



Request for Quotation (RFQ) for the Supply and delivery of Mechanical spares to facilities central stores at CSIR Scientia

RFQ No	5412/13/12/2018
Date of issue	29 November 2018
Closing Date	13 December 2018 @ 16h30
Contact details	Submission of any other enquiries: Email to: tender@csir.co.za
Submission of quotations	Submit quotations and all required documents in a sealed envelope clearly marked with the RFQ number and the name of the tenderer to: Council for Scientific and Industrial Research CISR Gate 3: Main Reception Area (Tender Box) Meiring Naude Road, Brummeria, Pretoria. <i>1 hard copy and 1 soft copy (CD or USB must also be submitted)</i>
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited from suitable suppliers for the supply and delivery of Mechanical spares as and when required to facilities central stores at CSIR Scientia, Meiring Naude Road, Pretoria.

2 SCOPE OF WORKS

The scope of work is as follows:

- 2.1 The supplier is required to quote on Mechanical spares as per attached Bill of Quantities (BOQ).
- 2.2 The branded items must be exactly as on the list, no replacement brand should be used for branded items.
- 2.3 Delivery lead times must be indicated for all items.
- 2.4 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.
- 2.5 The CSIR will enter into a one (1) year contract with the successful supplier(s).
- 2.6 The CSIR will order the spares as and when the need arises by issuing Purchase orders to the supplier(s) at any time, during the one (1) year period.

3 ELIMINATION CRITERIA

The supplier will be eliminated based on the following;

- 3.1 Failure to quote on each line item listed on the BOQ.
- 3.2 Failure to quote as per quantities listed on the BOQ.
- 3.3 Failure to provide delivery lead time on each line item listed on the BOQ.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level. No B-BBEE status will equal zero points
- 4.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.4 No order will be issued or no contract will be signed without a valid CSD number.

5 PRICING QUOTATION

- 5.1 **Supplier to quote as per BOQ on supplier's formal quotation template.**
- 5.2 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. The VAT must be clearly indicated for bidders that are not VAT exempted.
- 5.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the CSIR Payment Terms and Conditions.

6 OTHER TERMS AND CONDITIONS

- 6.1 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.

6.2 The prices quoted shall be valid for a period of 12 months with no escalation

7 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.

8 THE CSIR RESERVES THE RIGHT TO

8.1 Extend the closing date of this RFQ.

8.2 Appoint one or more suppliers.

8.3 Award this RFQ as a whole or in part

8.4 Cancel or withdraw this RFQ as a whole or in part

Annexure A – SBD 1 (Form to be completed and submitted with the quotation)