

***Request for Quotation (RFQ) for the supply, Installation and Commissioning of Enclosed Fiber Laser Engraver to the CSIR Stellenbosch.***

**RFQ No. 5840/15/06/2022**

Date of issue	Wednesday, 01 June 2022
Closing Date and Time	Wednesday, 15 June 2022 At 16h30
Submission	For submission of quotations or any other enquiries: Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b><i>(Please use RFQ No. as subject reference</i></b>

**1 INVITATION FOR QUOTATION**

Quotations are hereby invited for the supply, Installation and Commissioning of Enclosed Fiber Laser Engraver CSIR Stellenbosch.

**2 QUOTATION REQUIREMENTS**

Supply, Installation and Commissioning of Enclosed Fiber Laser Engraver CSIR Stellenbosch.

**Specification:**

- Fiber laser engraver to mark text and images onto metallic and non-metallic parts and/or labels.
- Laser power 30W minimum
- Engraving area 100x100 (min) in one operation. Preferable area is 200x200mm.

- Min character size of 1mm
- Marking speed 5000mm/s
- Must be compatible with rotary attachment for cylindrical objects
- Power supply – standard RSA 220V, 50Hz
- Must clearly engrave on stainless steel, raw aluminium, anodised aluminium and PCBs.
- Preferably should engrave on plastics and other metals too.
- Must include 1 pair (min) of protective glasses for operator
- Must have enclosure to protect bystanders' eyes
- PC with keyboard, mouse and monitor must be included.
- Software to program text and/or graphics directly to engraver must be included.
- Laser engraver must be able to work with a replacement PC (within reason) should primary PC fail
- Software must be made available to install on another PC should primary PC fail
- On-site installation must be included.
- On-site training for 2 operators (min) to be included.
- Must have local (within RSA, preferably in Cape Town and surrounds) support for spares, software updates, troubleshooting, maintenance.
- Supplier must be on fully tax compliant and on National Treasury's CSD
- Supplier must demonstrate specifications before the order is placed if requested to do so.

Additional information:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items as listed.

- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

### **3 EVALUATION CRITERIA**

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a SANAS certified copy of a valid B-BBEE Certificate, or valid sworn affidavit on DTIC Template. (RSA suppliers only).
- 3.3 No B-BBEE status will equal zero points.
- 3.4 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.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.

### **4 ELIMINATION CRITERIA**

**Suppliers will be eliminated under the following conditions:**

- Late submission of Quotes;
- Suppliers on National Treasury list of restricted suppliers.
- Submission at wrong location or incorrect email address (***Please submit in PDF format electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***);

## **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.

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

**DECLARATION BY TENDERER**

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

**RFQ No: 5840/15/06/2022**

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 5840/15/06/2022 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 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 .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE:.....	

**ANNEXURE A – SBD 1 FORM**  
**(Form must be completed and sent back with the quotation).**