

***Request for Quotation (RFQ) for the Rental, Supply, Installation and Commissioning of Digital Multifunctional Colour Printer/Copier to the CSIR***

Date of issue	Wednesday 17 November 2021
Closing Date and Time	Friday, 03 December 2021 @ 16:H30
RFQ Number	RFQ 000-15-10-2021
Contact details	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 rental supply, installation and commissioning of two (2) colour printer / copier to the CSIR in Pretoria Campus

## 2 QUOTATION REQUIREMENTS

The supplier must quote as per the below Bill of Quantities (BOQ):

Item	Description	Unit	Qty.	Rate	Amount
	<b>Two (2) Bizhub C250i digital colour MFP</b>				
1	Bizhub C250i digital colour MFP	Each	2	p/m	
2	Data line multi-tector Surge Protector	Each	2		
3	CS Remote Careprotector	Each	2		

4	Reverse document feeder	Each	2		
5	Melamine Cabinet C250i,300i,360i,450i	Each	2		
6	A0PD02G Native OCR Font printing, UK req	Each	2		
7	Delivery and commissioning	Each	2		
8	Warranty		60 months		
	<b>Sub-Total Excl Vat</b>				
	<b>Vat (15%)</b>				
	<b>Total Incl Vat</b>				

**Under scanner specifications: On the File format, its optional: searchable PDF. It should be a requirement not optional. The scans must be searchable that optical character recognition (OCR)**

**Additional Requirements:**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services exactly as listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The printer must come with a manufacturer's warranty (this must be indicated in bidder's submission).
- The quotation must include maintenance costs i.e. Mark-up cost for replacement parts, labour rate per hour, travel etc., for a period of 36 months.

- The quotation must include disposal or trade- in of the current printer that is being replaced.
- The quotation must clearly show the breakdown of all costs.

### 3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Submit a valid B-BBEE certificate or sworn affidavit with quotation. No BBEE status will equal zero points. Only the following documents shall be accepted as proof of a bidder's B-BBEE Status level of contributor:
- B-BBEE Certificates issued by an accredited verification agency and bearing a SANAS logo
  - Sworn affidavits
  - Dti Issued Sworn Affidavit / Certified B-BBEE certificate
- 3.3 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.
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.

#### 3.5 Elimination Criteria

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items in the BOQ;
- If supply does not submit quotation on their official company letterhead;
- Submission at wrong location or incorrect email address (***Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***);

## **4 PRICING QUOTATION**

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

## **5 OTHER TERMS AND CONDITIONS**

- 5.1 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.
- 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

- 6 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.**

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

## **DECLARATION BY TENDERER**

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

**RFQ No: 000/10/10/2021**

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 803/03/00/2021 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: .....

**ANNEXURE A – SBD 1 FORM**

**(Form must be completed and sent back with the quotation)**