



Request for Quotation (RFQ) for the Supply of LTO backup tapes to the CSIR.

RFQ Number	9383-10-10-2022
Date of issue	Monday, 26 September 2022
Closing Date and Time	Monday, 10 October 2022 at 16:30 – 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 . This email is only for submission of enquiries. <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 to supply LTO backup tapes to the CSIR.

2 SCOPE OF WORK / REQUIREMENTS

The service provider is expected to provide the following:

Quotes as per below specification

- 2.1 HP LTO backup media (see description and quantities below)
- 2.2 Label barcodes need to be attached to tapes
- 2.3 Quantity may vary at the time of ordering

3 ANNEXURE A BOQ

The supplier must quote as per the below Bill of Quantities (BOQ):

ITEM	DESCRIPTION	QTY	AMOUNT
1.	HP LTO-4 Ultrium backup media tapes	125	
2.	Barcodes for LTO-4 tapes	125	
3.	HP LTO-5 Ultrium backup media tapes	2530	
4.	Barcodes for LTO-5 tapes	2530	
5.	HP LTO-6 Ultrium backup media tapes	100	
6.	Barcodes for LTO-6 tapes	100	
7.	HP LTO-8 Ultrium backup media tapes	110	
8.	Barcodes for LTO-8 tapes	110	
9.	Ultrium Universal cleaning cartridge	20	
	Sub Total (Excl Vat)		
	Total 15% Vat		
	Total (Incl Vat)		

4 ELIMINATION CRITERIA

- Bidders that submit late bids will not be considered.
- Bidders that submit to the incorrect location or email address will be eliminated.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.
- Bidders that do not meet local production and content requirements (bidder must submit a fully completed and signed SBD 6.2 and its Annexure C), will not be considered. (When LPC is applicable)

5 EVALUATION CRITERIA

5.1 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 in the respective entry of the point system.

5.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

6 PRICING QUOTATION

- 3.3 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.** For VAT registered bidders, the VAT component and the total price including VAT should be clearly indicated.
- 6.1 Price should include all additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.2 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 except where indicated differently on the quote.

- 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.**

10 ANNEXURE B – DECLARATION BY TENDERER

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

RFQ No: 9383-10-10-2022

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: 9389-10-10-2022** 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 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:

9383-10-10-2022

This is not a Purchase Order.

11 ANNEXURE C – SBD 1 Form

12 ANNEXURE D – SBD 4 Form