***Request for Quotation (RFQ) for the Supply and Delivery of Corporate Clothing / Wear for the CSIR's front line employees***

***RFQ No. 5359/19/07/2018***

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| Date of issue | Wednesday, 04 July 2018 |
| Briefing Session | Date: Wednesday, 11 July 2018<br>Time: 10h00 – 11h30<br>Venue: CSIR, Building 35 Steenbok Boardroom, 627 Meiring Naude Road, Brummeria |
| Closing Date and Time | Thursday, 19 July 2018 |
| Contact details | Submission of quotations or any other enquiries:<br>Email to: tender@csir.co.za |
| CSIR Business Hours | 08:00 – 16:30 |

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited from reputable service providers to supply and deliver corporate clothing/ wear for the CSIR's front line employees for a period of 18 months on an ad-hoc basis.

## 2 SCOPE OF WORKS

2.1 Onsite fitting and measurement services.

2.2 Supply and delivery of corporate clothing as specified by the CSIR.

2.3 All items that require branding to be branded in full colours and in line with the CSIR branding guidelines.

2.4 Items and quantities are subject to change depending on the CSIR needs and requirements at the time of awarding the tender.

2.5 The specifications are as follows:

| Item | Description | | Unit | Qty. | Unit Price (each) | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | S | M | L | XL | XXL |
| 1 | **Men's coat**<br>Melton, double-breasted, lined, two flap pockets with flaps, 95cm centre back<br>***(Nautical Navy)*** | | Each | 3 | | | | | |
| 2 | **Men's parka jacket**<br>Branded (embroidery), concealed zip-off hood, wind resistant lining, zippered storm flap, welted outer pockets, inner pockets, cellphone pouch, water resistant, removable fleece inner jacket<br>**(*Nautical Navy*)** | | Each | 14 | | | | | |
| 3 | **Men's suit jacket**<br>Regular/ slim fit, two buttons, two flap pockets, jet pocket, lined<br>***(Nautical Navy)*** | | Each | 3 | | | | | |
| 4 | **Men's sleeveless pullover**<br>Branded (embroidery), v-neck, durable and warm knitwear material<br>***(Nautical Navy)*** | | Each | 28 | | | | | |
| 5 | **Men's suit waistcoat**<br>Regular/Slim fit, four buttons, two mock jet pockets, back tie, lined<br>***(Nautical Navy)*** | | Each | 3 | | | | | |

| Item | Description | | Unit | Qty. | Unit Price | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | S | M | L | XL | XXL |
| 6 | **Men's shirt**<br>Long sleeve regular/ slim fit, one front pocket<br>***(White)*** | | Each | 68 | | | | | |
| 7 | **Men's suit pants**<br>Flat front, regular/ slim fit, side pockets, one back pocket<br>***(Nautical Navy)*** | | Each | 9 | | | | | |
| 8 | **Men's chino pants**<br>Flat front, regular/ slim fit, side pockets, one back pocket<br>***(Nautical Navy)*** | | Each | 42 | | | | | |
| 9 | **Women's coat**<br>Melton, single breast, four buttons, two pockets, lined<br>***(Nautical Navy)*** | | Each | 20 | | | | | |
| 10 | **Women's jacket**<br>Long sleeve, fitted shaped jacket, two flap pockets, one button, jet pocket lined<br>***(Nautical Navy)*** | | Each | 20 | | | | | |

| Item | Description | | Unit | Qty. | Unit Price | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | S | M | L | XL | XXL |
| 11 | **Women's sleeveless jacket**<br>Two jet pockets, three buttons, lined<br>***(Nautical Navy)*** | | Each | 20 | | | | | |
| 12 | **Women's waistcoat**<br>Two mock flap pockets, 5 buttons, belt detail, back lined<br>***(Nautical Navy)*** | | Each | 20 | | | | | |
| 13 | **Women's blouse**<br>Concealed button stand, short sleeve, sleeve detail, pin tuck detail<br>***(White)*** | | Each | 40 | | | | | |
| 14 | **Women's blouse**<br>Concealed button stand, long sleeve, sleeve detail, pin tuck detail<br>***(White)*** | | Each | 40 | | | | | |
| 15 | **Women's dress**<br>Sleeveless, panelled and lined<br>***(Nautical Navy)*** | | Each | 20 | | | | | |

| Item | Description (similar to picture) | | Unit | Qty. | Unit Price | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | S | M | L | XL | XXL |
| 16 | **Women's dress**<br>Short sleeves, A-Line, lined<br>***(Nautical Navy)*** | | Each | 20 | | | | | |
| 17 | **Women's pants**<br>Long slim/ straight legs, regular rise, belt detail<br>***(Nautical Navy)*** | | Each | 20 | | | | | |
| 18 | **Women's skirt**<br>Knee length/ above knee, mock jet pockets, pencil skirt<br>***(Nautical Navy)*** | | Each | 20 | | | | | |
| 19 | **Men's Golf Shirt**<br>Long sleeve, branded (embroidered), 100% single jersey knit performance polyester<br>***(Nautical Navy & Grey/White)*** | | Each | 17 | | | | | |
| 20 | **Women's Golf Shirts**<br>Long sleeve, branded (embroidered), 100% single jersey knit performance polyester<br>***(Nautical Navy & Grey/White)*** | | Each | 20 | | | | | |

| Item | Description | | Unit | Qty. | Unit Price | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | S | M | L | XL | XXL |
| 21 | **Men's Golf Shirt**<br>Short sleeve, three tone, branded<br>***(Nautical Nay, White, Grey/ Silver)*** | | Each | 17 | | | | | |
| 22 | Women's Golf Shirt<br>Short sleeve, three tone, branded<br>***(Nautical Nay, White, Grey/ Silver)*** | | Each | 20 | | | | | |
| 23 | **Men's nitro shirt**<br>Polyester & cotton twill, contrast panels with piping detail and side splits, concealed placket and jet pocket, classic fit<br>***(Nautical Navy, Grey & White piping)*** | | Each | 17 | | | | | |
| 24 | **Ladies nitro shirt**<br>Polyester & cotton twill, contrast panels with piping detail and side splits, concealed placket and jet pocket, semi fitted<br>***(Nautical Navy, Grey & White piping)*** | | Each | 20 | | | | | |
| 25 | Men's ties -branded | | Each | 80 | | | | | |
| 26 | Women's scarves - branded | | Each | 34 | | | | | |
| | **Sub-Total** | | | | | | | | |
| | **VAT 15%** | | | | | | | | |
| | **Total** | | | | | | | | |

## 3 ELIMINATION CRITERIA

**Bidders will be eliminated and not evaluated on Pricing and B-BBEE if they fail to provide the following information / documents:**

3.1 List of clients / contactable references (at least 3) where similar services were provided.

3.2 Company profile clearly indicating the number of years where similar services were provided, a minimum of 3 years will be acceptable.

3.3 Bidder must submit samples for each item.

3.4 Only service providers that have a B-BBEE status level of 1 OR 2 and are an Exempted Micro Enterprise (EME), may respond to the request.

3.5 Bidder must attend the compulsory briefing session.

## 4 EVALUATION CRITERIA

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

4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.

No B-BBEE status will equal zero points

4.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

4.4 No order will be issued or no contract will be signed without a valid CSD number.

## 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 freight, insurance until acceptance, duty where applicable, etc.

5.3 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.**