



**Request for Quotation (RFQ) for the Certification of ISO 9001:2015
Management System at Aumanat CC, a company supported by the CSIR**

RFQ No - 5988/13/12/2022

Date of issue:	Tuesday, 29 November 2022
Closing Date and Time:	Tuesday, 13 December 2022 at 16h30
Tender submission:	For submission of quotations or enquiries: tender@csir.co.za (Please use RFQ Number at subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of services for the certification audit process and certification for ISO 9001:2015 Management System at Aumanat, an SMME based in Pinetown, Durban, KZN.

	Company Name	Services Required
o	Aumanat CC Location: Pinetown, South Africa Total Employees: 7 <ul style="list-style-type: none"> o 5 Full time employees o 2 Seasonal or part-time employees Operations: <ul style="list-style-type: none"> o Aumanat Manufacture (subcontracted), assembly & testing of pneumatic actuators. Sales, servicing, repairs and installation of electric and pneumatic actuators . o Manufacturing and logistics are outsourced. 	ISO 9001:2015 Management System certification. <ul style="list-style-type: none"> o ISO 9001:2015 is currently being implemented at Aumanat through a consultant and will be ready end of October for certification. Activities for the above scope (ISO 9001:2015 will include but not limited to: <ul style="list-style-type: none"> o All audits prior to the issuance of the required certificates. o The issuance of certificate for ISO 9001:2015

	Company Name	Services Required
	<ul style="list-style-type: none"> ○ <u>The scope excludes design and development</u> 	<ul style="list-style-type: none"> ○ <u>The quotation should exclude the First and Second Surveillance Audits (Year 2 and 3), only the First Year Certification Audit will be contracted</u> ○ All travel costs to be included in the quotation

2 QUOTATION REQUIREMENTS

- The service provider must have at least 3 years' worth of experience in the certification of ISO 9001 Management Systems
- Proof should be provided that the service provider is currently, or recently, successfully conducted and certified an organisation for ISO 9001 in the field of valves, water infrastructure and pressure pipes.
- Proof should be submitted with the application that the service provider is accredited by SANAS or an equivalent internationally recognised board

3 Additional requirements

- Clearly indicate VAT charged where applicable (if not VAT registered, please state so clearly)
- Provide valid original or certified copy of the B-BBEE certificate issued by an accredited verification agency and bearing a SANAS logo, or Valid sworn affidavits made on DTIC designed templates, or DTIC issued sworn affidavits or CIPC issued B-BBEE certificate

4 Elimination criteria

- 4.1 Bidders that submit late bids will not be considered.
- 4.2 Bidders that submit to the incorrect location or email address will be eliminated.
- 4.3 Bidders that are listed on the NT database of restricted suppliers will not be considered.
- 4.4 Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- 4.5 Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

5 EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Provide valid original or certified copy of the B-BBEE certificate issued by an accredited verification agency and bearing a SANAS logo, or Valid sworn affidavits made on DTIC designed templates, or DTIC issued sworn affidavits or CIPC issued B-BBEE certificate
- 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.
- 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 APPOINTMENT OF SERVICE PROVIDER

- 8.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 8.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 8.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

9 ADDITIONAL TERMS AND CONDITIONS

- 9.1 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.
- 9.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 9.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 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.

- 9.4 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.
- 9.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

10 CSIR RESERVES THE RIGHT TO

- 10.1 Extend the closing date;
- 10.2 Verify any information contained in a proposal;
- 10.3 Request documentary proof regarding any tendering issue;
- 10.4 Give preference to locally manufactured goods;
- 10.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 10.6 Award this RFQ as a whole or in part;
- 10.7 Cancel or withdraw this RFQ as a whole or in part.

11 DISCLAIMER

This RFQ is a request for quotation 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 proposal, 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

12 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.

13 Note: This is not a Purchase Order.

DECLARATION BY TENDERER

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

RFQ No: 5988/13/12/2022

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-5988/13/12/2022 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 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:	