



Request for Quotation (RFQ)

For the provision of safety, health, environment and quality (SHEQ) audits for the CSIR, for a period of three years

RFQ No. 5975/02/12/2022

Date of issue	Thursday, 17 November 2022
Compulsory Briefing Session	Not Applicable
Closing Date and Time	Date: Tuesday, 02 December 2022 Time: 16H30 (Late tenders will not be considered)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (Please use RFQ No. as subject reference)

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 BACKGROUND

CSIR is currently certified for ISO 9001: 2015, ISO 14001: 2015 and ISO 45001: 2018. A service provider is required to conduct 1st party audits to determine whether or not the CSIR Safety, Health, Environment & Quality Management Systems (SHEQMS) conforms to the requirements of ISO 9001:2015, ISO 14001: 2015 and ISO 45001: 2018 i.e., whether the existing standards have been properly implemented and maintained and are effective in meeting the organisation's SHEQ policy and objectives.

The CSIR sites and number of employees per site are as follows:

Location	No. of employees
Scientia Campus, Meiring Naude Road, Pretoria (Head Office)	1847
Cnr Menton and Frost Avenues, Johannesburg, Gauteng	30
Cnr Rustenburg and Carlow Roads, Johannesburg, Gauteng	24
Northern Gauteng, Plot 38, Paardefontein, Nokeng Tsa Taemane, Pretoria	6
Northern Gauteng, Plot 38, Kloppersbos, Nokeng Tsa Taemane, Pretoria	6
395 Mazisi Kunene rd, (formerly King George Avenue) Durban, Kwa-Zulu Natal	47
Lower Hope Road, Rosebank, Cape Town, Western Cape	60
Jan Cilliers Street, Stellenbosch, Western Cape	170

3 INVITATION FOR QUOTATION

Quotations are invited from a team of relevantly qualified service providers (viz. SAATCA or IRCA certified), to conduct 1st party (Internal Audits) SHEQ Management Systems viz. ISO 9001:2015; ISO 14001:2015 and ISO 45001:2018 compliance audits, including Medical Centre/Clinic audits for the CSIR for a period of 3 years with possible renewal.

DEFINITIONS

- A. SAATCA – South African Auditor and Training Certification Authority
- B. IRCA – International Register of Certificated Auditors

4 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The scope of the audit is to determine whether the CSIR Safety, Health, Environment & Quality Management System (SHEQMS):

- Conforms to ISO 9001:2015, ISO 14001:2015 and ISO 45001: 2018 requirements.
- The medical centre/clinic required protocols and legislation are followed.
- Whether the above have been properly implemented and maintained.
- If these are effective in meeting the organisation's strategic objectives; SHEQ policy and SHEQ objectives, and
- As part of the final report, provide a list of identified gaps and recommendations on steps that need to be addressed to close the gaps, if any exist.
- Verify if the previous non-conformities have been properly addressed or are in the process of being addressed.
- Turn-around time for the reports to be provided - One week after the audit.

4.1. Areas to be covered annually (refer to table 4.2.6.)

- 2 x regional offices
- 3 x clusters
- 3 x research centers
- 4 x support function areas with SHEQ offices included (e.g. SHEQ, Procurement, ICT & HR etc.)

4.2. Auditor team composition

The team of experienced auditors to be composed of the following:

- i. **Lead auditor(s)** with either ISO 9001:2015 or ISO 14001:2015 or ISO 45001: 2018 SAATCA/IRCA registration.

- ii. ISO **9001:2015 Auditor** with SAATCA/IRCA registration
- iii. ISO **14001:2015 Auditor** with SAATCA/IRCA registration
- iv. ISO **45001: 2018 Auditor** with a SAATCA/IRCA registration

NOTE: The bidder must provide a lead auditor in all 3 management systems.

- 4.2.1. All auditors must be registered with SAATCA or IRCA with relevant sector codes i.e., on ISO 9001:2015; ISO 45001:2018 and ISO 14001:2015.
- 4.2.2. Provide 9 traceable/contactable references where similar size company audits (i.e., previous auditing projects must not be less than 70% (vat inclusive) of the value of the submitted bid price) were conducted (The 6 letters should be on the latest version of the Standards i.e., ISO 9001:2015; ISO 14001:2015 and ISO 45001: 2018).
- 4.2.3. All auditors must have a minimum of ten (10) years' experience conducting similar size and scope audits within multifaceted organizations or industries with a headcount of approx. 2000 or more; (Auditor CV's to be included)
- 4.2.4. All auditors must be experienced in auditing the same size organization with multi-disciplinary deliverables
- 4.2.5. Only auditors whose CV's have been included will be used, unless agreed upon in writing with the CSIR.
- 4.2.6. The areas to be audited are as per the below table:

Location	Business Unit	SHEQ Days
Pretoria	SHEQ management System Review	½ day
	Division 1 – Advanced Chemistry and Life Sciences	2 days
	Division 2 – Advanced Production and Security	2 days
	Division 3 – Smart Society	2 days
	Management Support/Portfolios	3 days
North of Pretoria	Kloppersbos	1 day
	Paardefontein	
Johannesburg	Cottesloe	1 day
	Carlow Road	
Durban	Whole site	1 day
Cape Town	Rosebank	1 day
	Stellenbosch	1 day

Note: All sites will be audited in a 3-year cycle.

5 PRICING SCHEDULE

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.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFQ

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and specifications.

5.1 Additional quotation requirements (These must be submitted with and/or indicated in quote):

- 5.1.1 The bidder must submit quotation on their official company letterhead.
- 5.1.2 Bidders must quote as per enclosed Pricing Schedule, Annexure A in line with the stipulated specifications.
- 5.1.3 Services are to be delivered to the CSIR Scientia site in Pretoria, Gauteng.
- 5.1.4 The pricing must be firm and inclusive of all costs required to deliver the required services to the CSIR.
- 5.1.5 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.
- 5.1.6 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.1.7 Payment will be according to the CSIR Payment Terms and Conditions.

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

6 MANDATORY DOCUMENTS REQUIRED / RETURNABLES

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
1.	Completed price schedule, Annexure A	
2.	Official Quote / Bid on official company letter	
3.	Completed and duly signed Invitation to Bid - SBD 1, Annexure B	
4.	Completed and duly signed Bidder Declaration of Interest Form - Annexure C	
5.	Completed and duly signed Bidder's Disclosure Form - SBD 4, Annexure D	
6.	Submit a minimum of 9 references letters of the company for similar audits (for each of the required management systems)	
7.	Proof of registration with SAATCA or IRCA with relevant sector codes i.e., on ISO 9001:2015; ISO 45001:2018 and ISO 14001:2015, a minimum of 3 for each of the management systems	
8.	Detailed organogram of proposed personnel to be deployed for the duration of the project with names, positions, certifications, and years of experience.	
9.	Auditors' detailed CVs with proof of professional registrations	
10.	Submit proposed project methodology that includes timelines and milestones	
11.	The bidders must submit a 3 – 5 years project plan to the CSIR SHEQ Management team.	

NB: Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and B-BBEE evaluation.

7 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- 7.1 Bidder that submits late bids will not be considered
- 7.2 Bidder that submits to the incorrect e-mail address will be eliminated
- 7.3 Bidder that are listed on the NT database of restricted suppliers will not be considered
- 7.4 Bidder that are registered on the NT Register of Tender Defaulters will not be considered
- 7.5 Bidders that do not submit a fully completed and signed SBD 1, Annexure A will not be considered
- 7.6 Bidders that do not submit a fully completed and signed SBD 4, Annexure D will not be considered
- 7.7 Non-submission of any of the mandatory documents stipulated in section 6 above.

8 EVALUATION CRITERIA

- 8.1 Suppliers must provide the following:
- 8.2 Selection of suppliers will be based on the 80/20 preference point system.
- 8.3 Provide a 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 DTI regulations. (RSA suppliers only)
- 8.4 No B-BBEE status will equal zero points.
- 8.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 8.6 No order will be issued, or no contract will be signed without a valid CSD number.

SECTION B: TERMS AND CONDITIONS

9 PRICING QUOTATION

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

The price should be firm and inclusive of costs and all services required to deliver on the required goods and/or services.

10 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- The bidder must submit quotation on their official company letterhead.

- 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 25mb per email.
- The naming / labelling syntax of files or documents must be short and simple (e.g., B-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.
- 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

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

11.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (DTIC or CIPC) will be awarded points for B-BBEE during evaluation.

11.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Add Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS

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website (www.sanas.co.za). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.

- The SANAS logo on the B-BBEE Verification Certificate.

11.3 The following constitutes a valid **DTIC Sworn Affidavit:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

11.4 The following constitutes a valid **CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g., 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The DTIC logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

12 SUB-CONTRACTING

- 12.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 12.2 A tenderer 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.
- 12.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 12.4 All B-BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for B-BBEE.
- 12.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/quotation:
- 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; and
 - Company registration certificates.

13 CORRECTNESS OF RESPONSES

- 13.1 The tenderer must confirm satisfaction regarding the correctness and validity of their quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 13.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

14 ADDITIONAL TERMS AND CONDITIONS

- 14.1 A tenderer 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.
- 14.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 14.3 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.

- 14.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the quotation.

15 CSIR RESERVES THE RIGHT TO

- 15.1 Extend the closing date
- 15.2 Verify any information contained in a proposal
- 15.3 Request documentary proof regarding any tendering issue
- 15.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal)
- 15.5 Award this RFQ as a whole or in part
- 15.6 Cancel or withdraw this RFQ as a whole or in part

16 PERSONAL INFORMATION

- 16.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 16.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 16.3 The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.
- 16.4 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 16.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 16.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this

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clause 16 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

17 DISCLAIMER

This RFQ is a request for quotations 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 quotation, tenderers 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 tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

18 OTHER TERMS AND CONDITIONS

- 18.1 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.
- 18.2 A validity period of **90 calendar days** will apply to all quotations except where indicated differently on the quote.
- 17.3 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

19 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The 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.

20 ANNEXURE A – PRICE SCHEDULE

Item	Consulting /Audit Fee	Duration	Total Excl. Vat
• On Site Audit			
• Travel Cost			
• Accommodation costs			
• Report Writing			
Sub Total (Excl Vat)			R
Total 15% Vat			R
Total (Incl Vat)			R

Note: Please submit a quotation on your company letterhead

21 ANNEXURE B – SBD 1 Form – INVITATION TO BID

(The Completed SBD 1 Form must be submitted with the proposal)

22 ANNEXURE C – DECLARATION BY TENDERER

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

RFQ No: 5975/02/12/2022

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: 5975/02/12/2022** 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 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
DATE:	

23 ANNEXURE D - BIDDER'S DISCLOSURE FORM- SBD 4