

Request for Quotation (RFQ) for facilitation of COVID-19 related webinar sessions**RFQ: 5680/09/04/2021**

Date of issue	Thursday, 25 March 2021
Compulsory briefing session	None
Closing Date and Time:	9 April 2021 at 16:30
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (Please use RFQ No. as subject reference)

1. INVITATION FOR QUOTATION

The CSIR as a caring employer has taken cognisance of the disruptions brought about by COVID -19 pandemic in the past year. These disruptions have impacted on the livelihoods of many individuals and resulted in instances of increased levels of anxiety, insomnia and alcohol and drug abuse, to name but a few. The CSIR will hold webinar sessions with a maximum of sixty attendees which will be scheduled on Microsoft teams for support in dealing with Covid-19 pandemic related topics including;

- To vaccinate or not to vaccinate?
- Management Support
- COVID-19 Aftermath: My Loss during Covid -19
- COVID-19 Aftermath: How I survived COVID-19
- COVID-19 Aftermath: Living with COVID-19
- Mental Health
- Financial Management: Staying afloat
- Nutrition and Covid
- Addiction and Withdrawal Challenges
- Men's conference

Quotations are hereby invited from reputable wellness service providers for the facilitation of COVID-19 related webinar sessions. The service is required immediately from the date of appointment.

2. QUOTATION REQUIREMENTS

Bidder must provide a methodology which provides for the following:

- Webinar facilitation services per topic , each session to last for one (01) hour
- One discussion topic to be covered per day.
- CV of the lead facilitator(s)

2.1 Mandatory / Returnable Documents

- The bidder must submit a minimum of three (3) contactable references for similar previous work within the past 5 years (See Appendix B).

2.2 Bidders must quote based on the following pricing schedule and in line with the above scope of work:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
<i>The provision of COVID- 19 webinar facilitations services</i>					
1.	Webinar facilitation (one hour session per day) To vaccinate or not to vaccinate?	Each	1		
2.	Management Support	Each	1		
3.	COVID-19 Aftermath: My Loss during Covid - 19	Each	1		
4.	Financial Management: Staying afloat	Each	1		
5.	Mental Health	Each	1		

6.	COVID-19 Aftermath: How I survived COVID-19	Each	1		
7.	COVID-19 Aftermath: Living with COVID-19	Each	1		
8.	Nutrition and Covid	Each	1		
9.	Addiction and Withdrawal Challenges	Each	1		
10	Men's conference	Each	1		
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services.					
				Sub-total	
				VAT	
				Total	

2.3 Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.

2.4 Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services indicated in the above scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

3. ELIMINATION CRITERIA

3.1 Quotation submissions will be eliminated under the following condition:

- Submission after the deadline
- Quotation submitted at incorrect e-mail address

- Failure to provide a minimum of 3 contactable references for similar previous work done
- Failure to provide a methodology which provides for all elements as outlined under quotation requirements
- Failure to submit a completed SBD 1 Form
- Failure to provide CV of lead facilitator(s).

4. EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on evaluation of elimination criteria, the 80/20 preference point system and B-BEE.
- 4.2 Bidders are required to furnish a valid sworn affidavit or SANAS compliant B-BBEE certificate claiming B-BBEE point. No B-BBEE points will be claimed where either of the aforementioned is not submitted.
- 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.

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

5. PROCEDURE FOR SUBMISSION OF QUOTATIONS

All quotations must be submitted electronically to: tender@csir.co.za

- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 30mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. BBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder name and RFQ number – (E.g. Dell- RFQ No. 0000/12/06/2020 email 1 of 2)
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

6. PRICING QUOTATION

- 6.1 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.
- 6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 Payment will be according to the CSIR Payment Terms and Conditions.

7. OTHER TERMS AND CONDITIONS

- 7.1 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.
- 7.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 7.3 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. APPENDIX A – SBD 1 FORM

9. APPENDIX B – Schedule of experience & contactable references

Firm: Contact Person, email and Telephone Number	Client Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Completion Date

Signed

Date

Name

Position

Bidder

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: 5680/09/04/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFQ No. 5680/09/04/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1
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2
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