



**REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF SAFETY, HEALTH,
ENVIRONMENT AND QUALITY (SHEQ) AUDITS TO THE CSIR**

RFQ No. 5414/19/12/2018

Date of issue	Thursday, 06 November 2018
Closing Date and Time	Wednesday, 19 December 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 a team of 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 and 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;
- Whether these are effective in meeting the organization’s SHEQ policy and objectives, and
- Service provider must 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 Auditor Team Composition

The team of experienced auditors must have a minimum of the following requirements:

- **Lead auditor** with ISO 9001:2015, ISO 14001:2015 and OHSAS 1800:2007 SAATCA registration.
- **ISO 9001:2015 Auditor** with SAATCA registration
- **ISO 14001:2015 Auditor** with SAATCA registration
- **OHSAS 18001: 2007 Auditor** with a SAATCA registration

NOTE: The number of auditors to be used will not be restricted to the above but the 4 above is a pre-requisite.

3.3 Areas to be Audited:

Table 1: ISO 9001; 14001 and OHSAS 18001 Audits

Location	Business Unit	ISO 14001 and OHSAS 18001 Days	ISO 9001 Days
<u>Pretoria</u>	SHEQ Management System Review	1 day	Inclusive

Scientia Campus	Defence, Peace, Safety & Security (DPSS)	2 days	1 day
	National Laser Centre (NLC)	1 day	2 days
	Biosciences	1 day	Excluded
	Materials Science & Manufacturing (MSM)	3 days	Inclusive
	Implementation Unit (IU)	1 day	2 days
	Built Environment (BE)	1 day	Excluded
	Support Services	2 days	Inclusive
	Natural Resources & Environment (NRE)	½ day	1 days
	Modelling Digital Science (MDS)	½ day	Excluded
	Meraka	½ day	Excluded
	Energy Centre	½ day	2 days
Durban 359 King George V Avenue	Natural Resources & Environment (NRE) Implementation Unit (IU)	1 day	Inclusive
Cape Town Rosebank 15 Lower Hope Rd	<u>Meraka</u> Implementation Unit (IU)	1 day	Inclusive
Cape Town Stellenbosch 11 Jan Cilliers St	Defence, Peace, Safety & Security (DPSS) Built Environment (BE) Natural Resources & Environment (NRE) Modelling & Digital Sciences (MDS)	1 day	Inclusive
Port Elizabeth 4 Gomery Avenue, Summerstrand	Materials Science & Manufacturing (MSM)	1 day	Inclusive
Johannesburg: Carlow Rd (Cnr. Rustenburg and Carlow Roads)	National Mine Safety Initiative	½ day	Inclusive
Johannesburg: Cottesloe (Cnr. Menton & Frost Avenue)	Implementation Unit (IU)	½ day	Inclusive

Pretoria: Kloppersbos	Implementation Unit (IU)	1 day	Inclusive
Paardefontein	Defence, Peace, Safety & Security (DPSS)		

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 will be scheduled with the winning bidder.

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 5.1 Failure to proof that Auditors have a minimum of 3 years' experience doing similar work;
- 5.2 Failure to submit 3 contactable references where similar audits were conducted, at least submit 3 letters on the 2015 version of the Standards (ISO 9001 and ISO 14001) as proof;
- 5.3 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);
- 5.4 Late submissions will not be considered; and
- 5.5 Submissions made at incorrect location will not be considered.
- 5.6 Bidders must submit proof of registration with Southern African Auditor and Training Certification Authority (SAATCA) with relevant sector codes i.e. on ISO 9001:2015; OHSAS 18001 and ISO 14001:2015;

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

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 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.

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**11 Note: This is not a Purchase Order.
SBD1 FORM**