



## Request for Quotation

**Request for Quotation (RFQ) for the once-off supply and delivery  
of table linen to the ICC at CSIR Scientia site**

**RFQ NO. 5777.1/31/01/2022**

Date of Issue	Monday, 17 January 2022	
Enquiries pertaining to the RFQ	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Submission of proposals	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
Closing Date and Time	Date: Monday, 31 January 2022 Time: 16H30 <b>(Late bids will not be accepted)</b>	
CSIR business hours	08h00 – 16h30	

## 1. BACKGROUND

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

## 2. INVITATION FOR QUOTATION

The CSIR International Convention Centre invites quotations from experienced firms to provide table linen as detailed in the RFQ document.

## 3. SCOPE OF WORK

The scope of work entails the supply and delivery of table linen.

It will be expected of the firms to supply and comply with the requirements as listed in Price Schedule, Annexure F.

### 3.1 Mandatory Documents / Returnable Documents

Additional quotation requirements (These must be submitted with and/or indicated in quote):

- The supplier must submit a brochure / picture of the table linen that they are quoting on including detailed specifications (*a sample of the cloth quoting on might be requested as part of the evaluation process*).
- The supplier must submit a list of a minimum of three (3) project references with values of projects of similar scope that they have rendered between 2015 and 2021, the information must be submitted as indicated on Appendix B.
- The supplier must submit a quotation on their official company letterhead.
- The supplier must quote for items and specifications as indicated on Annexure F.

**NB:** *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBEE evaluation.*

#### 4. EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a valid copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 4.3 No B-BBEE status will equal zero points.
- 4.4 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.
- 4.5 No order will be issued, or no contract will be signed without a valid CSD number.

#### 5. ELIMINATION CRITERIA

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

- Late submission of quotes.
- Submission at the incorrect e-mail address.
- Submission at incorrect email address. *(Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)).*
- If the supplier does not quote on all items as per the price schedule, Annexure F.
- If the supplier fails to submit a brochure / picture that include material specification of the products that they are quoting on.
- If the supplier fails to submit a minimum of three (3) project references with values of projects of similar scope that they have rendered between 2015 and 2021.
- If the supplier fails to meet the Local Production and Content requirements and does not submit local content Annexure C and SBD 6.2 declaration certificate for Local Production and Content.
- Failure to submit a completed and signed Declaration by Bidder, Annexure G.

- If the supplier submits bids using cloud platforms, i.e., we-transfer, google-drive, drop-box).

## **6. PRICING QUOTATION**

- 6.1 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.
- 6.2 Payment will be according to the CSIR Payment Terms and Conditions.
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## **7. PROCEDURE FOR SUBMISSION OF QUOTATIONS**

- 7.1 All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 7.3 The email and file sizes should not exceed a total of 25mb per email.
- 7.4 The naming / labelling syntax of files or documents must be short and simple (e.g., BBBEE Certificate).
- 7.5 All documents submitted electronically via email must be clearly visible.
- 7.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 7.7 Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc, will not be considered for evaluation.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## 8. LOCAL CONTENT

- 8.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 8.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTi should there be a need to import such raw material or input and;
- 8.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the DTi at telephone 012 394 3717/1390.
- 8.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTi website. Guidance on the calculation of local content and manufacturing can be assessed on the DTi's official website – <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- 8.5 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C; D and E must be submitted with the tender by the closing date and time as determined by the CSIR. If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 8.6 The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed and submitted by the bidder at the closing date and time of the tender; and
- 8.7 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 8.8 The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve bank (SARB) at 12:00 On the date of advertisement of bid.
- 8.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

- 8.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 8.11 Applicable local production and content minimum thresholds for this tender are as per the table below:

Sector	Local Content	Minimum Local Content Threshold
Textile, clothing, leather and footwear	Applicable	100%

## 9. SUB-CONTRACTING

- 9.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 9.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 9.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 9.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 9.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
- Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates.

## **10. CORRECTNESS OF RESPONSES**

- 10.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 10.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **11. ADDITIONAL TERMS AND CONDITIONS**

- 11.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 11.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 11.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 11.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

## **12. OTHER TERMS AND CONDITIONS**

- 12.1 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.
- 12.2 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.
- 12.3 A validity period of 60 days will apply to all quotations except where indicated differently on the quote

### **13. CSIR RESERVES THE RIGHT TO**

- 13.1 Extend the closing date;
- 13.2 Verify any information contained in a proposal;
- 13.3 Request documentary proof regarding any tendering issue;
- 13.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 13.5 Award this RFQ as a whole or in part;
- 13.6 Cancel or withdraw this RFQ as a whole or in part

### **14. DISCLAIMER**

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

### **15. No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.**

### **16. APPENDIX A – SBD 1 FORM**

**(The Completed SBD 1 form must be submitted with the quotation)**



**17. APPENDIX B - SCHEDULE OF BIDDER'S REFERENCE INFORMATION**

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done between the years 2015 and 2021 must be provided.

<b>Company Name</b>	<b>Contact Person</b>	<b>Contact Details (e-mail and telephone number)</b>	<b>Description of service</b>	<b>Value of contract (Inclusive of VAT)</b>	<b>Period</b>

**18. ANNEXURE F - PRICE SCHEDULE**

Bidders are to quote on the below specifications and quantities.

Item No.	Description	Measurements / Sizes	Qty	Price / Ea.	Total Price
1.	<b>AV Trestle table full box</b> Colour: Black Material: 100% Polyester 150gms Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Linen 61 X 123 X 72.5 Trestle Full	20		
2.	<b>245 Trestle Full Box</b> Colour: Black Material: 100% Polyester 150gsm Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Linen 245 X 45 X 70 Trestle Full	30		
3.	<b>183 Trestle Full Box</b> Colour: Black Material: 100% Polyester 150gsm Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Linen 183 x 76 x 72 Trestle Full	25		
4.	<b>175.5 Trestle Full Box</b> Colour: Black Material: 100% Polyester 150gsm Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Linen 175.5 x 73 x 70 Trestle Full	25		

5.	<b>Overlay - 180cm Black</b> Polyester Overlay Colour: Black Material: 100% Polyester 150gsm Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Overlay - 180 cm Black	40		
6.	<b>Trestle Runner Protector</b> 183 Trestle Full Box Colour: White Material: Heat Resistant Fitted to the table Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Protector - CSIR - Trestle Runner	15		
7.	<b>Round – 10pax</b> 1800 x 710 Colour: Black Material: 100% Polyester 150gsm Washable No Iron Required Durable material; life span of 5-8 years Shrink free Branded tag and wash instruction	Table 10pax Colour: White	30		
Sub Total					
15% Vat					
Total					

**13 APPENDIX G – DECLARATION BY BIDDER**

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

**RFQ No: 5777.1/31/01/2022**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in

**RFQ No: 5777.1/31/01/2022** 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 proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal 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 proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

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 proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2 .....

DATE: .....