



Request for Quotation (RFQ) for the Provision of Professional Services to the Import / Export Department at the CSIR for a period of twelve (12) months

RFQ No. 5816/26/04/2022

Date of issue	Wednesday, 20 April 2022
Closing Date and Time	Tuesday, 26 April 2022 @ 16h30 (<i>late submission will not be accepted</i>)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)
CSIR Hours	08h00 – 16h30
Category	Professional Services

1 INVITATION FOR QUOTATION

Bidders are invited to submit a quote for the provision of Professional Services to the Import / Export Department at the Council for Scientific and Industrial Research (CSIR) for a period of twelve (12) months with an option to extend if necessary. Bidders must comply with the instructions and requirements of this RFQ. Non-compliance may lead to a quote not being considered by the CSIR.

2 BACKGROUND

CSIR has an in-house Import / Export department that is responsible for all internal trade transactions on behalf the CSIR. The CSIR is seeking a service provider that will provide short-term professional assistance for a period of twelve (12) months. The services are required in the Import / Export department, with daily operational activities that include, but not limited to the following:

- a) International imports, exports, customs matters, logistics, international and domestic transport services, airfreight, courier, road and sea freight. The service is required for five days per week from 08:00 to 16:30.
- b) All work/services must be delivered to CSIR's rules, policies and procedures. The professional resource must adhere to CSIR protocol and follow the CSIR's procurement processes in obtaining quotes.

3 QUOTATION REQUIREMENTS

3.1. Scope of Work

The Contactor shall perform import and export services for and on behalf of the CSIR based in Pretoria. The Contractor shall provide services to the CSIR on a priority basis throughout the duration of the arrangement.

The scope of services to be performed by the Contractor may include (but not limited to):

- International Imports/exports customs and logistics
- Domestic

3.1.1. International Imports/exports customs and logistics

The Contractor will provide full services as and when requested by CSIR. This includes all customs related formalities required for importation of all goods incoming from outside

South Africa and consigned to CSIR, and exportation of goods from South Africa. The scope of such services shall include the following:

- Adhere to SARS, Customs & Excise Act with its rules and Regulations complying to all relevant procedures and legislation governing the international supply chain;
- The professional must comply with statutory requirements for international trade;
- Adhere to the International Air Transport Association (AITA) and other transport regulating authorities when transporting commodities, applying and obtaining the necessary applicable permits/certificates/data safety sheets if applicable;
- Determine the correct Inco-terms and customs tariffs on commodities being imported/exported;
- Liaise with customs airlines, agents, couriers on daily basis to ensure compliance to all relevant procedures and legislation governing the international supply chain;
- Arrange, monitor and control all import / export consignments with regular feedback to clients;
- Ensure Imports / exports is in compliance with CSIR policies and procedures;
- Handle, control, track and trace and resolve all import/export consignments;
- Update all CSIR databases and accurately keep records in accordance to SARS regulations; and keep records for insurance, statistical and auditing purposes;
- Preparation/checking of payments of agents dealing with all aspects of Imports/Exports. Checking all Import/Export transport invoices with quotes and terms, authorizing invoices for finances to make payments;
- Obtain quotations from the various freight agents and couriers for each consignment;
- Ensure all transactions are done in a cost effective way;
- Assist Business Units' in calculating the estimated landing cost of Import/export consignments (duties, taxes and freight);
- Negotiate freight rates with various freight agents – ensuring cost effectiveness to the organization; and
- Assist with all Import/Export related tasks.

3.1.2. Domestic

Successful implementation of CSIR programmes depends very much on timely and safe delivery of the required products to those sites that need them. It shall be the responsibility of the Contractor to ensure that the following are successfully implemented:

- Handle, control, track and trace and resolve all domestic consignments;
- Obtain quotations from the various freight agents and couriers for each domestic consignment above 50kg;
- Obtain quotations from the various freight agents and couriers for each domestic consignment in need of special handling;
- Ensure domestic consignments is in compliance with CSIR policies and procedures;
- Adhere to CSIR procurement standard, framework, procedure and CSIR approval framework; and
- Adhere to CSIR condition of services, which includes working hours.

3.2. Required Resources

The CSIR requires at least one (1) resource to be assigned at its import / export in-house unit in Pretoria for a period of twelve (12) months, with the option of an additional resource as and when required.

- One (1) resource will be committed on a full-time basis for the duration of six months and the second resource will be optional.
- It will be required from the resource to function from the CSIR site in Meiring Naude Road in Pretoria. However, working remotely will be allowed when possible.

The use of the second resource will be on a pre-arranged basis with sufficient notification to the service provider.

3.3. Qualifications, Skills and Experience

The resources are required to have the following qualifications, skills and experience

- An NQF L5 or any other relevant qualification with at least five years' experience in import/export and logistic environment.

- Thorough understanding of the international supply chain, airfreight, sea freight, courier services and customs.
- Ability to meet demanding deadlines.
- Individuals that are disciplined, self-motivated and self-driven with attention to detail. They must be able to function independently and be able to start and finish a project.
- The individual must be a team player who shares the progress of projects.
- Knowledge of the Custom Act.
- Sound knowledge of incoterms and freight forwarding industry.
- Sound knowledge of airfreight, sea freight, road and courier services.

4 PRICING SCHEDULE

- 4.1** The bid must include a completed pricing schedule as per Table 1, which must be included only in Part 2 of the proposal.
- 4.2** The bidder must provide two (2) pricing full time and parttime resource that will be allocated to the CSIR
- 4.3** Price needs to be provided in South African Rand (excl. VAT).
- 4.4** The monthly rates included in Tables 1 must be fixed for the duration of the contract period.
- 4.5** The bidders must complete all the cells in the tables below.
- 4.6** Table 1 will be used for pricing evaluation.
- 4.7** Payment will be according to the CSIR Payment Terms and Conditions.

Table 1: Pricing Schedule for a Full-time Resource

No	Description	Monthly Rate (ZAR)	Total Estimated contract period	Total Amount (Excluding VAT)
1	Resource 1(full – time)		12 months	
2	Resource 2 (optional)		12 months	
Total Amount (VAT Exclusive)				
VAT (15%)				
Total Amount (VAT Inclusive)				

5 BID EVALUATION PROCESS.

The RFQ will be evaluated as per the following:

a. Elimination Criteria

- The bidders will be evaluated on the elimination criteria as stated in Point 5.1.
- Bidders who do not meet these criteria will not be evaluated further.

b. Price and B-BBEE

The tender responses will be evaluated on the 80/20 preferential point system.

5.1 Elimination Criteria

Bidders will be eliminated if they fail to provide the following information:

- Late submission of Quotes;
- Submission to an incorrect email address (Only electronic submission to tender@csir.co.za will be considered);
- If bidder is restricted by National Treasury;
- Failure to provide the qualification and experience details (CVs) of the two resources. The two (2) resources representing the bidder must have at least five (5) years' experience each in in import/export and logistic environment; and
- If bidder does not submit valid letter of good standing with the Compensation for Occupational Injuries and Disease Act (COID) relevant to the scope of work (*If the letter of good standing is not relevant, bidder will have to do an affidavit to Department of Labour (DoL) or their private assurer to include the relevant "Nature of business" into the letter, therefore Bidder must submit proof the affidavit and acceptance by DoL, however no appointment done without a letter of good standing relevant to the scope of work*).
- Failure to submit completed and signed SBD 1 and SBD 4

5.2 Preferential Points System Evaluation Criteria

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

- Please provide detailed breakdown of all direct and indirect costs associated with the contract, including all fees if any for the full contract period.
- Provide a valid copy of a B-BBEE Certificate or valid sworn affidavit. No B-BBEE status will equal zero points. B-BBEE certificate must be issued by SANAS

accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).

- 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 or no contract will be signed without a valid CSD number

6 PROCEDURE FOR SUBMISSION OF QUOTATIONS

6.1 All quotations must be submitted electronically to tender@csir.co.za

6.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.

6.3 The email and file sizes must not exceed a total of 25MB per email.

6.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).

7 REQUIREMENTS FOR TENDER SUBMISSION

The Bidder will submit two (2) electronic files as follows

- File 1 - The entire technical proposal/specifications.
- File 2 – All the pricing, Annexure C (SBD 1 Form), Annexure D (SBD 4 Form) and B-BBEE certificate.

The submitted documents must be signed by an authorized person representing the bidder. The proposal and accompanying documents shall be carefully emailed to tender@csir.co.za by **16:30pm on 26 April 2022**.

Failure to comply with these instructions may result in the tender being considered ineligible. No late tender shall be considered.

8 MANDATORY RETURNABLE DOCUMENT

Bidders must provide all required documents as per Annexure B: Mandatory returnable Documents.

9 CSIR RESERVES THE RIGHT TO

- Extend the closing date;
- Verify any information contained in a proposal;
- Request documentary proof regarding any tendering issue;
- Meet with the service providers to clarify the competency of the suggested professional that will be allocated to the CSIR for this short-term contract.
- Award this RFQ as a whole or in part;
- Cancel or withdraw this RFQ as a whole or in part.

10 CONFIDENTIALITY

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this RFP. This confidentiality clause extends to bidder partners whom you may decide to involve in preparing a response to this RFP. Bidders must complete and sign **ANNEXURE A: Non- Disclosure Agreement**.

11 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

12 COST OF PROPOSAL

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFQ before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFQ process. The CSIR is not responsible directly or indirectly for any costs incurred by bidders.

13 CORRECTNESS OF RESPONSES

- 13.1** The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the

RFQ. The prices and rates quoted must cover all obligations under any resulting contract.

- 13.2** The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

14 VERIFICATION OF DOCUMENTS

- 14.1** Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising.
- 14.2** Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

15 OTHER TERMS AND CONDITIONS

- 15.1** 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.
- 15.2** A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 15.3** No goods and/or services must 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.

16 DISCLAIMER

This RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder

concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

Note: This is not a Purchase Order.

17 DECLARATION BY TENDERER

RFQ No: 5816/26/04/2022

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 5816/26/04/2022 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other RFQ 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:	