



Request for Quotation (RFQ) for the provision of a venue to host the 2020 CoSAAMI conference to the CSIR

RFQ No. 9182.1/09/03/2020

Date of issue	Monday, 24 February 2020
Closing Date and Time	Monday, 09 March 2020 at 16h30
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za (Quote RFQ number in subject)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of a venue to host the 2020 CoSAAMI conference to the CSIR.

2 QUOTATION REQUIREMENTS

CONFERENCE BACKGROUND:

The CSIR will host the Conference of the South African Advanced Materials Initiative (CoSAAMI 2020). This conference is an opportunity for papers to be presented on the latest research and development in the science and technologies associated with advanced materials.

This annual conference attracts researchers and students (post grad) from the AMI networks, Light Metals Development Network (LMDN), Ferrous Metals Development Network (FMDN), Precious Metals Development Network (PMDN) and Nuclear Materials Development Network (NMDN) and researchers globally, to present their work on topics related to the themes of the conference.

In addition, it is an opportunity for suppliers to exhibit their ware and for delegates to interact on a social level.

General:

- Dates: Week of 12-16 October 2020
- Estimated attendees 150
- Price should include dinner, bed and breakfast and full day conference package
- Venue should be within a 100km radius of an airport **(all venues across South Africa within this radius may submit bids)**
- Basic Program:
- Day 1 – Set-up, venue for a meeting (50 people) arrival and onsite social activity with welcome cocktail evening
- Day 2 Full day conference - 2 parallel sessions, official start of conference, no evening activities
- Day 3 Full day conference - 2 parallel sessions, No evening activities
- Day 4 Full day conference - 2 parallel sessions, gala dinner
- Day 5 Check out and ½ day meeting for about 40 people

The Venue:

- Should be able to accommodate 150 (estimated) people in 1 venue and then provide additional venues (two) for parallel sessions of about 60 per room.
- Set-up is Schoolroom or Cinema
- Venue requirements: Parallel sessions: Data projectors; microphones and speakers (lapel and hand held); AV support, top table, podium
- Main venue should have lapel microphone, roving hand held mic for questions and podium mic; hire of laptops (all venues); AV Support; top table; podiums.
- Space for 20 x free standing A1 Poster boards
- Space for 10 exhibitions approximate size 3x3m

Accommodation: (off site accommodation will be considered provided there is easy/close access to the conference venue).

Only quotations from establishments directly will be accepted

- On site accommodation for 150 people. DBB rate **(Government rate)**
- Double rooms (single)

Additional Requirements:

- In-house AV support
- In-house hiring for poster boards and decorations for gala dinner
- In-house photographer
- In-house supply of stage for main venue (2 people, 1 podium) and stage for gala dinner (size tbc)

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Include a valid B-BBEE certificate with your quotation. No B-BBEE status will equal zero points.
- 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.

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.

DECLARATION BY TENDERER

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 / quotation 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 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

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE: