



**Expression of Interest (EOI)**

**For**

**Gauge block comparator probe pair with display**

**EOI No. 8052/17/01/2022**

Date of Issue	Friday, 03 December 2021	
Closing Date	Monday, 17 December 2022	
Place	Electronically – <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Engineering	

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## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2 BACKGROUND**

The CSIR in the form of the Industrial Robotics group, which is part of the Centre for Robotics and Future Production (CRFP), has experience and expertise in electronic, mechanical, and software development, specifically in the automation of machinery, be it existing equipment or new implementations. As part of one of these projects a gauge block comparator probe set is needed.

The gauge block comparator probes are used in the comparator apparatus to measure the deviation of the gauge blocks compared to a calibrated master set of blocks. These measurements are then displayed on a display box and stored on a PC.

### **3 INVITATION FOR EXPRESION OF INTEREST**

Expressions of Interests are hereby invited for participation in this program.

### **4 EOI SPECIFICATION**

All proposals are to be submitted in the format specified in this this document. However, applicants are welcome to submit additional/alternative information over and above the originally specified format.

### **5 FUNCTIONAL EVALUATION CRITERIA**

5.1 The evaluation of the functional / technical detail of the EOI will be based on the requirements listed in the table below:

<b>Requirement</b>	<b>Acceptance Criteria</b>	<b>Weight</b>	<b>Score</b>
The probe resolution should be 1 nm or better	Resolution 1 nm or better (100) Resolution between 1 and 2 nm (50) Resolution worse than 2 nm (0)	20	
The probe repeatability should be 10 nm or better	Repeatability 10 nm or better (100) Repeatability between 10 and 20 nm (50) Repeatability worse than 20 nm (0)	20	
The measurement range should be at least 0.2mm	Measurement range 0.2mm or better (100) Measurement range worse than 0.2mm (0)	10	
The probe should have pneumatic retraction	Has pneumatic retraction (100) Does not have pneumatic retraction (0)	10	
Top probe should have a higher gauging force than the bottom probe	Has a higher gauging force for top probe (100) Does not have a higher gauging force for top probe (0)	10	
Probe body diameter 8mm	Probe body diameter 8mm (100) Probe body diameter is not 8mm (0)	10	
Measurement display that can take two probe inputs and must have either analogue or an open digital communication protocol	Has a measurement display that can take two probe inputs and must have either analogue or an open digital communication protocol (100) Does not have a measurement display that can take two probe inputs and must have either analogue or an open digital communication protocol (0)	10	
All cables needed for the system should be supplied.	All cables needed for the system will be supplied. (100) All cables needed for the system not supplied. (0)	10	

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% will be eliminated from further evaluation.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location
- National Treasury Restricted suppliers
- Incomplete proposal submission

- Must adhere to an internationally accepted standard for verification of geometrical parameters and or linear measurement needs to be complied to (Example DIN 32876)

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION**

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process.

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR PROPOSAL SUBMISSION

- All proposals must be submitted electronically at: tender@csir.co.za
- If document exceeds 25MB multiple emails may be sent

### 9 EOI PROGRAMME

The program, as currently envisaged, incorporates the following key dates:

- Issue of documents: 03 December 2021
- Last date for enquiries 10 December 2021
- Closing / submission Date: 17 January 2022
- Estimated contract duration (in months/years) To be confirmed

### 10 SUBMISSION OF RESPONSES

10.1 All proposals are to be clearly marked with the EOI number and the name of the tenderer on the email.

**PART 1:** Technical Proposal: **EOI No.: 8052/17/01/2022.**

**PART 2:** B-BBEE and other Mandatory Documentation: **EOI No.: 8052/17/01/2022.**

10.2 Proposals submitted by companies must be signed by a person or persons duly authorised.

10.3 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution and B-BBEE.

### 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **17 January 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

### 12 EVALUATION PROCESS

12.1 All proposals will be evaluated by an evaluation team for functionality and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful applicants.

### **13 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with “EOI No 8052/17/01/2022 – Expression of Interest (EOI)for Gauge block comparator probe pair with display” as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the EOI process other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

### **14 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this EOI must be in English.

### **15 COST OF EXPRESSION OF INTEREST**

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

### **16 CORRECTNESS OF RESPONSES**

16.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

## **17 VERIFICATION OF DOCUMENTS**

17.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

## **18 SUB-CONTRACTING**

18.1 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.

18.2 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.

## **19 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

19.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

19.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

19.3 Prescribed by the body - regulating the profession of the consultant.

## **20 TRAVEL EXPENSES**

20.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

20.1.1 Only economy class tickets will be used.

20.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.



20.1.3 No car rentals of more than a Group B will be accommodated.

## **21 ADDITIONAL TERMS AND CONDITIONS**

21.1 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.

21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

21.3 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.

21.4 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.

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

## **22 CSIR RESERVES THE RIGHT TO**

22.1 Extend the closing date;

22.2 Verify any information contained in a proposal;

22.3 Request documentary proof regarding any tendering issue;

22.4 Give preference to locally manufactured goods;

22.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

22.6 Award this EOI as a whole or in part;

22.7 Cancel or withdraw this EOI as a whole or in part.

## **23 DISCLAIMER**

This EOI is an expression of interest only and not an offer document. Answers to this EOI 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 EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the EOI, 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.

## DECLARATION BY TENDERER

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

**EOI No:** .....

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 the EOI 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: .....	