



The provision of services for the washing of laboratory glassware and decanting of sample containers for the CSIR based in Durban

Request for Quotation (RFQ) No: 5371/28/09/2018

Date of issue	Friday, 14/09/2018
Closing Date and Time	Friday, 28/09/2018 at 16:30
RFQ Number	5371/28/09/2018
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the washing of laboratory glassware and decanting of sample containers for the CSIR based in Durban.

2 QUOTATION REQUIREMENTS

- The CSIR requires services of one (1) service provider preferably based in Durban.
- Services will be required for 20 hours a week, on a monthly basis, for a period of two (2) years.
- Work schedule: 4 hour work days, Monday – Friday.
- Service providers must have previous experience in cleaning laboratory glassware and have done consulting work in a laboratory environment.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points.
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price must be provided for a period of 1 month – for 4 x 20 hour weeks.
- 4.3 Costing for the 2018 financial year and a CPI related increase will be negotiated on an annual basis on 01/04 every year.
- 4.4 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.5 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.
 - 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 6 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**
- 7 Note: This is not a Purchase Order.**