



## Request for Quotation (RFQ) for AS/EN9100 (Aerospace Quality Management System) Gap Analysis in Preparation for Implementation

**RFQ No. 5647/29/01/2021**

Date of issue	Friday, 11 December 2020
Closing Date and Time	Friday, 29 January 2021 at 16H30 (Late submissions will not be considered)
RFQ Number	5647/29/01/2021
Contact details	For submission of quotations or any other enquiries: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> (Please use RFQ Number at subject reference)

### 1 INVITATION FOR QUOTATION

Quotations are hereby invited for performing a gap analysis and provide an implementation plan for AS/EN9100 Aerospace Quality Management System for one of CSIR's beneficiaries.

**NOTE:** The quote should **NOT** include the actual implementation but just the plan based on the outcomes of the gap analysis.

Details about the company are set out as follows;

Company Name	Services Required
Location: Randburg, Johannesburg  <b>Total Employees: 8</b>	<ul style="list-style-type: none"> <li>Gap analysis to evaluate current systems, processes and documentation at the SMME and determine what will be required during AS/EN9100</li> </ul>

<p><b>Operations:</b> Design and manufacturing of electronic systems for the defence and aerospace industries mainly using FPGAs. The company also provides certification services for safety critical aerospace software and hardware.</p> <p>The company is <b>NOT</b> ISO 9001:2015 Certified</p>	<p>implementation in order to get them ready for certification.</p> <ul style="list-style-type: none"> <li>• Implementation plan providing list of activities required for AS/EN9100 implementation including approximate timelines for each one of them.</li> </ul>
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## 2 QUOTATION REQUIREMENTS

- Project staff must have at least 3 years' worth of experience in implementing AS9100 (provide evidence).
- Proof of training in AS9100 implementation from a recognised organisation or institute for the project staff (certificates to be attached)
- Provide evidence of two projects completed in the last 5 years by the company or by a member of the project team. (Include contactable references)

## 3 Additional requirements

- Warranties and guarantees (where applicable)
- Aftersales support (where applicable)
- Clearly indicate VAT charged where applicable (if not VAT registered please state so clearly)
- Provide valid original or certified B-BBEE certificate issued by SANAS accredited provider or CIPC, or valid sworn affidavit in DTIC template.

## 4 Elimination criteria

- 4.1 Submission after closing date and time.
- 4.2 Failure to adhere to quotation specifications
- 4.3 Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)
- 4.4 Non responsive quotations

## 5 EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Include a valid B-BBEE certificate with your quotation. No B-BBEE status will equal zero points.
- 5.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 5.4 No order will be issued or no contract will be signed without a valid CSD number.

## 6 PRICING QUOTATION

- 6.1 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.
- 6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 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.**

**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: .....

