

**Request for Quotation (RFQ) for the provision of Stack monitoring services at CSIR
Cottesloe site in Johannesburg**

RFQ No. 5676/23/03/2021

Date of issue	Tuesday, 09 March 2021
Closing Date and Time	Tuesday, 23 March 2021 at 16h30 (Late tenders will not be considered)
Briefing Session	None
Contact details	For enquiries email tender@csir.co.za (Please use RFQ No. as subject reference)
CSIR business hours	08h00 – 16h30

1. INVITATION FOR QUOTATION

Quotations are hereby invited from reputable service providers for the provision of stack monitoring services at the CSIR Cottesloe site in Johannesburg. The service is required immediately from the date of appointment.

2. SCOPE OF WORK AND QUOTATION REQUIREMENTS

The scope of work entails the measuring of various parameters on a single circular stack and evaluation of these parameters against statutory and other applicable standards.

2.1 Methodology

Bidders are to include a methodology that addresses the parameters to be measured which include the following:

- Stack parameters (e.g. stack velocity, temperature, etc.),
- Particulates,
- Acids (H₂SO₄ and HCl),
- Lead,
- SO_x
- NO

3. ELIMINATION CRITERIA

Quotation submissions will be eliminated under the following condition;

- Submission after the deadline
- Quotation submitted at incorrect location
- Failure to return completed SBD1 document
- Failure by the bidder to address the following in their methodology:
 - Include at least the minimum parameters as indicated in 2.
 - Monitoring in accordance with standardised national/international methodology.

4. EVALUATION CRITERIA

4.1 Selection of suppliers will be based on the 80/20 preference point system.

4.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points.

4.3 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.

5. PRICING QUOTATION

5.1 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.

5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

5.3 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.

6. OTHER TERMS AND CONDITIONS

- 6.1 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
- 6.2 A material breach of the Agreement and the CSIR shall be entitled to terminate the agreement forthwith, without prejudice to any of its rights.
- 6.3 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 6.4 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.

7. PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 7.1 All quotations must be submitted electronically to: tender@csir.co.za
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids
- 7.3 The email and file sizes should not exceed a total of 30mb per email
- 7.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- 7.5 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
- 7.6 All documents submitted electronically via email must be clearly visible.
- 7.7 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

8. CORRECTNESS OF RESPONSE

- 8.1 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.
- 8.2 The prices and rates quoted must cover all obligations under any resulting contract.
- 8.3 The tenderer accepts that any mistakes regarding prices and calculations will be at their ownrisk.

APPENDIX A – PRICING SCHEDULE

Bidders must quote based on the following pricing schedule and in line with the above scope of work: (a cherry picker will be provided to access the stack)

No.	Deliverable / Item Description	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
<i>The provision of Stack monitoring services at CSIR Cottesloe site in Johannesburg.</i>					
1.	Travel	km			
2.	Consumables				
3.	Technical report				
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services.					
				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.

DECLARATION BY TENDERER

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

RFQ No: 5676/23/03/2021

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. 5676/23/03/2021** 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 about 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:	