



**Request for Quotation (RFQ) for the certification of ISO 9001:2015 “Quality Management Systems” (aligned with ISO 12944-5) as well as ISO 14001:2015 “Environmental Management System” at Polyfix (Pty) Ltd, a company supported by the CSIR**

**RFQ No: 5726-11-08-2021**

Date of issue:	Wednesday, 28 July 2021 2021
Closing Date and Time:	Wednesday ,11 August 2021 at 16h30
Tender submission:	For submission of quotations or enquiries: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b>(Please use RFQ Number at subject reference)</b>

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of services for the certification audit process and certification of ISO 9001:2015 (Quality Management System) and ISO 14001:2015 (Environmental Management System) at Polyfix, an SMME based in Johannesburg Gauteng

## 2 QUOTATION REQUIREMENTS

	Company Name	Services Required
1.	<b>Polyfix Pty Ltd</b>  <b>Location:</b> Johannesburg  <b>Total Employees:</b> 25  <b>Operations:</b> Industrial and Marine protection and repairs using polymer coatings	<b>1. ISO 9001 “Quality Management System” certification.</b> <ul style="list-style-type: none"> <li>ISO 9001 has recently been implemented at Polyfix and is aligned with ISO 12944-5 “Paints and varnishes. Corrosion protection of steel structures by protective paint systems”</li> <li>The ISO 9001:2015 certification for management systems is to incorporate all the applicable</li> </ul>

	Company Name	Services Required
		<p>normative references/technical standards such as ISO 12944-5</p> <p><b>2. ISO 14001:2015</b> “Environmental Management System” certification.</p> <p><b>3. First Surveillance Audit</b></p> <ul style="list-style-type: none"> <li>○ &lt; 365 days from the certificate decision date</li> </ul> <p><b>Activities for the above scope (ISO 9001:2015 &amp; ISO 14001:2015) will include but not limited to:</b></p> <ul style="list-style-type: none"> <li>○ The scope includes all audits prior to the issuance of the required certificates.</li> <li>○ The scope includes the issuance of certificates for ISO 9001 and ISO 14001.</li> <li>○ 2<sup>nd</sup> Annual Surveillance audit is <b>NOT INCLUDED</b> in the scope</li> </ul>

### 3 QUOTATION REQUIREMENTS

- 3.1 The service provider must have at least 3 years’ worth of experience in the certification of ISO 9001 as well as ISO 14001.
- Demonstrating that the service provider has knowledge and experience in the paint industry will be beneficial.
- 3.2 Proof should be provided that the service provider is currently, or recently, successfully certified ISO 9001 as well as ISO 14001.
- 3.3 Proof should be submitted with the application that the service provider is accredited by SANAS.

#### **4 Additional requirements**

- Clearly indicate VAT charged where applicable (if not VAT registered please state so clearly)

#### **5 Elimination criteria**

- 5.1 Late submission of quotes
- 5.2 Failure to adhere to quotation specifications
- 5.3 Submission at the wrong location or incorrect email address (Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za))

#### **6 EVALUATION CRITERIA**

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
- 6.2 Provide valid original or certified B-BBEE certificate issued by SANAS accredited provider or CIPC, or valid sworn affidavit on DTI template.
- 6.3 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.
- 6.4 No order will be issued or no contract will be signed without a valid CSD number.

#### **7 PRICING QUOTATION**

- 7.1 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.
- 7.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 7.3 Payment will be according to the CSIR Payment Terms and Conditions.

#### **8 TRAVEL EXPENSES**

- 8.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
  - 8.1.1 Only economy class tickets will be used.
  - 8.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
  - 8.1.3 No car rentals of more than a Group B will be accommodated.

Travelling should be quoted separately

## **9 OTHER TERMS AND CONDITIONS**

- 9.1 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.
- 9.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 10 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.**
- 11 Note: This is not a Purchase Order.**

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

**RFQ No: 5726-11-08-2021**

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-5726-11-08-2021 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: .....