



Request for Quotation (RFQ) for the Provision of Safety, Health, Environment and Quality (SHEQ) Audits to the CSIR

RFQ 5378/17/10/2018

Date of issue	Wednesday, 10 October 2018
Closing Date and Time	Wednesday, 17 October 2018
Contact details	Submission of quotations or any other enquiries: Email to: tender@csir.co.za <i>(please always quote the RFQ number with your submissions and inquiries)</i>
Category	Consulting Services
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are invited from qualified South African Auditor and Training Certification Authority (SAATCA certified) service providers to conduct SHEQ Management Systems compliance audits (Internal Audits) for the CSIR.

2 BACKGROUND

CSIR is currently certified for ISO 9001: 2015, ISO 14001: 2015 and OHSAS 18001: 2007.

A service provider is required to conduct an audit to determine whether or not the CSIR Safety, Health, Environment & Quality Management Systems (SHEQ) conforms to the requirements of ISO 9001:2015, ISO 14001: 2015 and OHSAS 18001:2007, i.e. whether the existing standards have been properly implemented and maintained and are effective in meeting the organisation's SHEQ policy and objectives.

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This is not a Purchase Order

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Quotations are hereby invited from suitable service providers, to perform the required audits for the CSIR.

3 SCOPE OF WORK

3.1 The scope of the audit is to determine whether or not the CSIR Safety, Health, Environment System (SHEMS) & Quality Management System (QMS):

- Conforms to ISO 9001:2015, ISO 14001: 2015 and OHSAS 18001:2007 requirements;
- Whether the above have been properly implemented and maintained;
- If these are effective in meeting the organization's SHEQ policy and objectives, and
- Provide as part of the final report, a list of identified gaps and recommendations on steps that need to be addressed in order to fulfil the gaps if any.

3.2 The areas to be audited are per the below tables:

Table 1: ISO 14001 and 18001 Audits

Location	Business Unit
Pretoria Scientia Campus	Defence, Peace, Safety & Security (DPSS)
	National Laser Centre (NLC)
	Biosciences
	Materials Science & Manufacturing (MSM)
	Implementation Unit (IU)
	Built Environment (BE)
	Support Services
	Natural Resources & Environment (NRE)
	Modelling Digital Science (MDS)
	Meraka
	Energy Centre

Durban 359 King George V Avenue	Natural Resources & Environment (NRE) Implementation Unit (IU)
Cape Town Rosebank 15 Lower Hope Rd	<u>Meraka</u> Implementation Unit (IU)
Cape Town Stellenbosch 11 Jan Cilliers St	Defence, Peace, Safety & Security (DPSS) Built Environment (BE) Natural Resources & Environment (NRE) Modelling & Digital Sciences (MDS)
Port Elizabeth 4 Gomery Avenue, Summerstrand	Materials Science & Manufacturing (MSM)
Johannesburg: Carlow Rd (Cnr Rustenburg and Carlow Roads)	National Mine Safety Initiative
Johannesburg: Cottesloe (Cnr Menton & Frost Avenue)	Implementation Unit (IU)
Pretoria: Kloppersbos Paardefontein	Implementation Unit (IU) Defence, Peace, Safety & Security (DPSS)

Table 2: ISO 9001 Audits

Location	Unit/ Centre	Competence Area
CSIR Pretoria Scientia Campus (Meiring Naude Road)	Defence, Peace, Safety & Security (DPSS)	Technology for Special Operations (TSO)
		Aeronautics Systems Competency (ASC)
	Energy Centre	Energy Materials
		Energy Demand
		Energy Supply
		Energy Storage
		Energy Systems
		Energy Markets and Policy
		Energy Industry
	Implementation Unit (IU)	Enterprise Creation Development (ECD)
		National Cleaner Production Centre (NCPC)
		Aerospace Industry Support Initiatives
		Technology Localisation & Implementation Unit (TLIU)
		Human Factors (Mining Initiatives)
		Air & Dust Labs (Mining Initiatives)
		Strategic Infrastructure Management (SpS)
Municipal Strategic Programme Support (SpS)		
Environmental & Water Laboratories		
National Laser Centre	Laser Materials Processing	

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	(NLC)	Novel Laser
		National Programmes
		Laser Engineering Services
		Photonics Prototyping
		Quantum Technologies
		Biophotonics
	National Resources and the Environment (NRE)	Global Change
		Ecosystem Services
		Water Resources
		Green Economy Solutions
	Materials Sciences and Manufacturing (MSM)	Light Metals
		Polymers & Composites
		National Centre for Nano-structured Materials
		Mechatronics & Micro-Manufacturing
Sensor Science and Technology		
Cape Town Rosebank (15 Lower Hope Road)	IU	Enterprise Creation Development (ECD)
		National Cleaner Production Centre (NCPC)
		Technology Localisation & Implementation Unit (TLIU)
	NRE	Global Change
Meraka	Centre for High Performance Computing(CHPC)	
Cape Town Stellenbosch (11 Jan Cilliers Street)	Built Environment (BE)	Coastal Engineering & Port Infrastructure (CEPI)
	IU	Environmental and Water labs
		Environmental Management Services (SpS)
	DPSS	Technology for Special Operations (TSO)
	NRE	Ecosystem Services
		Green Economy Solutions
Water Resources		
Johannesburg (Cnr Rustenburg and Carlow Roads)	NRE	Water Resources
Johannesburg Cottesloe (Cnr Menton & Frost Avenue)	IU	Mechanical Testing
		Rope Testing
		Self-Contained Self Rescue (SCSR) Testing
Pretoria Kloppersbos	IU	Mining Initiatives (Mine Safety training)
Durban (359 King George Avenue)	NRE	Green Economy Solutions
		Ecosystem Services
		Water Resources
	IU	Technology Localisation & Implementation Unit (TLIU)
		Enterprise Creation Development (ECD)
National Cleaner Production Centre (NCPC)		
Port Elizabeth (4 Gomery Avenue, Summerstrand)	IU	Enterprise Creation Development (ECD)
	MSM	Polymers & Composites

4 Pricing structure to incorporate the following:

	Consulting fee	Duration	Amount
On-site Audit			
Travel Cost (All regions)			
Report Writing			
Sub Total			
VAT (15%)			
Total			

The duration of the Audit is expected to be completed within 10 working days. The anticipated start date to be scheduled with the winning bidder.

5 ELIMINATION CRITERIA**Proposals will be eliminated under the following conditions:**

- 5.1 Auditors not registered with Southern African Auditor & Training Certification Authority (SAATCA) with relevant sector codes i.e. on ISO 9001:2015; OHSAS 18001 and ISO 14001:2015; (NOTE: Proof of registration to be submitted);
- 5.2 Auditors not having a minimum of five (5) years conducting similar audits;
- 5.3 Failure to provide 5 traceable references with contactable references where similar audits were conducted (Of these 5, at least 3 letters should be on the 2015 version of the Standards (ISO 9001 and ISO 14001));
- 5.4 Failure to provide a project plan on how the audit process will be handled. (The project must be completed within two weeks after appointment by the CSIR);
- 5.5 Late submissions will not be considered; and
- 5.6 Submissions made at incorrect location will not be considered.

This information must be provided for each of the audit areas i.e. ISO 9001:2015, 14001:2015 and OHSAS 18001.

6 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

7 EVALUATION CRITERIA

- 7.1 Suppliers that fail to submit the documents indicated in section 5 above will not be evaluated on Price and B-BBEE.
- 7.2 Please note that, quotation will be evaluated on **Price** and **B-BBEE only**.
- 7.3 Selection of suppliers will be based on the 80/20 preference point system.
- 7.4 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level
No B-BBEE status will equal zero points.

8 PRICING QUOTATION

- 8.1 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. For VAT registered bidders, the VAT component and the total price including VAT should be clearly indicated.
- 8.2 Price should be all inclusive and include additional cost elements such as travelling, accommodation, freight, insurance until acceptance, duty where applicable, etc. No variation requests will be tolerated by the CSIR.
- 8.3 Payment will be according to the CSIR Payment Terms and Conditions.
- 8.4 Price should be based on gazetted tariff of fees.

9 OTHER TERMS AND CONDITIONS

- 9.1 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

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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.

- 9.2 The supplier must provide the supporting relevant documents as indicated in section 2.3, failure, of which they will not be evaluated on price and B-BBEE.
- 9.3 Selection of suppliers will be based on the 80/20 preference point system.
- 9.4 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 9.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

No order will be issued or no contract will be signed without a valid CSD number

10 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.

11 Note: This is not a Purchase Order.

End of RFQ