



**Request for Quotation (RFQ) for the Supply and Delivery of Plumbing Spares
to Facilities Central Stores at CSIR Scientia**

RFQ No.9128/22/02/2019

Date of issue	Friday, 08 February 2019
Closing Date	Friday, 22 February 2019 @ 16:30
Contact details	For any enquiries: Email to: tender@csir.co.za (Please always quote the RFQ number with your inquiries)
Submission Requirements	As per Section 6 of the RFQ
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are invited from suitable suppliers for the supply and delivery of plumbing spares as and when required to facilities central stores at CSIR Scientia, Meiring Naude Road, Pretoria.

2 SCOPE OF WORKS

The scope of work is as follows:

- 2.1 The supplier **must** quote on all plumbing spares as per attached Bill of Quantity (BOQ).
- 2.2 The branded items **must** be exactly as on the list, no replacement brand should be used for branded items.
- 2.3 Delivery lead times **must** be indicated for all items.
- 2.4 The quantities indicated are based on a year's usage estimate. The total order quantities may vary from the quantities indicated on the BOQ. The CSIR reserves the right to order more or less than the quantities indicated on the BOQ.
- 2.5 The CSIR will enter into a one (1) year contract with the successful supplier(s).
- 2.6 The CSIR will order the spares as and when the need arises by issuing Purchase orders to the supplier(s) at any time, during the one (1) year period.

3 ELIMINATION CRITERIA

The supplier will be eliminated based on the following:

- 3.1 Submission after the deadline.
- 3.2 Submission after deadline.
- 3.3 Submission at the incorrect location. **All tender must be submitted at the CSIR tender box as per section 6 below.**
- 3.4 Failure to quote on each line item listed on the BOQ.
- 3.5 Failure to quote as per quantities listed on the BOQ.
- 3.6 Failure to provide delivery lead time on each line item listed on BOQ.
- 3.7 Failure to quote on exact branded items listed on the BOQ.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a certified copy of 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.
- 4.5 Selected supplier will be required to bring the samples before the evaluation.

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. The VAT must be clearly indicated for bidders that are not VAT exempted.
- 5.2 Pricing should be as the provided BOQ.
- 5.3 A formal quotation on the supplier's quotation template must also be provided, with all the line items indicated on the BOQ. Lead time **MUST** be indicated for all items.
- 5.4 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.5 Payment will be according to the CSIR Payment Terms and Conditions.

6 SUBMISSION REQUIREMENTS

6.1 Quotations and supporting documents must be submitted in a sealed envelope. No open proposals will be submitted.

6.2 All quotations are to be clearly marked with the RFQ number and the name of the tenderer on the outside of the main package.

6.3 1 hard copy and 1 soft copy (CD or USB must also be submitted)

6.4 Submission Venue – Quotation must be submitted at the below address.

CSIR GATE 03 – Main Reception Area (in the Tender box) at the following address:

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

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 The prices quoted shall be valid for a period of 12 months with no escalation

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 THE CSIR RESERVES THE RIGHT TO

9.1 Extend the closing date of this RFQ.

9.2 Appoint one or more suppliers.

9.3 Award this RFQ as a whole or in part.

9.4 Cancel or withdraw this RFQ as a whole or in part.

Annexure A – SBD 1 (Form to be completed and submitted with the quotation)