

**Request for Quotation (RFQ) for the Once-Off Disposal and Transportation of
Various Hazardous Chemical Waste from the CSIR Site in PE.**

RFQ No. 9374-14-03-2022

Date of issue	Friday, 25 February 2022
Intent to Bid	Thursday, 03 March 2022
Briefing Session	Friday, 04 March 2022 @ 11:00-12:00 4 Gomery Road, Summerstrand Port Elizabeth (NMU Oceans Science Campus)
Closing Date and Time	Monday, 14 March 2022 at 16h30– Late bids will not be considered
Submission of responses	All responses must be submitted to: tender@csir.co.za Submissions cannot be submitted to any other address, as this will lead to elimination.
Contact details	Submission of enquiries: All enquiries must be submitted to tender@csir.co.za . <i>(Please use the RFQ number as the subject reference)</i>
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the once-off disposal and transportation of various hazardous chemical waste from the CSIR PE laboratories which are located within Nelson Mandela University Oceans Science Campus.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The service provider is expected to quote for removal and disposal of hazardous chemical waste as per attached chemical list and provide CSIR with safe disposal certificates.

- Safe Disposal Certificate to be issued after completion of work.

ITEM	DESCRIPTION	Size/UoM	AMOUNT
1.	Removal of chemical waste	1	
2.	Transportation fee and Delivery	1	
3.	<p>Safety File. Allow for all health and safety requirements as per Occupational Health and Safety Act 85 of 1993</p> <p>Provide risk assessment safety file. Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. Copy of safety file to be kept on site at all times</p>	1	
Sub Total (Excl. Vat)			
Total 15% Vat			
Total (Incl. Vat)			
<ul style="list-style-type: none"> • NB Refer to Annexure B Chemical Waste List 			

Additional Requirements

- The supplier must submit quotation on their official company letterhead.
- The supplier must indicate their lead time on their quotation to do the waste disposal- ***lead time should be no longer than 5 business days from date of order.***
- Disposal and transportation of waste to be done from CSIR PE.
- The supplier must quote on all the items listed in the above BOQ.
- The pricing must be firm and inclusive of all costs required to supply the required service to the CSIR.
- NB: Refer to Annexure B Chemical Waste List
- NB: Refer to Annexure C MSDS (Link to be shared with bidders who attend the briefing session)

3 ELIMINATION CRITERIA

- Late submission of Quotations;
- Submission at the incorrect email address- submissions must be made to tender@csir.co.za
- If bidder does not submit quotation on official company letterhead.
- Documents submitted via cloud solutions such as: *WeTransfer, Google Drive, Dropbox, etc.* will not be considered.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 4.3 No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued, or no contract will be signed without a valid CSD number.
- 4.6 Elimination Criteria:

Suppliers will be eliminated under the following conditions:

This is not a Purchase Order.

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- Late submission of Quotations.
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);

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 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- 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. BBBEE Certificate)
- 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.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

7 CORRECTNESS OF RESPONSES

- 7.1 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.

- 7.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

8 ADDITIONAL TERMS AND CONDITIONS

- 8.1 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.
- 8.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 8.3 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.
- 8.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

9 CSIR RESERVES THE RIGHT TO

- 9.1 Extend the closing date;
- 9.2 Verify any information contained in a proposal;
- 9.3 Request documentary proof regarding any tendering issue.
- 9.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- 9.5 Award this RFQ as a whole or in part.
- 9.6 Cancel or withdraw this RFQ as a whole or in part

10 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.

11 OTHER TERMS AND CONDITIONS

- 11.1 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.
- 11.2 A validity period of 3 months will apply to all quotations except where indicated differently on the quote.

12 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.

13 Note: This is not a Purchase Order.

Annexure A – SBD 1 Form

(The Completed SBD 1 form must be submitted with the quotation)