



Request for Quotations (RFQ)

For Provision of SHE Legal Compliance Audit at the CSIR (all sites).

RFQ No. 5685/03/05/2021

Date of issue	Friday, 16 April 2021
Compulsory site briefing	None
Closing Date and Time	Date: Monday, 03 May 2021 Time: 16H30 <i>(Late tenders will not be considered)</i>
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za <i>(Please use RFQ No. as subject reference)</i>

1. INVITATION FOR QUOTATION

Quotations are hereby invited from qualified and accredited service providers to conduct a SHE Legal Compliance Audit for the CSIR.

2. BACKGROUND

CSIR is currently certified for ISO 9001:2015, ISO 14001: 2015 and OHSAS 18001:2007. ISO certification is important for the organization as a useful tool to add credibility, by demonstrating that the company's products and services meet the expectations of our customers.

A service provider is required to conduct a legal compliance audit to determine whether or not the CSIR Safety, Health, Environment Management System (SHEMS), conforms to the legal requirements pertaining to health, safety and the environment, whether the existing legislation have been properly implemented, maintained and is effective in meeting the organization's policy and objectives.

3. SCOPE OF WORK

The scope of work for the legal compliance audit will cover safety, health and environmental legislation in all business units/portfolios/centres within the CSIR as outlined in the table below: Bidder must indicate their compliance on the following;

Location	Business Unit	Safety	Health	Environment	Duration (Day)	Comply (Yes/No)
Pretoria Scientia Campus	Security & Defense	√	√	√	1	
		√	√	√	1	
	Next Generation Health	√	√	√	1	
	Materials Science & Manufacturing (MSM)	√	√	√	1	
	Implementation Unit (IU)		√	√	1	
	Built Environment (BE)		√	√	1	

	Support Services : Facilities Management (FM)	√	√	√	1	
Durban 359 King George V Avenue	Smart Places Chemicals MS		√	√	1	
Cape Town: Rosebank 15 Lower Hope Rd	Next Gen Adv Agri, Food & Health Smart Places <u>Centre for High Performance Computing (CHPC)</u> NCPC		√	√	1	
Cape Town: Stellenbosch 11 Jan Cilliers St	Defense & Security Smart Places Smart Mobility Next Gen Ent & Instit	√	√	√	1	
Kloppersbos and Paardefontein		√	√	√	1	

The duration of the Audit is expected to last over 11 working days. The anticipated start date will be confirmed.

4. ELIMINATION CRITERIA

Quotation submissions will be eliminated under the following condition;

- Submission after the deadline

- Quotation submitted at incorrect e-mails address
- Failure by bidder to have a minimum of 5 years' experience of the lead Auditor in conducting SHE Legal Compliance Audits in large organizations of at least 2000 + employees;
- Failure by the lead auditor to have a legal background (lawyer/attorney)
- Failure to submit a minimum of 3 signed letters as references with contactable details on previous SHE Legal Compliance Audits for a similar size organisation;
- Failure Submit full CV's and copies of qualifications of individual auditors;
- Failure by Auditors to have Health & Safety Legal expertise and Environmental Legal expertise;
- Failure to submit audit project plan and methodology
- Failure to complete and submit Annexure C, Declaration by Bidder.

5. EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Indicate valid B-BBEE status on 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 to register.

No order will be issued nor a contract 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.

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

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
- 7.2 A material breach of the Agreement and the CSIR shall be entitled to terminate the agreement forthwith, without prejudice to any of its rights.
- 7.3 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 7.4 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.

8. PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 8.1 All quotations must be submitted electronically to: 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
- 8.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- 8.5 Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder name and RFQ number
- 8.6 All documents submitted electronically via email must be clearly visible.
- 8.7 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

9. CORRECTNESS OF RESPONSE

- 9.1 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.
- 9.2 The prices and rates quoted must cover all obligations under any resulting contract.
- 9.3 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

APPENDIX A – PRICING SCHEDULE

Bidders are to quote based on the following pricing schedule and in line with the above scope of work:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
<i>The Provision of SHE Legal Compliance Audit at the CSIR.</i>					
1.	On site Audit	Day	11		
2.	Travelling	Km			
3.	Report Compilation	Each	1		
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required service.					
				Sub-total	
				VAT	
				Total	

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services indicated in the above scope of work.

- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

Note: This is not a Purchase Order.

ANNEXURE B - SBD 1 Form

The Completed SBD 1 form must be submitted with the quotation

ANNEXURE C - DECLARATION BY BIDDER

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

RFQ No: 5685/03/05/2021

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:** 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: