



**REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY OF BRANDED METAL LABELS TO THE CSIR JOHANNESBURG.**

Date of issue	30 September 2022
Closing Date and Time	14 October 2022 At 16h30
RFQ Number	<b>RFQ 5938/14/10/2022</b>
For submission or enquiries:	Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b>(Please use RFQ No. as subject reference)</b> Mail size is limited to 25MB if the document exceeds this limit, please send multiple mails.



## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply of branded metal labels (200 x 120 mm sheet metal (2 mm)) to the CSIR Johannesburg.

## 2 QUOTATION REQUIREMENTS

Test No	Quantity	Sample
280350 – 280649	300	<p>Test No.: 280350 Diameter: Up to 30 mm Expire on:</p> <p>Company: _____ Shaft: _____ Rope Coil No.: _____ Winder: _____ Permit No.: _____ Compartment: _____ Date cut: _____</p>

<p><b>280650 – 281149</b></p>	<p><b>500</b></p>	 <p>Test No.: 280550 Diameter: 31 to 50 mm Expire on:</p> <p>Company: _____ Shaft: _____ Rope Coil No.: _____ Winder: _____ Permit No.: _____ Compartment: _____ Date cut: _____</p>
<p><b>281150 – 281449</b></p>	<p><b>300</b></p>	 <p>Test No.: 280650 Diameter: 51 to 65 mm Expire on:</p> <p>Company: _____ Shaft: _____ Rope Coil No.: _____ Winder: _____ Permit No.: _____ Compartment: _____ Date cut: _____</p>
<p><b>281450 - 281549</b></p>	<p><b>100</b></p>	 <p>Test No.: 281450 Diameter: Up to 30 mm Expire on:</p> <p>Company: _____ Shaft: _____ Rope Coil No.: _____ Winder: _____ Permit No.: _____ Compartment: _____ Date cut: _____</p>
<p><b>281550 – 281449</b></p>	<p><b>200</b></p>	 <p>Test No.: 281550 Diameter: 31 to 50 mm Expire on:</p> <p>Company: _____ Shaft: _____ Rope Coil No.: _____ Winder: _____ Permit No.: _____ Compartment: _____ Date cut: _____</p>

<b>281650 - 281749</b>	<b>100</b>	  <p>Test No.: 281650 Diameter: 51 to 65 mm Expire on:</p> <table border="1"> <tr> <td><b>Company:</b></td> <td></td> </tr> <tr> <td><b>Shaft:</b></td> <td></td> </tr> <tr> <td><b>Rope Coil No.:</b></td> <td></td> </tr> <tr> <td><b>Winder:</b></td> <td></td> </tr> <tr> <td><b>Permit No.:</b></td> <td></td> </tr> <tr> <td><b>Compartment:</b></td> <td></td> </tr> <tr> <td><b>Date cut:</b></td> <td></td> </tr> </table>	<b>Company:</b>		<b>Shaft:</b>		<b>Rope Coil No.:</b>		<b>Winder:</b>		<b>Permit No.:</b>		<b>Compartment:</b>		<b>Date cut:</b>	
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#### **ADDITIONAL REQUIREMENTS:**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services exactly as listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The quotation must clearly show the breakdown of all costs.
- Delivery is to be made at CSIR Johannesburg.

### **3 EVALUATION CRITERIA**

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a certified copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTIC regulations. (RSA suppliers only).
- 3.3 No B-BBEE status will equal zero points.
- 3.4 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.
- 3.5 No order will be issued without a valid CSD number.

#### **4 ELIMINATION CRITERIA**

Suppliers will be eliminated under the following conditions:

- 4.1 Bidders that submit late bids will not be considered.
- 4.2 Bidders that are listed on the NT database of restricted suppliers
- 4.3 Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- 4.4 Bidders that do not submit a fully completed and signed declaration by tenderer, SBD1 and SBD 4 form will not be considered.
- 4.5 Submission at wrong location or incorrect email address (Please submit electronically to **tender@csir.co.za**)

#### **5 PROCEDURE FOR SUBMISSION OF QUOTATIONS**

- 5.1 All quotations must be submitted electronically to: **tender@csir.co.za**
- 5.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 5.3 The email and file sizes should not exceed a total of 25mb per email.
- 5.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 5.5 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 calculated from closing date.
- 8 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.
- 9 **Note: This is not a Purchase Order**

**DECLARATION BY TENDERER**

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

**RFQ No: 5938/14/10/2022**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in **RFQ No 5938/14/10/2022** 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 quotation.

NAME (PRINT) .....

CAPACITY .....

NAME OF FIRM .....

SIGNATURE .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....