



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

Date of issue	Monday, 19 August 2019
Closing Date and Time	Tuesday, 03 September 2019
RFQ Number	9182/03/09/2019
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 of 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 19 – 23 October 2020
- Estimated attendees 200
- 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, arrival and onsite social activity
- Day 2 Full day conference
- Day 3 Full day conference – followed by a gala dinner
- Day 4 Check out and ½ day meeting for about 40 people

The Venue:

- Should be able to accommodate 200 people in 1 venue and then provide additional venues (Three) for parallel sessions of about 60 per room.
- Set-up is Schoolroom or Cinema
- Venue requirements: Data projectors; microphones and speakers (lapel and hand held); Main venue should have lapel microphone, roving hand held mic for questions and podium mic; hire of laptops; 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)

- On site accommodation for 200 people. DBB rate (**Government rate**)
- Double rooms (sharing) about 30
- Balance – single rooms

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)

Notes:

Service providers will be subject to a site visit for viewing of the facility and amenities

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.