

Request for Quotation (RFQ) for the supply of card lock modules to the CSIR

RFQ No 5727/16/08/2021

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| Date of issue | Monday, 02 August 2021 |
| Closing Date and Time | Monday, 16 August 2021 at 16:30 |
| Contact details | For submission of quotations or any other enquiries: tender@csir.co.za |

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply of card lock modules to the CSIR.

2 QUOTATION REQUIREMENTS

| Part Number | Description | Quantity |
|------------------|----------------------------|----------|
| MW230-6-30TM2.5L | MW230-6-30TM2.5L CARD LOCK | 190 |

Indicate stock availability and estimated delivery date on the quote.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points.
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.
- 3.5 Delivery time.

4 ELIMINATION CRITERIA

- 4.1 Failure to adhere to the specification requirements of the request for quotation.

- 4.2 Submission of quotation after closing date and time
- 4.3 Submission at the incorrect email address
- 4.4 Delivery time exceeds 12 weeks from date of Purchase Order

5 PENALTIES

Should delivery not be received within the stipulated agreed time between both parties, the following financial penalties will be imposed.

1% (One percent) of the quoted amount, excluding VAT, for each day the order is delayed.

This amount will be deducted from the final payment to the supplier.

Example:

Quote (A) = R100 000 (exc VAT)
Number of days Late (L) = 10
Penalty Rate (r) = 1% = 0.01
Penalty amount = $L * r * A = 10 * (0.01) * 100\ 000 = R10\ 000$

Thus, supplier will be paid $R100\ 000 - R10\ 000 = R\ 90\ 000$ exc VAT

6 PRICING QUOTATION

- 6.1 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.
- 6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 Payment will be according to the CSIR Payment Terms and Conditions.

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.
- 7.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

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

DECLARATION BY TENDERER

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

RFQ No:

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 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: | |