

***Request for Quotation (RFQ) for the Supply and Delivery of  
Dell Servers to the CSIR***

RFQ Number	9315-01-10-2021
Date of issue	Wednesday, 22 September 2021
Closing Date and Time	Friday, 01 October 2021 at 16:30 – Late bids will not be considered.
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 Dell Gold or higher Partners with a Server Competency Certification for the supply and delivery of Dell servers to the CSIR.

**2. QUOTATION REQUIREMENTS**

The bidder must quote as per the Bill of Quantities (BOQ) and Specifications indicated in **Appendix A**.

**Additional Requirements:**

- The bidder must submit a valid copy of their Dell Gold or higher Partner Certification with Server Competency.
- The bidder must electronically complete and submit the signed **Appendix A**.

- The bidder must quote on all the items/services listed in **Appendix A**.
- The bidder must also submit a signed quotation with the same specification, services and quantities as per **Appendix A**, on their official company letterhead.
- The pricing must be firm and inclusive of all costs required to deliver the required goods and/or services to the CSIR.
- The bidder must indicate that the quotation is valid for 90 days from the closing date of the tender.
- The bidder must indicate that all the equipment will be delivered within 35 days from receiving the purchase order.
- The bidder must submit an official signed letter from Dell, confirming that the technical specifications and price was confirmed with Dell.
- Delivery is to be made at CSIR Pretoria.

### 3. EVALUATION CRITERIA

- .1 Selection of bidders will be based on the 80/20 preference point system.
- .2 Provide valid B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; or
  - Valid sworn affidavits made on dti designed templates;
  - CIPC issued B-BBEE certificate.
- .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.
- .4 No order will be issued, or no contract will be signed without a valid CSD number.

#### 4. ELIMINATION CRITERIA

Bidders will be eliminated under the following conditions:

- Submission at wrong location or incorrect email address (***Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***);
- Late submission of Quotes;
- Bidder who is restricted by National Treasury;
- If the bidder did not submit a valid Dell Gold or Higher Partner Certification with Server Competency;
- If the bidder submitted a handwritten version of **Appendix A**;
- If the bidder did not sign **Appendix A**;
- If the bidder did not complete or quoted on all the items on **Appendix A**;
- If the bidder did not indicate that the quote is valid for 90 days;
- If the bidder did not confirm the delivery of all equipment will be within 35 days of receiving the purchase order;
- If the bidder did not submit a signed quotation on their official company letterhead;
- If the bidder did not submit an official letter from Dell confirming the price and specifications.

#### 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 insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

## **6. PROCEDURE FOR SUBMISSION OF QUOTATIONS**

- 6.1 Respondents must use the RFQ number as the subject reference number when submitting their bids
- 6.2 The email and file sizes should not exceed a total of 30mb per email
- 6.3 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- 6.4 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 – (E.g. RFQ No. 0000/12/06/2020 email 1 of 2)
- 6.5 All documents submitted electronically via email must be clearly visible.
- 6.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **7. OTHER TERMS AND CONDITIONS**

- 7.1 The bidder 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 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 bidder.**

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

**Annexure A – SBD 1 Form**

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