

## Request for Quotation

**Request for Quotation (RFQ) for the provision of Inergen Fire Suppression System Pressure Testing, situated at the CSIR Scientia Campus, Building 18 room A20**

**RFQ:5854/05/07/2022**

Date of issue	Tuesday, 21 June 2022
Closing Date and Time:	Date: Tuesday, 05 July 2022 Time: 16:30
Contact details	For enquiries and submission of quotation: Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b><i>Please use RFQ No. as subject reference</i></b> )
CSIR business hourr	16h30

## 1. INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies.

## 2. INVITATION FOR QUOTATION

Quotations are hereby invited from reputable service providers at the CSIR, Scientia campus, building 18 room A20 for Inergen Fire Suppression System Pressure Testing.

## 3. SCOPE OF WORK

Bidders are required to provide an all-inclusive, end-to-end pricing to cover the following

### **Costs related to bottom-up assessment of the deck including**

- a) Pressure testing cylinders
- b) Sandblast and paint 80LT cylinder
- c) Refill 80LT cylinder including labels
- d) Service of valve and replace consumables
- e) Remove and refit cylinders

### **3.2 Service providers are to price in the bill of quantities provided below.**

Item no.	Detailed description	Quantity	Rate	Total
1	Pressure test cylinders	11		
2	Sandblast and paint 80LT cylinder	11		
3	Refill 80LT cylinder including labels	11		

4	Service of valve and replace consumables	11		
5	Remove and refit cylinders	2		
6	Collection and delivery	0		
7				
			<b>Sub Total:</b>	
			<b>15% VAT:</b>	
			<b>Total:</b>	

#### 4. MANDATORY / RETURNABLE DOCUMENTS

Bidders will be required to submit the below;

- The bidder must submit proof of a valid Letter of Good Standing (COIDA) issued by the Department of Employment and Labour.
- The service provider must submit the quotation on their company letterhead.
- Service provider must submit proof of a valid SAQCC.

#### 5. ELIMINATION CRITERIA

Bidders will be eliminated if they fail to provide the following information:

- Late submission
- Submission at incorrect email address
- Failure to submit proof of valid Letter of Good Standing (COIDA).
- Non-submission of SAQCC certification.

#### 5. EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Provide a valid copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 5.3 No B-BBEE status will equal zero points.

- 5.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 5.5 No order will be issued, or no contract will be signed without a valid CSD number.

## **6 PROCEDURE FOR SUBMISSION OF QUOTATION**

- 6.1 All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- 6.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 6.3 The email and file sizes should not exceed a total of 25mb per email.
- 6.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBEE Certificate).
- 6.5 All documents submitted electronically via email must be clearly visible.
- 6.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 6.7 Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc, will not be considered for evaluation.

## **7 PRICING QUOTATION**

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

### **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.

**The price should be firm and inclusive of costs and all services required to complete the project.**

## **7 SUB-CONTRACTING**

7.1 A bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

7.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

- Joint venture Agreement including split of work signed by both parties.
- The original or certified copy of the B-BBEE certificate of the joint venture.
- The Tax Clearance Certificate of each joint venture member.
- Proof of ownership/shareholder certificates/copies.
- Company registration certificates.

## **8 ADDITIONAL TERMS AND CONDITIONS**

- A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- In case of proposal from a joint venture, the following must be submitted together with the proposal:

- An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- SANS 1200 will be referred to for any assessment of contractor's claims.

## 9 OTHER TERMS AND CONDITIONS

11.1 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.

11.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

11.3 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.

**Note: This is not a Purchase Order.**

## 10 DISCLAIMER

This RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether about its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

## 11 ANNEXURE B – SBD 1 FORM

## 12 ANNEXURE F - PRICING FORM

### THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....  
.....  
..... Rand (in words);      R ..... (in figures),  
(firm)

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature(s)**

**Name(s)**

**Capacity**

**For the Bidder**

**Name and  
signature of  
witness**

**Date**



## 16 ANNEXURE H – DECLARATION BY BIDDER

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

**RFQ No:** \_\_\_\_\_

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:** \_\_\_\_\_ 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 .....

2 .....