

## Request for Proposals (RFP)

### **The Provision of relocation services to the CSIR - laboratory assets and equipment from Port Elizabeth to Pretoria (Decommission, commissioning and installation) CSIR**

**RFP No. 3292/10/05/2019**

Date of Issue	Wednesday, 24 April 2019	
Compulsory site inspection	Tuesday, 30 May 2019 Nelson Mandela University, Ocean Science Campus - CSIR 3 Gomery Avenue Summerstrand Port Elizabeth	
Closing Date	Friday, 10 May 2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate) Meiring Naude Road, Brummeria, Pretoria or Nelson Mandela University, Ocean Science Campus - CSIR 3 Gomery Avenue Summerstrand Port Elizabeth	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional	

## **TABLE OF CONTENTS**

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>3</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>3</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b>	<b>5</b>
<b>6 ELIMINATION CRITERIA</b>	<b>6</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b>	<b>7</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>8</b>
<b>8 VENUE FOR PROPOSAL SUBMISSION</b>	<b>8</b>
<b>9 TENDER PROGRAMME</b>	<b>8</b>
<b>10 SUBMISSION OF PROPOSALS</b>	<b>8</b>
<b>11 DEADLINE FOR SUBMISSION</b>	<b>9</b>
<b>12 AWARDING OF TENDERS</b>	<b>9</b>
<b>13 EVALUATION PROCESS</b>	<b>9</b>
<b>14 PRICING PROPOSAL</b>	<b>10</b>
<b>15 VALIDITY PERIOD OF PROPOSAL</b>	<b>10</b>
<b>16 APPOINTMENT OF SERVICE PROVIDER</b>	<b>11</b>
<b>17 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>11</b>
<b>18 MEDIUM OF COMMUNICATION</b>	<b>11</b>
<b>19 COST OF PROPOSAL</b>	<b>11</b>
<b>20 CORRECTNESS OF RESPONSES</b>	<b>12</b>
<b>21 VERIFICATION OF DOCUMENTS</b>	<b>12</b>
<b>22 SUB-CONTRACTING</b>	<b>12</b>
<b>23 ENGAGEMENT OF CONSULTANTS</b>	<b>13</b>
<b>24 TRAVEL EXPENSES</b>	<b>13</b>
<b>25 ADDITIONAL TERMS AND CONDITIONS</b>	<b>13</b>
<b>26 CSIR RESERVES THE RIGHT TO</b>	<b>14</b>
<b>27 DISCLAIMER</b>	<b>14</b>
<b>DECLARATION BY TENDERER</b>	<b>15</b>
<b>28 ANNEXURE A</b>	<b>16</b>
<b>29 ANNEXURE B</b>	<b>18</b>

## **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**

As a business enhancement requirement for the CSIR Chemical Cluster, the Biocomposites laboratory will be relocated from Port Elizabeth (PE) to Pretoria (PTA). There is a list of machinery that will be relocated.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the Provision of relocation services to the CSIR - laboratory assets and equipment from Port Elizabeth to Pretoria (Decommission, commissioning and installation).

### **4 PROPOSAL SPECIFICATION**

#### **4.1 List of equipment to be relocated – Port Elizabeth to Pretoria – SEE Annexure B**

- CTE-20 TWIN SCREW EXTRUDER
- TRANSFORMER FOR EXTRUDER
- NEWBOY INJECTION MOULDING
- CAPILLARY RHEOMETER
- DELL OPTIPLEX 755
- PUMP - REGLO DIGITAL
- WATSON MARLOW PUMP 520U/R
- COMPRESSION MOULDER
- ENGEL INJECTION MOULDER
- MOULD HEATER-ENGEL INJECTION MOULDER

- INFUSER SYSTEM
- FILAMENT MELT SPINNING SYSTEM
- IMP MUFFLE FURNACE
- TOOLMATE BAND SAW RBS 12
- QUANTA 200 ESEM
- SPUTTER COATER
- MICROTEST TENSILE STAGE MODULE
- ULTRASONIC CLEANER
- RETSCH SM 300 GRINDER
- RETSCH ZM-200 CENTRIFUGE
- SUPERMASS COLLOIDER
- OXYGEN BASELINE SYSTEM
- SIGMA CENTRIFUGE
- SHAKER
- OVERHEAD STIRRER DIONYSUS
- MAGNETIC HOTPLATE STIRRER
- SURPASS ELECTROKINET ANALYSER
- DELL OPTIPLEX 755
- VD23 VACUUM DRYING OVEN
- FMH INSTRUMENTS SHAKER
- INSTRON MATERIALS TESTING SYST
- DELL OPTIPLEX 745
- ANTON PAAR RHEOMETER
- DELL OPTIPLEX 380
- CEAST NOTCHVIS
- CEAST MINICUTVIS
- PYRIS 1 THERMOGRAVIMETRIC ANALYSER
- DELL OPTIPLEX 380
- DELL OPTIPLEX 3020
- DMA THERMAL SYSTEM
- DELL OPTIPLEX 3020
- DIAMOND DIFFERENTIAL SCANNING CAL
- DELL OPTIPLEX 3020

- DELL PRECISION 7810+MONITOR 23
- DELL MONITOR 23"
- DELL MONITOR 23"
- AND WEIGHING BALANCE (MAX 120 G)
- FIRE TESTING EQUIPMENT {Cone Calorimeter; OSU Rate of Heat Release Apparatus & Smoke Density Chamber (SDC)}
- XXX\_DAQ AND TOXICITY ANALYSIS
- XXX\_DAQ AND TOXICITY ANALYSIS
- CBK 8H WEIGHING BALANCE (MAX 8 KG)
- BROOKFIELD VISCOMETER
- WATER BATH

#### 4.2 Scope of Work

The Appointed supplier will be required to manage **the relocation** of laboratory equipment and assets.

- 4.2.1 Dismantle (where required) and decommission all the identified laboratory equipment and assets in PE – list 1(4.1).
- 4.2.2 Transport the dismantled laboratory equipment and assets to Pretoria
- 4.2.3 Deliver and recommission the laboratory equipment and assets in the specified laboratories
- 4.2.4 Test the commissioned laboratory equipment and assets.
- 4.2.5 Confirm the handover and sign off the delivery of the laboratory equipment and assets

### 5 FUNCTIONAL EVALUATION CRITERIA

- 5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Competence Criterion	Key Aspects of Criterion	Weight
Methodology	Propose how to decommission, package, secure the goods, transportation, insurance, delivery, unpackaged, commission, handover	40

References	References accompanied by letter from the client - for similar work	<b>5</b>
Risk management	Identify the risks and explain how they will be mitigated	<b>15</b>
Quality management	Describe quality standards and processes linked to the project schedule	<b>10</b>
Time frames	The detailed schedule that is linked to the quality plan and the methodology	<b>20</b>
Experience	The company years of experience, the CVs of the individuals that will be deployed in the project and the organogram	<b>10</b>
Total		<b>100</b>

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 70% on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

## **6 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Non-attendance of the compulsory briefing session / site inspection.
- Submission not aligned to prescribed format as at paragraph 4.2

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION**

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

Or

Nelson Mandela University, Ocean Science Campus - CSIR

3 Gomery Avenue

Summerstrand

Port Elizabeth

### 9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- |  |                          |
|--|--------------------------|
| • Issue of tender documents:                         | Wednesday, 24 April 2019 |
| • Compulsory briefing session / site inspection etc: | Tuesday, 30 April 2019   |
| • Last date for submission of queries:               | Friday, 03 May 2019      |
| • Closing / submission Date:                         | Friday, 10 May 2019      |
| • Estimate appointment date of successful tenderer:  | Friday, 17 May 2019      |
| • Estimated contract duration (days)                 | 12 days                  |
| • Expected completion date                           | Friday, 07 June 2019     |

### 10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: **RFP No.: 3292/10/05/2019**

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

**RFP No.: 3292/10/05/2019**



- 10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 10.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

## 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the addresses mentioned above no later than the closing date of **Friday, 10 May 2019** 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 place, it will be regarded as a late tender. Late tenders will not be considered.

## 12 AWARDING OF TENDERS

- 12.1 Awarding of tenders will be published on the National Treasury e-tender portal website. No regret letters will be sent out.

## 13 EVALUATION PROCESS

### 13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**, local production and content.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

### 13.2 Preference points system

*The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.*

## 14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 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.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

## 15 VALIDITY PERIOD OF PROPOSAL

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

## 16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2 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.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## 17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 3292/10/05/2019 - The provision of relocation services to the CSIR - laboratory assets and equipment from Port Elizabeth to Pretoria (Decommission, commissioning and installation)”*** as the subject.

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

## 18 MEDIUM OF COMMUNICATION

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

## 19 COST OF PROPOSAL

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

## 20 CORRECTNESS OF RESPONSES

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

## 21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers 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.
- 21.2 *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## 22 SUB-CONTRACTING

- 22.1 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.
- 22.2 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.

## **23 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

## **24 TRAVEL EXPENSES**

- 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
  - 24.1.1 Only economy class tickets will be used.
  - 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
  - 24.1.3 No car rentals of more than a Group B will be accommodated.

## **25 ADDITIONAL TERMS AND CONDITIONS**

- 25.1 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.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 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.

25.4 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.

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

## **26 CSIR RESERVES THE RIGHT TO**

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

26.6 Award this RFP as a whole or in part;

26.7 Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, 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.

## DECLARATION BY TENDERER

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

**RFP 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 RFP 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 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: .....

## 28 ANNEXURE A

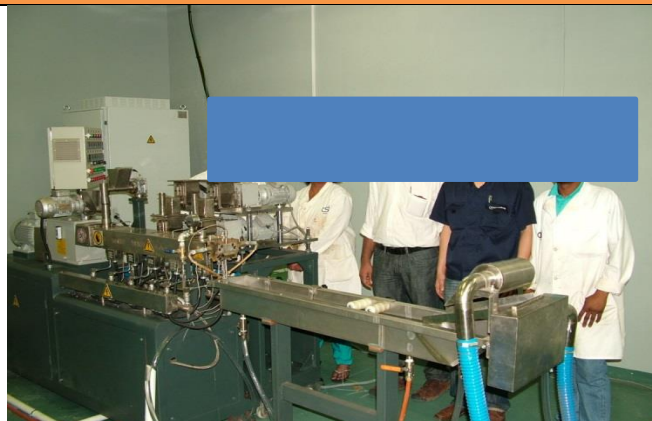

Competence Criterion	Key Aspects of Criterion	Proof	Points Allocation	Score	Weight
Methodology	Propose how to decommission, package, secure the goods, transportation, insurance, delivery, unpackaged, commission, handover	Decommission	Did not describe how the equipment will be decommissioned	0	<b>40</b>
			Proposal is not detailed. It does not include the comprehensive programme, Bill of quantities and the specification.	5	
			Proposal is complete. Design, specification are included, programme is comprehensive. However it does not include the lead time frames of manufacturing/ importing materials.	7	
			Proposal presented with layout plan, specification, Bill of quantities and programme including lead time frames for the manufacturing/ importing of materials.	10	
References	References accompanied by letter from the client - for similar work	Letter signed by the previous client	No references	0	<b>5</b>
			Less than 3 references	5	
			5 References	7	
			More than 5 references	10	
Risk management	Identify the risks and explain how they will be mitigated	Risk plan	Did not submit the risk plan	0	<b>15</b>
			The list of identified risks is incomplete (less than 10 risks) and the mitigation is not provided	5	
			The list of identified risks is complete (at least 10 risks) and the mitigation plan is relevant	7	


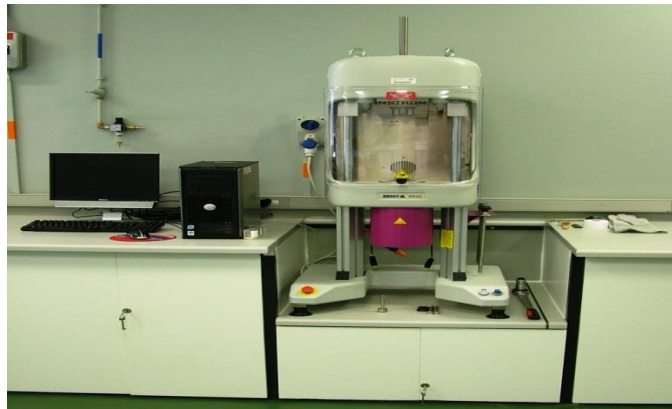


			More than 10 risks are identified. The mitigation plan is relevant	10	
Quality management	Describe quality standards and processes linked to the project schedule	Quality plan	Did not submit the quality plan	0	<b>10</b>
			The plan is not detailed and is not linked to the schedule	3	
			The plan is detailed, the processes are linked to the schedule	7	
			Proposal presented with layout plan, specification, Bill of quantities and programme including lead time frames for the manufacturing/ importing of materials.	10	
Time frames	The detailed schedule that is linked to the quality plan and the methodology	Project schedule	Did not submit the schedule	0	<b>20</b>
			The schedule is more than 10 days (including the public holiday)	5	
			The schedule is 10 days including the public holidays, it is linked to the methodology and the quality plan	7	
			The schedule is less than 10 days including the public holidays. It is linked to the methodology and the quality plan	10	
Experience	The company years of experience, the CVs of the individuals that will be deployed in the project and the organogram	Company profile	Did not submit the profile	0	<b>10</b>
			Less than 5 years company experience and the individual resources experience ranging between 3 and 5 years	5	
			More than 5 years company experience and the individual resources experience ranging between 5 and 10 years	7	
			Company experience more than 5 years and the individual resources experience more than 10 years	10	



			Total		100
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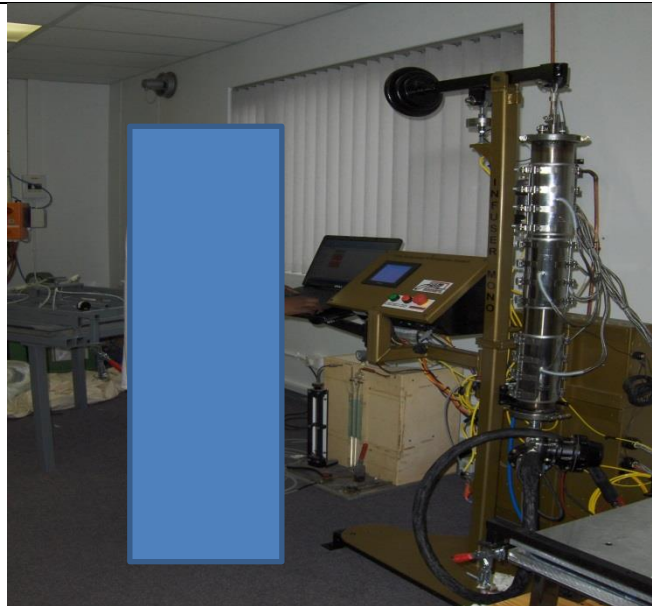

## 29 Annexure B

ASSET NO	DESCRIPTION	PROPOSED LAB	IMAGE	DESTINED LAB
086000001354	CTE-20 TWIN SCREW EXTRUDER	Composites and Polymer Preparation Laboratory		Room E
086000001350	TRANSFORMER FOR EXTRUDER	Composites and Polymer Preparation Laboratory		Room E


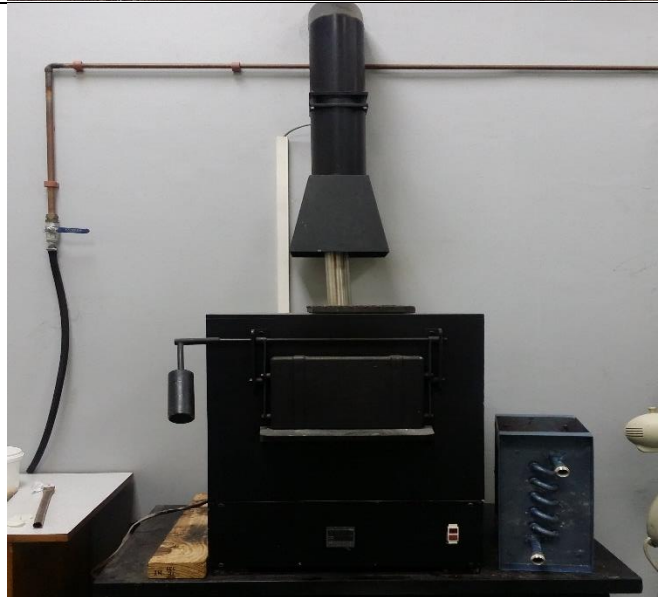
086000001280	NEWBOY INJECTION MOULDING	Composites and Polymer Preparation Laboratory		Room E
086000001603	CAPILLARY RHEOMETER	Composites and Polymer Preparation Laboratory		Room B
086000000860	DELL OPTIPLEX 755	Composites and Polymer Preparation Laboratory		Room B
086000000489	PUMP - REGLO DIGITAL	Composites and Polymer Preparation Laboratory		Room B


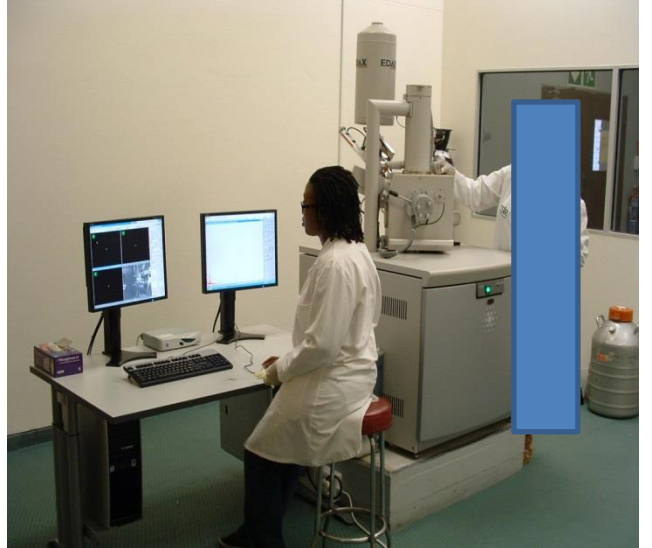
086000001421	WATSON MARLOW PUMP 520U/R	Composites and Polymer Preparation Laboratory		Room E
	COMPRESSION MOULDER	Composites and Polymer Preparation Laboratory		Room E

M&M1413302	ENGEL INJECTION MOULDER	Composites and Polymer Preparation Laboratory		Room E
M&M1436100	MOULD HEATER-ENGEL INJECTION MOULDER	Composites and Polymer Preparation Laboratory		Room E



08600000962	INFUSER SYSTEM	Composites and Polymer Preparation Laboratory		Nano Center Building 19 C Room C5
08600000686	FILAMENT MELT SPINNING SYSTEM	Composites and Polymer Preparation Laboratory		Nano Center Building 19 C Room C5





				Nano Center Building 19 C
M&M 5324100	IMP MUFFLE FURNACE	Composites and Polymer Preparation Laboratory		Nano Center Building 19 C Room C5



	TOOLMATE BAND SAW RBS 12			Room E
086000000961	QUANTA 200 ESEM	Electron Microscopy Laboratory		Nano Center Building 19 A Room A014





086000001541	SPUTTER COATER	Electron Microscopy Laboratory		Nano Center Building 19 A Room A014
086000001518	MICROTEST TENSILE STAGE MODULE	Electron Microscopy Laboratory	N/A	Nano Center Building 19 A Room A014
086000002976	ULTRASONIC CLEANER	Electron Microscopy Laboratory		Nano Center Building 19 A Room A014





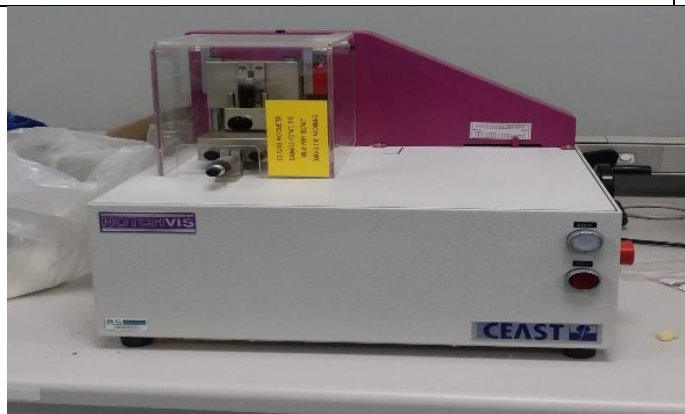
				
086000002183	OXYGEN BASELINE SYSTEM	Biodegradability Testing and Cellulose Extraction Laboratory		Room B

086000001536	SIGMA CENTRIFUGE	Biodegradability Testing and Cellulose Extraction Laboratory		Room D
	FMH INSTRUMENTS SHAKER			Room B
086000000053	OVERHEAD STIRRER DIONYSUS	Biodegradability Testing and Cellulose Extraction Laboratory	N/A	Room B
086000001223	MAGNETIC HOTPLATE STIRRER	Biodegradability Testing and Cellulose Extraction Laboratory	N/A	Room B

086000001596	SURPASS ELECTROKINET ANALYSER	Biodegradability Testing and Cellulose Extraction Laboratory		Room B
086000000850	DELL OPTIPLEX 755	Biodegradability Testing and Cellulose Extraction Laboratory		Room B
0860000001544	VD23 VACUUM DRYING OVEN	Biodegradability Testing and Cellulose Extraction Laboratory		Room B



08600000662	INSTRON MATERIALS TESTING SYST	Composites and Polymer Characterisation Laboratory		Room C
08600000707	DELL OPTIPLEX 745	Composites and Polymer Characterisation Laboratory		Room C

086000001468	ANTON PAAR RHEOMETER	Composites and Polymer Characterisation Laboratory		Room C
	DELL OPTIPLEX 380	Composites and Polymer Characterisation Laboratory		Room C
	CEAST NOTCHVIS	Composites and Polymer Characterisation Laboratory		Room C

