



The provision of services for editing of academic papers in shortened versions for publication on a website for the CSIR.

Request for Quotation (RFQ) No: 5596/04/03/2020

Date of issue	Wednesday, 19 February 2020
Closing Date and Time	Wednesday, 04 March 2020 at 16:30
RFQ Number	5596/04/03/2020
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the the provision of an editing service to shorten 4 academic papers in shortened versions for publication on a website.

2 QUOTATION REQUIREMENTS

The CSIR, has an information dissemination website: www.stepsa.org. The purpose of the website is to make academic studies done by CSIR available to a broad audience of users. By publishing academic information in a more popular fashion, allow for easier access to a wider audience. The expectations from service provider are to:

- A. Shorten the existing 4 papers;
- B. And change the language where applicable to be more accessible;
- C. Changes must be in accordance with the original authors in CSIR;

Communication with the authors can be via digital means – preferably Skype.

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.
 - Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
 - Valid sworn affidavits made on dti designed templates; **or**

- dti issued sworn affidavit; **or**
- CIPC issued B-BBEE certificate.

- 3.3 Preference will be given to suppliers with Level 1 – 4 B-BBEE contributions
- 3.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.5 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) and (Inc VAT) where applicable, with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 The papers needed to be edited within three weeks from appointment.
- 5.2 The service provider would need to coordinate engagements with the staff from the CSIR who were the authors as needed throughout the four week period
- 5.3 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.
- 5.4 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.