a total of 30mb on one email
- The naming / labelling syntax of files or documents must be short and simple (e.g. *BBBEE Certificate*)
- Each bidder will be limited to send two emails with their submissions and the subject of the email must clearly reference the EOI number) – *E.g. Technical Proposal- EOI No. 8021/09/10/2020 email 1 of 2)*
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

8 SUBMISSION OF RESPONSES

8.1 All EOI proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

8.2 All EOI proposals email submissions are to be clearly subject-referenced with the EOI number.

8.3 Responses submitted by companies must be signed by a person or persons duly authorised.

8.4 Bid documents will only be considered if received by the CSIR before the closing date and time.

8.5 Emailed information must be labelled and submitted in the following format:

Email 1 (TECHNICAL FILE)	Email 2 (BOQ)
File 1: Pre-qualification documents (B-BBEE) *(Refer to Section 6.1 – Phase 1: Pre-qualification Criteria*	**File1:** Bill of Quantities *(Refer to Annexure D: BOQ)*
File 2:	

Supporting documents for technical responses. • Company Profile\ • Supporting Information *(Refer to Section 4 and section 6.2 – Phase 2: Functionality/Technical Evaluation Criteria)*	
File 4: • Any other supplementary information	

9 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the **email address** mentioned above no later than the closing date of **Thursday, 15 October 2020** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated email address, it will be regarded as a late submission. Late submissions will not be considered.

10 EVALUATION PROCESS

The EOI proposal evaluation process will include only the functionality/technical evaluation. No price evaluation will be done at this stage. To be appointed as part of the panel, the service provider shall meet the minimum threshold for functionality and must meet the pre-qualification requirements. An official contract will be concluded with each supplier on the panel.

11 VALIDITY PERIOD OF RESPONSES

Each **proposal** shall be valid for a period of three (3) months calculated from the closing date.

12 APPOINTMENT OF PANEL

12.1 The contract(s) will be awarded to the top five (5) bidders who scores the highest number of points during the technical evaluation process, except where the law permits otherwise.

12.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

12.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

13 UTILISATION OF PANEL GUIDELINES

13.1 A Request for Quotation (RFQ) will be issued to the relevant appointed panel members on a per project basis which will be evaluated on Price and B-BBEE as per the 80/20 principle per the 2017 Preferential Policy and Procurement Framework Act (PPPFA) 2017 regulations. The appointed provider through the RFQ process will be issued with a formal purchase order.

13.2 The selection of the services providers from the appointed panel for the RFQ process will be performed on a rotational basis. There is no guarantee that a service provider on the appointed panel will be contracted for the duration of this contract, and there is no guarantee that the CSIR will procure all the items as included in this EOI document.

13.3 Should the successful bidders not be in a position to provide the CSIR with the required Air Conditioning Units spares items via the RFQ process, the CSIR then reserves the right to contact other providers through a separate RFQ process.

14 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with ***"EOI No 8021/09/10/2020- To supply and deliver Air Conditioning Units spares to the CSIR for a period of three (3) years on an "as and when required" basis"*** as the subject.

15 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English.

16 COST OF EXPRESSION OF INTEREST

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

17 CORRECTNESS OF RESPONSES

17.1 The service provider must confirm satisfaction regarding the correctness and validity of their proposal.

18 VERIFICATION OF DOCUMENTS

18.1 Service providers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

18.2 **Only one electronic copy of the proposal must be submitted via email to tender@csir.co.za. In the event that the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.**

18.3 Hard copy proposal submissions will not be accepted.

19 LOCAL CONTENT

19.1 All potential service providers need to note that the CSIR will incorporate local content and manufacture as far as possible when procuring goods and services. In the case of expression of interests for goods and/or services in a designated sector, such expression of interests must indicate the level of involvement with local content and manufacture.

NB: please note that Local Content will not be evaluated in this EOI stage; local content would evaluated when specific RFQs are issued.

20 SUB-CONTRACTING

20.1 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.

20.2 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.

21 ADDITIONAL TERMS AND CONDITIONS

21.1 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.

21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

21.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- 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.

21.4 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.

21.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

22 CSIR RESERVES THE RIGHT TO

22.1 Extend the closing date;

22.2 Verify any information contained in a response;

22.3 Request documentary proof regarding any tendering issue;

22.4 Cancel or withdraw this EOI as a whole or in part; and

22.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

23 DISCLAIMER

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

ANNEXURE A

DECLARATION BY TENDERER

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

EOI No: 8021/15/10/2020

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 **EOI No: 8021/15/10/2020** 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 B

RETURNABLE DOCUMENTS

PART A: TECHNICAL RETURNABLES **Returnable Schedules required only for Tender Evaluation Purposes**			
Description		**Submitted (Please tick)**	
		Yes	**No**
1	Cover letter		
2	Detailed Company profile		
3	Contactable Reference Letter		
4	Valid letter of good standing-Compensation for Occupational Injuries and Diseases (COID).		
5	Valid B-BBEE Certificate or Sworn Affidavit		
6	Bill of Quantities (BOQ) with indicated time delivery		

Notes:

1. **The documents shall be properly annexed for ease of reference.**
2. **ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS EOI MUST BE SUPPLIED.**
3. **IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.**

ANNEXURE C

SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight %
1	**Company experience** The bidding company must have a minimum of two (2) years' experience in supplying and delivering Air Conditioning Units spares.	• The bidder must provide a clearly detailed company profile, stipulating the number of years providing Air Conditioning Units spares. • Provide list of relevant projects similar to the scope of this EOI- The list **MUST ALSO INCLUDE** the company name, contact person, contact numbers, the description of the Air Conditioning Units spares, year when the services were rendered and the quantity thereof. • Also outline in your company profile if you are outsourcing, partially outsourcing or producing in-house.	< 2 years– 0 points 2 – 3 years – 5 points 3 – 5 years – 7 points >5 years – 10 points ***NB. A qualifying company profile must include details listed under " Proof Required"***	**50**
2	**Client References** (Only relevant references) A minimum of three (3) contactable references letter for similar work is required which is in supplying and delivering Air Conditioning Units spares.	• Submit three (3) written contactable references letters of similar services rendered in the last two (2) years. • The references letters must have the following details: 1. The reference letter must be in official company letterhead; 2. The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract. 3. The reference letter must have email address and telephone number. 4. The Reference must be dated, and signed.	< 3 references – 0 points 3 – 4 references – 5 points 5 – 8 references – 7 points >8 references – 10 points ***NB. A qualifying reference contact reference letter must include details listed under " Proof Required"***	**30**
3	**Inventory Facility and capacity** The bidder must demonstrate the ability to supply and deliver Air Conditioning Units spares either in-house or outsourcing	• The bidder must provide pictures of their existing hardware facilities and must include the entire supply chain process. NB: Also outline in your company profile if you are outsourcing, partially outsourcing or producing in-house. – ***(Please note that this may be validated by conducting site visits to your proposed facilities)***	The bidder must indicate their supply/production base for the required Air Conditioning Units spares items: • No information provided on supply base **= 0 points** • Outsourced **= 5 points** • Partially outsourced **= 7 points** • In-house **= 10 points**	**20**
TOTAL				**100**

ANNEXURE D

Bill of Quantities (BOQ)

Air conditioning units spares BOQ (2020-2023)				
Item	**Description**	**Unit of measure**	**Quantity**	**Delivery lead time (Working days)**
1	Capacitor 20MF AFCAP	Each	10	
2	Capacitor 25MF AFCAP	Each	10	
3	Capacitor 30MF AFCAP	Each	10	
4	Capacitor 35MF AFCAP	Each	10	
5	Capacitor 45MF AFCAP	Each	10	
6	Capacitor 50MF AFCAP	Each	10	
7	Capacitor 60MF AFCAP	Each	10	
8	Core filter liquid line for chillers R22	Each	10	
9	Cork insulation Tape 1 roll -1/8" X2 X 30'	Each	10	
10	Extractor Fan G X9"	Each	10	
11	Extractor Fan G X6"	Each	10	
12	Extractor Fan G X12"	Each	10	
13	Filter drier sweat air conditioner 1/2	Each	10	
14	Filter drier sweat air conditioner 1/4	Each	10	
15	Filter drier sweat air conditioner 3/8	Each	10	
16	Filter drier sweat air conditioner 5/8	Each	10	
17	Filter drier Flare air conditioner 1/2	Each	10	
18	Filter drier Flare air conditioner 1/4	Each	10	
19	Filter drier Flare air conditioner 3/8	Each	10	
20	Filter drier Flare air conditioner 5/8	Each	10	
21	Bi- directional Filter drier sweat air conditioner 1/2	Each	10	
22	Bi- directional Filter drier sweat air conditioner 1/4	Each	10	
23	Bi- directional Filter drier sweat air conditioner 3/8	Each	10	

24	Gas Bottle Disposable R134 13.6kg	Each	20	
25	Gas Bottle Disposable R22 13.6kg	Each	50	
26	Gas Bottle Disposable R404 13.6kg	Each	20	
27	Gas Bottle Disposable R404A10.9kg	Each	10	
28	Gas Bottle Disposable R407	Each	10	
29	Gas Bottle Disposable R408 10.9kg	Each	10	
30	Gas Bottle Disposable R410 13.6kg	Each	50	
31	Gas Bottle Disposable R507 13.6kg	Each	10	
32	Gas R410 Charge Adaptor 5/16" F x 1/4"M SAE	Each	20	
33	4 way reversing valve and coil air con 3/8-1/2 R22 plus coil	Each	10	
34	4 way reversing valve and coil air con 3/8-1/2 R410 plus coil	Each	10	
35	MANIFOLD SET R22, R134A, R410A	Each	1	
36	Solenoid valve and coil 1/2"	Each	10	
37	Solenoid valve and coil 1/4"	Each	10	
38	Solenoid valve and coil 3/8"	Each	10	
39	Solenoid valve and coil 5/8"	Each	10	
40	Shredding valve 1/4"	Each	20	
41	A1 Refill Charging valve	Each	10	
42	Pencil drier	Each	20	
43	Silver Solder 30F Flux PK 10	Each	30	
44	Copper Brazing Rods 2mm x50mm square shape 1Kg	Each	50	
45	Copper welding rods MAN 0300 3.00 mm Brazing (Bare) pack of 4	Each	30	
46	Contactor 15T 220V coil Scheineder	Each	10	
47	Contactor 10T 220V coil Scheineder	Each	10	
48	Contactor 15T 380V coil Scheineder	Each	10	
49	Overload 15T Scheineder	Each	10	

50	Overload 10T Scheineder	Each	10	
51	Flare nut 1/4"	Each	20	
52	Flare nut 1/2"	Each	20	
53	Flare nut 3/8"	Each	20	
54	Flare nut 5/8"	Each	20	
55	Copper tubing 1/4" 15m roll R22	Each	10	
56	Copper tubing 1/2" 15m roll R22	Each	10	
57	Copper tubing 3/8" 15m roll R22	Each	10	
58	Copper tubing 5/8" 15m roll R22	Each	10	
59	Copper tubing 1/4" 15m roll R410	Each	10	
60	Copper tubing 1/2" 15m roll R410	Each	10	
61	Copper tubing 3/8" 15m roll R410	Each	10	
62	Copper tubing 5/8" 15m roll R410	Each	10	
63	Fuses 1.5Amps 220V	Each	20	
64	Fuses 2 Amps 220V	Each	20	
65	Fuses 2.5Amps 220V	Each	20	
66	Fuses 3Amps 220V	Each	20	
67	Fuses 3.5Amps 220V	Each	20	
68	Fuses ICC	Each	20	
69	LP switch for coldroom	Each	10	
70	Dual control LP/HP switch for coldroom manual reset	Each	10	
71	Dual control LP/HP switch for coldroom automatic reset	Each	10	
72	Vacuum pump oil 5 litre	Each	10	
73	Armaflex Insulation tape for aircons 3mm X 50mm X 15m	Each	30	
74	Light Striker	Each	10	
75	PVC blue elbow 18	Each	10	
76	PVC blue elbow 20	Each	50	

77	PVC blue elbow 22	Each	10	
78	PVC blue elbow 25	Each	50	
79	PVC blue elbow 32	Each	10	
80	PVC blue straight coupling 18	Each	10	
81	PVC blue straight coupling 20	Each	50	
82	PVC blue straight coupling 22	Each	10	
83	PVC blue straight coupling 25	Each	50	
84	PVC blue straight coupling 32	Each	10	
85	PVC blue pipe 18 , 6m length	Each	10	
86	PVC blue pipe 20 , 6m length	Each	10	
87	PVC blue pipe 25 , 6m length	Each	10	
88	PVC blue pipe 32 , 6m length	Each	10	
89	PVC glue Tanguit	Each	20	
90	Flushing agent to clean refrigiration systems 5litre	Each	10	
91	Non drip tape	Each	10	
92	Ducting tape	Each	10	
93	Clickson & relay for domestic compressors from 1/10 to 1/3hp	Each	10	
94	Compressor S70E77400 / BN65YEGmt	Each	1	
95	Compressor S70E92400 / TNB306FPGM	Each	1	
96	Compressor E12753900 / RN104VHSHT	Each	1	
97	Compressor E12817900 / RN196VHSHT	Each	1	
98	Compressor – E02817900 / RN196VHSHT	Each	1	
99	Compressor E12819900/NN37VAAHT	Each	2	
100	Compressor E12817900	Each	1	
101	Compressor E12821900.	Each	1	
102	Compressor E12853900 / TNB220FMCH	Each	1	

103	Compressor E12B17900/KN104VTMHC	Each	1	
104	Compressor E12D69900 / KNB073FFDHC	Each	2	
105	Compressor NH36VMDT	Each	1	
106	Compressor NH-41VNHT	Each	1	
107	Compressor NH-47VMDT	Each	3	
108	Compressor NH-56YDAT	Each	2	
109	Compressor RH-231VHAT	Each	3	
110	Compressor RH-174VHAT	Each	1	
111	PC Board E02198451	Each	1	
112	PC Board E02444451	Each	2	
113	PC board – E02891451	Each	1	
114	PC Board E02963452	Each	1	
115	PC Board E12B17451	Each	3	
116	PC Board E12B41452	Each	1	
117	PC Board E12E08451	Each	1	
118	PC Board E12E05451	Each	1	
119	PC Board E12892451	Each	1	
120	PC Board E12892452	Each	1	
121	PC Board E12891452	Each	1	
122	PC Board E12963452	Each	2	
123	PC Board E12905451	Each	1	
124	PC Board T7W256315	Each	1	
125	Power board E12A89440	Each	1	
126	Power board E12935440	Each	1	
127	Power Board S700B3313	Each	1	
128	Power Board S700B5313	Each	2	
129	Controller board E17171450	Each	1	

130	Inverter board E12D69451	Each	3	
131	Inverter board E02A90451	Each	1	
132	Fan Motor E12905301	Each	1	
133	Fan Motor E12B39300	Each	1	
134	Fan Motor E02817300	Each	3	
135	Fan Motor E12E99300	Each	7	
136	Fan Motor E12A89451	Each	1	
137	Fan Motor T7W30J762	Each	1	
138	Fan Motor E12817300	Each	1	
139	Noise filter board E12935444	Each	1	
140	SPZ 1340 V-belt	Each	20	

ANNEXURE E

SBD 1 FORM

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH					
BID NUMBER:	**EOI No. 8021/15/10/2020**	CLOSING DATE:	**15 October 2020**	CLOSING TIME:	**16:30**
DESCRIPTION	**Expression of Interest (EOI) to supply and deliver Air Conditioning Units spares to Facilities Management and Security Services central stores at CSIR Scientia for a period of three (3) years on an "as and when required" basis.**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)
CSIR GATE 3 – MAIN RECEPTION ARES (TENDER BOX)
MEIRING NAUDE ROAD
BRUMMERIA, PRETORIA.

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		**OR** CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		
	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	☐	A REGISTERED AUDITOR
		NAME:

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

23.1.1.1 **ARE YOU THE ACCREDITED REPRESENTATIVE** IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**23.1.1.2** **ARE YOU A FOREIGN BASED SUPPLIER FOR** THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
23.1.1.3 SIGNATURE OF BIDDER	……	**23.1.1.4** DATE	
23.1.1.5 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
23.1.1.6 TOTAL NUMBER OF ITEMS OFFERED		**23.1.1.7** TOTAL BID PRICE (ALL INCLUSIVE)	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY	CSIR	CONTACT PERSON	N/A
CONTACT PERSON	N/A	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	N/A	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	tender@csir.co.za
E-MAIL ADDRESS	tender@csir.co.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
1.3.	**BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
1.4.	**WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.