



## Request for Quotation (RFQ) for the supply of Holmarc's Spin Coater to the CSIR

**RFQ No. 5881/08/08/2022**

Date of issue	Monday 25/07/2022
Closing Date and Time	Monday 08/08/2022 at 16:30
Submission of quotations	Submission of quotations or any other enquiries is via email only and must be sent Email to: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> (Please use RFQ number as subject reference)
Category:	Lab Equipment
CSIR Business Hours	08:00 – 16:30

### 1 INVITATION FOR QUOTATION

The supply of Holmarc's Spin Coater, Model no: HO-TH-05 to the CSIR

### 2 QUOTATION REQUIREMENTS

All quotations must include the following:

Holmarc's Spin Coater, Model no: HO-TH-05 [  
[https://www.holmarc.com/spin\\_coating\\_unit.php](https://www.holmarc.com/spin_coating_unit.php) ]

### 3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 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.
- 3.3 No order will be issued, or no contract will be signed without a valid CSD number.
- 3.4 No B-BBEE scores will be allocated to service providers if they do not provide the following:

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

3.5 Quotations must be submitted on company letterhead.

#### 4 ELIMINATION CRITERIA

- Late submission of quotes;
- Submission at the wrong location or incorrect email address (Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za))
- Non-submission of quotes on company letterhead.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered

#### 5 PRICING QUOTATION

- 5.1 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.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 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 e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 6.3 **A validity period of 90 days will apply to all quotations except where indicated differently on the quote.**

**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 ANNEXURE A – SBD 1** (Completed form to be submitted with the quotation)

**9 DECLARATION BY TENDERER**

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

**RFQ No: 5881/08/08/2022**

I hereby undertake to render goods/services described in the attached tendering documents to CSIR in accordance with the requirements and task directives/quotation specifications stipulated in RFQ No. **5881/08/08/2022** 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

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