



Request for Quotation (RFQ) for the supply and installation of office furniture to the CSIR

RFQ 9091/26/04/2018

Date of issue	13 April 2018
Closing Date and Time	26 April 2018 at 16h30
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za Tel no:012 841 2029

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply and installation of office furniture to the CSIR.

2 QUOTATION REQUIREMENTS (Please send pictures)

DESCRIPTION	QTY	SPECIFICATIONS
1. Boardroom		
Swivel Chairs	8	Executive cantilever split shell visitors chair, chrome frame, black bonded leather
8 Seater Dark Oak Table	1	Boardroom table with power outlets and network points
Power & data points	10	In surface or on surface in accordance with the Boardroom table
Cabinet Server	1	80mm Solid profile edge and wooden doors 1850mm (W) x 650mm (D) x 715mm (H) same colour and wood as boardroom table

2. Analysis Room		
L-Shape Table (1800mm (L) x 1600mm (W) x 730mm (H))	4	With mobile drawer pedestal, fit next to or under the table
Swivel Chairs	4	Chrome Elliptical Back frame; Internal Lumber support
Hinge Door Cabinet	1	4 tier with lockable wooden doors 1000mm (W) x 440mm (D) x 1180mm (H)
3. Operations Room		
Swivel Chairs	6	Chrome Elliptical Back frame; Internal Lumber support
L-Shape Table 1800mm (L) x 1600mm (W) x 730mm (H), natural oak wood	6	With mobile drawer pedestal, fit next to or under the table
4. Managers Office		
Office Desk, Dark oak	1	Platinum Executive desk 1800mm (L) x 1600mm (W) x 730mm (H)
Under Desk Drawers	1	3 drawer mobile pedestal
Hinge Door Cabinet	1	4 tier with lockable wooden doors 1000mm (W) x 440mm (D) x 1180mm (H)
Swivel Chairs	1	Polo H/B Fixed Arms D420 Elliptical Arms with PU arm pads; Chrome Elliptical back frame
Chairs (without wheels)	2	Polo 15000 Integral Closed sleigh with PU arm pads
5. Forensics Laboratory		
L-Shape Table 1800mm x 1600mm natural oak wood	4	With mobile drawer pedestal, fit next to or under the table
Swivel Chairs	4	Chrome Elliptical Back frame; Internal Lumber support
6. Delivery & Installation address		
		95 Main Road, Martindale, Johannesburg 2092

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points.
N.B only BBBEE level 1 and 2 will be considered for this tender.
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.
- 3.5 **All proposals must be accompanied by the signed SBD 6.2 form and Annexures C, D, E**

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.
- 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

- 6 **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.**

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