



Request for Quotations (RFQ) for the supply Linear Tape Open (LTO) backup media tapes to the CSIR

RFQ No. 9285/26/02/2021

Date of issue	Thursday, 11 February 2021
Closing Date and Time	Friday, 26 February 2021 at 16:30
Contact details	Submission of quotations or any other enquiries is via email only and must be sent: tender@csir.co.za <i>(Please use RFQ number as subject reference)</i>
Category:	Computer Hardware
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited to supply LTO backup media tapes to the CSIR.

2 SCOPE OF WORK

Quote as per below BOQ:

1. HP LTO Backup Media (see description and quantities below)
2. Label barcodes need to be attached to tapes
3. Quantity may vary at time of ordering

Description	Qty.	Total Amount (ZAR)
HP LT0-04 Ultrium Backup Media Tapes	150	
HP LT0-5 Ultrium Backup Media Tapes	2730	
Ultrium Universal Cleaning Cartridge	115	
Barcodes for LT0-4 Tapes	150	
Barcodes for LT0-5 Tapes	2730	
Sub-Total		

VAT 15%	
Total	

3 EVALUATION CRITERIA

- 3.1 No order will be issued without a valid CSD number.
- 3.2 Selection of suppliers will be based on the 80/20 preference point system.
- 3.3 Provide a SANAS accredited B-BBEE Certificate, sworn affidavit from the DTI OR CIPC indicating the B-BBEE status level.
- 3.4 No B-BBEE status will equal to zero points.
- 3.5 Quotations must be submitted on company letterhead.

Elimination Criteria

- Submission of quotes after the deadline;
- Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)
- Non-submission of quotes on company letterhead.

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices*

- 4.4 Payment will be according to the CSIR Payment Terms and Conditions.

5 VALIDITY PERIOD OF THE QUOTATION

Each quotation shall be valid for a minimum period of three (3) months calculated from the closing date.

6 APPOINTMENT OF SERVICE PROVIDER

- 6.1 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.
- 6.2 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.
- 6.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

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.
- 8 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 ANNEXURE A – SBD 1 (Completed form to be submitted with the quotation)

DECLARATION BY TENDERER

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

RFQ No: 9285/26/02/2021

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: 9285/26/02/2021 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 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: