



## ***Request for Quotation (RFQ) for the ISO 9001 Gap Analysis at CSIR in Pretoria***

RFQ Number	<b>5750-30-09-2021</b>
Date of issue	<b>Tuesday, 14 September 2021</b>
Closing Date and Time	<b>Thursday, 30 September 2021 at 10:00 – Late bids will not be considered.</b>
Submission of responses	<b>All responses must be submitted to: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> Submissions cannot be submitted to any other address, as this will lead to elimination</b>
Contact details	Submission of enquiries: All enquiries must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . This email is only for submission of enquiries. <b><i>(Please use the RFQ number as the subject reference)</i></b>
CSIR Business Hours	08:00 – 16:30

### **1 INVITATION FOR QUOTATION**

Quotations are hereby invited from suitably-qualified and experienced service providers for the ISO 9001 Gap Analysis at CSIR in Pretoria

### **2 SCOPE OF WORK / REQUIREMENT**

The supplier must quote as per the below Bill of Quantities (BOQ):

ITEM	DESCRIPTION	QTY	AMOUNT
1	12 Impact Areas	12	
2	Report per Impact Area	12	
	<b>Sub Total (Excl Vat)</b>		
	<b>Total 15% Vat</b>		
	<b>Total (Incl Vat)</b>		

### Additional Factors

The above Gap Analysis to be conducted in 6 working days.

### 3 ELIMINATION CRITERIA

- 3.1 Failure to submit on time
- 3.2 Good knowledge and experience with ISO 9001:2015 implementation
- 3.3 5yrs experience in auditing ISO 9001:2015
- 3.4 SAATCA/IRCA registered Lead auditor
- 3.5 3x reference letters where similar Gap Analysis was conducted

### 4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 **Include a valid B-BBEE certificate with your quotation. No B-BBEE status will equal zero points in the respective entry of the point system.**
- 4.3 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.

### 5 PRICING QUOTATION

- 1.1 **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.** For VAT registered bidders, the VAT component and the total price including

VAT should be clearly indicated.

- 5.1 Price should include all additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.2 Payment will be according to the CSIR Payment Terms and Conditions.

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

**7 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 Note: This is not a Purchase Order.**

**Annexure A – SBD 1 Form**

**(The Completed SBD 1 form must be submitted with the quotation)**