

***Request for Quotation (RFQ) for the supply and delivery of a Dell Computers
to the CSIR***

RFQ No. 9303/16/07/2021

Date of issue	Friday, 09 July 2021
Closing Date and Time	Friday, 16 July 2021 at 16h30
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1 INVITATION FOR QUOTATION

Quotations are hereby invited from Dell Partner's with Workstation Competency Certification for the supply and delivery of Dell computers to the CSIR.

2 QUOTATION REQUIREMENTS

The supplier must quote as per the Bill of Quantities (BOQ) and Specifications indicated in **Appendix A**.

Additional Requirements:

- The supplier must submit a valid copy of their Dell Partner Certification with Workstation Competency.
- The supplier must electronically complete and submit the signed **Annexure A**.
- The supplier must quote on all the items/services listed in **Annexure A**.
- The supplier must also submit a signed quotation with the same specification, services and quantities as per **Annexure A**, on their official company letterhead.
- The pricing must be firm and inclusive of all costs required to deliver the required goods and/or services to the CSIR.
- The supplier must indicate that the quotation is valid for 90 days from the closing date of the tender.
- The supplier must indicate that all the equipment will be delivered within 35 days from receiving the purchase order.
- The supplier must submit an official signed letter from Dell, confirming that the technical specifications and price was confirmed with Dell.
- Delivery is to be made at CSIR Pretoria.

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 B-BBEE status will equal zero points.
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.4 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:

- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- Late submission of Quotes;
- If the supplier did not submit a valid Dell Partner Certification with Workstation Competency.
- If supplier submitted a hand written version of **Annexure A**;
- If the supplier did not sign **Annexure A**;
- If the supplier did not complete or quoted on all the items on **Annexure A**;
- If the supplier did not indicate that the quote is valid for 90 days;
- If the supplier did not confirm the delivery of all equipment will be within 35 days of receiving the purchase order;
- If supply does not submit a signed quotation on their official company letterhead;
- If the supplier did not submit an official letter from Dell confirming the price and specifications.

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 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.

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.