



Request for Quotation

Request for Quotation (RFQ) for the provision of services to conduct a risk assessment and inspection plan for associated piping of pressure equipment at CSIR Scientia, CSIR Cottesloe and CSIR Paardefontein sites.

RFQ No. 5842/17/06/2022

Date of issue	Thursday, 02 June 2022
Compulsory briefing session and site inspection	NONE
Closing date and time	Friday, 17 June 2022 at 16H30
Submission and contact details:	For submission of quotations or any other enquiries: Email: tender@csir.co.za (Please use RFQ No. as subject reference)

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies.

2 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of services to conduct a risk assessment and inspection plan for associated piping of pressure equipment at CSIR Scientia, CSIR Cottesloe site and CSIR Paardefontein sites.

3 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The scope of work involves the following:

- Conduct walk-about on all buildings, pilot plants, workshops and labs conducting inspections and the development of the risk assessment for pressure equipment piping.
- The service provider must conduct the risk assessment on water, oil or hydraulic, gas, steam, air and chemical pipelines.
- Develop inspection plans according to API 570 standard for piping inspection code i.e., in-service inspection repair and alteration or any applicable piping standard recommended for use in republic of South Africa.
- Pressure equipment is listed on Annexure C.
- The supplier must quote as per the price schedule, Annexure B.

3.1 Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the price schedule or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

4 MANDATORY DOCUMENTS REQUIRED / RETURNABLES

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
01	Completed and duly signed Standard Bidding Form (SBD 1) - Invitation to bid. Annexure A	
02	Completed and duly signed Bidder Declaration of Interest Form. Annexure D	
03	Submit an official quote /bid on official company letter	
04	Complete and submit a price schedule, Annexure B	
05	Submit a minimum of three (3) written testimonial/reference letters for conducting a risk assessment and developing inspection plans for associated piping for pressure equipment, from 2016 to 2022. The letters must include telephone numbers and email addresses of the referees.	
06	Submit SANAS accreditation (submit proof)	

NB: Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and B-BBEE evaluation.

5 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Late submission of quotes.
- If supplier does not quote on all items in the price schedule, Annexure B.
- Submission at wrong location or incorrect email address (**Please submit electronically to tender@csir.co.za**).
- Non-submission of any of the mandatory documents stipulated in **section 4** above.

6 EVALUATION CRITERIA

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
- 6.2 Provide a copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only)
- 6.3 No B-BBEE status will equal zero points.
- 6.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 6.5 No order will be issued, or no contract will be signed without a valid CSD number.

7 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).
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder's name and RFQ number – (E.g., Dell-RFQ No. 0000/12/06/2020 email 1 of 2)
- 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.

8 PRICING QUOTATION

- 8.1 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.
- 8.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 8.3 Payment will be according to the CSIR Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to complete the project.

9 SUB-CONTRACTING

- 9.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 9.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 9.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 9.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 9.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/quotation:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.

10 CORRECTNESS OF REPONSES

- 10.1 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.
- 10.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

11 ADDITIONAL TERMS AND CONDITIONS

- 11.1 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.
- 11.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 11.3 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.
- 11.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the quotation.

12 CSIR RESERVES THE RIGHT TO

- 12.1 Extend the closing date;
- 12.2 Verify any information contained in a proposal;
- 12.3 Request documentary proof regarding any tendering issue;
- 12.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 12.5 Award this RFQ as a whole or in part; and
- 12.6 Cancel or withdraw this RFQ as a whole or in part.

13 PERSONAL INFORMATION

- 13.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 13.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities,

governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

- 13.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 13.4 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 13.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 13.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

14 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

15 OTHER TERMS AND CONDITIONS

- 15.1 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.

15.2 A validity period of **90 calendar days** will apply to all quotations except where indicated differently on the quote.

16 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.

Note: This is not a Purchase Order.

17 ANNEXURE A – SBD 1 Form

(The Completed SBD 1 Form must be submitted with the proposal)

18 ANNEXURE B – PRICE SCHEDULE

CSIR Pretoria					
Item	Description	Unit	QTY	Rate	Amount
1	Risk assessment team	Days	3		
2	Developing site inspection plans	Days	2		
3	Safety file	Each	1		
Sub-Total					
VAT @ 15%					
Total					

Note: Please submit quotation on your company letterhead.

19 ANNEXURE D – DECLARATION BY TENDERER

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

RFQ No: 5842/17/06/2022

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:** 5842/17/06/2022 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

<p>WITNESSES</p> <p>1</p> <p>2</p> <p>DATE:</p>
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