

***Request for Quotations (RFQ) for supply and delivery of diesel for CSIR Stellenbosch and Rosebank (Cape Town), including the refueling of the generators for a period of two (2) years, as and when required basis.***

***RFQ No. 9290.1/07/05/2021***

Date of issue	Friday, 23 April 2021
Closing Date and Time	Friday, 07 May 2021 @ 16h30 ( late submission will not be accepted)
Contact details	For submission of quotations or any other enquiries: Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b><i>Please use RFQ No. as subject reference</i></b> )
CSIR Hours	08h00 – 16h30
Category	General Services

## 1 INVITATION FOR QUOTATION

Quotations are invited from suitably qualified and experienced service provider to supply and deliver of diesel for the CSIR generators supplying backup power to CSIR critical facilities in the Western Cape, including the refueling of the generators for a period of two (2) years, as and when required basis.

## 2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

- 2.1. Supply and delivery of diesel on an as and when required basis for a period of two (2) years. The estimated total quantity is 50 000 Litres for a period of two (2) years.
- Supply, Delivery and Refueling of Diesel for CSIR Stellenbosch Campus (Western Cape) generators.
  - Supply, Delivery and Refueling of Diesel for CSIR Rosebank Campus (Rondebosch, Cape Town) generators.
- 2.2. Refers to **Annexure C** for Bill of Quantities for pricing.
- 2.3. The service provider must be able to deliver and refuel urgently (Within 6 hours) during working and after working hours including weekends and public holidays (24 hours).
- 2.4. The Service provider must take precautionary safety and environment actions and be prepared in the event of spillage and/or fire.

### **Additional Requirements:**

- The supplier must submit quotation on their official company letterhead;
- The supplier must quote on the quantity listed in the above scope of work per sites (Stellenbosch and Rosebank);
- The pricing must be firm and inclusive of all costs (clearly show travel cost / standard and after hours' rates) required to render the required services to the CSIR;
- All materials / services offered in term of this RFQ shall comply with the

latest relevant codes of the National Association of Automobile Manufacturing of South Africa (NAAMSA) and South African Bureau of Standards (SABS) where applicable;

- Service delivery is to be made to: 15 Lower Hope Street, Rosebank CSIR (CPT), and 11 Jan Celliers Street, Stellenbosch CSIR (Cape Town).
- SLA and contract to be signed to ensure efficient service delivery.

### 3 MANDATORY DOCUMENTS REQUIRED / RETURNABLE:

- Bidder must submit a current company profile clearly showing the company's core activities;
- Bidder must submit a proof (*Copy of vehicle registration and road worthy certificate*) of at least two vehicle and/or trailer's/bowsers licensed to carry fuel with all safety equipment required by law.
- Bidder must provide a minimum of three (3) Contactable references for similar work or services done in the last 2 to 3 years;
- Bidder must submit a letter of good standing with the Compensation for Occupational Injuries and Disease Act (COIDA) relevant scope of work (*If the letter of good standing is not relevant , bidder would have to do an affidavit to Department of Labour (DoL) or their private assurer to include the relevant "Nature of business" into the letter, therefore Bidder would need submit proof the affidavit and acceptance by DoL, however no appointment done without a letter of good standing relevant to the scope of work*);
- The supplier must provide wholesale/manufacturing license regulation as issued by the Department of Minerals and Energy,

**NB:** *Non-submission of the above-mentioned documents may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBBEE evaluation.*

#### 4 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

Only Exempted Micro Enterprises (EMEs) that are B-BBEE Level 1, 2, 3 and 4, and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 to 3 will be considered. A valid certified copy of a B-BBEE Certificate or valid sworn affidavit must be submitted to be considered for this tender.

#### 5 ELIMINATION CRITERIA:

Bidders will be eliminated under the following conditions:

- Late submission of Quotes;
- Submission to an incorrect email address (*Only electronical submission to [tender@csir.co.za](mailto:tender@csir.co.za) would be considered.*);
- If bidder is restricted by National Treasury;
- If bidder does not quote on all items in the original BOQ;
- If supply does not submit quotation on their official company letterhead or signed BOQ;
- Non-submission of at least a minimum of three (3) Contactable references for similar work or services done in the last 1 to 3 years;
- If bidder does not submit valid letter of good standing with the Compensation for Occupational Injuries and Disease Act (COID) relevant to the scope of work (*If the letter of good standing is not relevant , bidder would have to do an affidavit to Department of Labour (DoL) or their private assurer to include the relevant "Nature of business" into the letter, therefore Bidder would need submit proof the affidavit and acceptance by DoL, however no appointment done without a letter of good standing relevant to the scope of work*);
- The supplier must provide wholesale/manufacturing license regulation as issued by the Department of Minerals and Energy;
- Bidder must submit a proof (*Copy of vehicle registration and road worthy certificate*) of at least **one** vehicle and/or trailer's/bowsers licensed to

carry fuel with all safety equipment required by law.

## 6 EVALUATION CRITERIA

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
- 6.2 Provide a valid original or certified copy of the B-BBEE Certificate, or valid sworn affidavit in the dti templates.
- 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](http://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 PRICING QUOTATION

- 7.1 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.
- 7.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 7.3 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.***

## 8 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 8.1 All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- 8.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 8.3 The email and file sizes should not exceed a total of 30mb per email.

- 84 The naming / labelling syntax of files or documents must be short and simple (e.g. BBEE Certificate).

## **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 BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBEE.
- 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 OTHER TERMS AND CONDITIONS**

- 10.1 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.
- 10.2 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.

**No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order**

**RETURNABLE DOCUMENTS**

**Failure to provide all Mandatory Returnable Documents at the closing date and time of this RFQ will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their RFQ.**

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
A valid certified copy of a B-BBEE Certificate or valid sworn affidavit	
Quotation on all items in the original BOQ on their official company letterhead or signed	
Least a minimum of three (3) Contactable references for similar work or services done in the last 2 to 3 years.	
Valid letter of good standing with the Compensation for Occupational Injuries and Disease Act (COID) relevant to the scope of work (If the letter of good standing is not relevant, bidder would have to do an affidavit to Department of Labour (DoL) or their private assurer to include the relevant "Nature of business" into the letter, therefore Bidder would need submit proof the affidavit and acceptance by DoL, however no appointment done without a letter of good standing relevant to the scope of work);;	
Wholesale/manufacturing license regulation as issued by the Department of Minerals and Energy;	
Proof (Copy of vehicle registration and road worthy certificate) of at <b>least one</b> vehicle and/or trailer's/bowsers licensed to carry fuel with all safety equipment required by law	
Bidder must submit a current company profile clearly showing the company's core activities;	



## Annexure A- SBD 1

### PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH</b>					
RFQ NUMBER:	9290.1	CLOSING DATE:	04/05/202	CLOSING TIME:	16h30
DESCRIPTION	Request for Quotations (RFQ) for supply and delivery of diesel for CSIR Stellenbosch and Rosebank (Cape Town), including the refueling of the generators for a period of two (2) years, as and when required basis				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)</b>					
<b>CSIR GATE 3 – MAIN RECEPTION ARES (TENDER BOX)</b>					
<b>MEIRING NAUDE ROAD</b>					
<b>BRUMMERIA, PRETORIA.</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes  <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		<input type="checkbox"/>	NAME:		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<b>1.1.1.1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>1.1.1.2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>1.1.1.3</b> SIGNATURE OF BIDDER	.....	<b>1.1.1.4</b> DATE	
<b>1.1.1.5</b> CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
<b>1.1.1.6</b> TOTAL NUMBER OF ITEMS OFFERED		<b>1.1.1.7</b> TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	CSIR	CONTACT PERSON	N/A
CONTACT PERSON	N/A	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	N/A	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	tender@csir.co.za
E-MAIL ADDRESS	tender@csir.co.za		

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/></span>  YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span>  YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES</span>  <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES</span>  <input type="checkbox"/> NO</p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## Annexure B

### Declaration by Tenderer and Breach of Law Form

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

NAME OF ENTITY:

---

We \_\_\_\_\_ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
6. we have complied with all Obligations of the Bidder/Supplier as indicated in paragraph 3 of the CSIR Supplier Integrity which includes but is not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with CSIR;
7. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
8. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
9. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER: ADDRESS:

---



---

Indicate nature of relationship with CSIR:

---



---

**[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]**

10. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
11. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
12. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

#### **BREACH OF LAW**

13. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

---



---



---



---



---

DATE OF BREACH: \_\_\_\_\_

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_

For and on behalf of	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration      Name      of

