



Request For Information (RFI) For Electric Cart Manufacturers

RFI No. 7043/16/02/2026

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| Date of Issue | 02/02/2026 |
| Enquiries | Supply Chain Unit E-mail: tender@csir.co.za Please use RFI No and RFI Description as subject reference |
| Last date for submission of enquiries/clarifications | 12/02/2026 @ 16H30 |
| Electronical Submission | tender@csir.co.za (If tender submission exceeds 25MB multiple emails can be sent) |
| CSIR business hours | 08h00 – 16h30 |
| Category | Engineering services |
| Closing Date and Time | 16/02/2026 @ 16H30 |

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

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, 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 REQUEST FOR INFORMATION

The RFI is aimed at conducting a market scan on available products that will suit the requirement for an Electrical ride on Cart to be used for transporting a person and limited equipment over all types of terrain.

3 BACKGROUND

CSIR has a requirement for the investigation into implementing an electric ride on cart for the transport of personnel and limited equipment that can be used in various roles. This Request for Information (RFI) serves to explore the market on available options to address this requirement. This RFI invites qualified bidders to propose suitable unmodified off-the-shelf solutions that comply to the minimum requirements as set out in this RFI.

The CSIR invites all interested and qualified entities to respond to this RFI. This RFI is an essential step in analyzing the market readiness on ride on electric carts. The information gathered through this exercise will enable an understanding of the available product options to improve dismounted mobility and overloading of teams deploying in remote areas, industry capabilities, cost structures, and implementation considerations relevant to addressing this requirement.

Bidders are strongly encouraged to participate in this RFI process, as their input will contribute to shaping potential future requirements and may inform the scope of any subsequent procurement activity. Participation in this RFI offers an opportunity for the South African

Industry to present solutions to address mobility requirements for the dismounted persons, demonstrate product support expertise, and align offerings with the stated intent.

Please note, however, that this RFI does not constitute a solicitation or commitment to contract on the part of the CSIR. No contract or commercial relationship will arise from the submission of a response to this RFI. Any future procurement activity, should it occur, will be subject to a separate and formal solicitation process, in accordance with the applicable governance and regulations.

The CSIR appreciates the time and effort of all respondents and looks forward to reviewing the submissions

4 RFI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

All Request for Information(RFI) are to be submitted in a format specified in this enquiry (as applicable). However, service providers are welcome to submit additional or alternative format over and above the originally specified format (e.g. other capabilities that you may be deem to be relevant).

4.1. Technical Response guidelines/ considerations

This RFI seeks to obtain information on available electrically driven ride-on carts. The proposed cart must, at a minimum, meet the following baseline requirements:

1. The cart must be fitted with large wheels suitable for off-road and gravel terrain.
2. The cart must be equipped with functional brakes.
3. It must include an external power point.
4. The design must accommodate a removable battery.
5. The cart must feature both a headlight and a taillight.
6. It must be capable of supporting a load-carrying frame at both the front and rear.
7. The cart must be able to travel at least 20 km on a single charge.
8. It must be able to reach a minimum speed of 15 km/h.
9. The cart must be able to accommodate a removable seat.
10. The system must be capable of being manually handled by two persons for loading and unloading (maximum cart weight: 100 kg).
11. The cart must be capable of towing a very light trailer.

12. Must be foldable to fit in LDV.
13. Must be able to accommodate a load of at least 160 kg.
14. Suppliers must be able to locally support the cart through the lifecycle of the system (Parts, services).
15. Supplier must provide full specifications on the proposed system.
16. Must supply a costing per unit.
17. Must supply lead times on the system if ordered.
18. Must have 3 or 4 wheels.

4.1.1. Functional Requirements

. The purpose of the RFI is to identify viable mobility options to improve the capability of dismounted personnel during the execution of various tasks. Focus will be on the following:

1. Established solutions
2. Compliance with basic minimum requirements
3. Service and maintenance support capability.
4. Capability to improve mobility of a single operator in difficult terrain.

4.1.2 Information to Be Submitted

Respondents are required to provide the following information as part of their submission:

1. Company profile.
2. Overview of the product's market positioning and performance.
3. Comprehensive product specifications.
4. List of available accessory options for the proposed products.
5. Unit pricing for the proposed product.
6. Itemised pricing for accessories and consumable components (e.g., tyres, batteries).
7. Details of product support infrastructure available within South Africa.

SECTION B – TERMS AND CONDITIONS

5 SUBMISSION OF INFORMATION

5.1 All information/proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

- 5.2 All proposals will only be considered if received by the CSIR before the closing date and time (**as indicated on the cover page**). The CSIR business hours are between **08h00** and **16h30**.
- 5.3 All proposal submissions are to be clearly subject-referenced with the **RFI number and RFI Description**.
- 5.4 Proposals submitted must be signed by a person or persons duly authorised.
- 5.5 Proposals submitted at incorrect location and/or address, will not be accepted for considerations and where practicable, will be returned unopened to the Bidder(s).
- 5.6 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
- 5.7 All dates and times in this bid are South African standard time.
- 5.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.
- 5.9 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 5.10 The naming / labelling syntax of files or documents must be short and simple.

6 VALIDITY PERIOD OF RESPONSES

Each **information/proposal** shall be valid for a period of three (3) months calculated from the closing date.

7 ENQUIRIES AND CONTACT WITH THE CSIR

- 7.1 Any enquiry regarding this RFI shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFI document.
- 7.2 Any other contact with CSIR personnel involved in this tender is not permitted during the RFI process other than as required through existing service arrangements or as requested by the CSIR as part of the RFI process.

8 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English.

9 COST OF REQUEST FOR INFORMATION

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of RFI preparation and participation throughout the RFI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

10 CORRECTNESS OF RESPONSES

- 10.1 The service provider must confirm satisfaction regarding the correctness and validity of their RFI.

11 VERIFICATION OF DOCUMENTS

- 11.1 Service providers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

12 ENGAGEMENT OF CONSULTANTS

All potential service providers need to note that consultants will only be remunerated at the rates:

- 12.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 12.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

12.3 Prescribed by the body - regulating the profession of the consultant.

13 TRAVEL EXPENSES

All potential service providers need to note that travel expenses will be managed as follows should they need to travel on behalf of the CSIR in future:

- 13.1 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:
 - 13.1.1 Only economy class tickets will be used.
 - 13.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
 - 13.1.3 No car rentals of more than a Group B will be accommodated.

14 ADDITIONAL TERMS AND CONDITIONS

- 14.1 Service providers 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.
- 14.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 14.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.
- 14.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

15 CSIR RESERVES THE RIGHT TO

- 15.1 Extend the closing date;
- 15.2 Verify any information contained in a response;
- 15.3 Request documentary proof regarding any tendering issue;
- 15.4 Cancel or withdraw this RFI as a whole or in part; and
- 15.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

16 PERSONAL INFORMATION

- 16.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The bidder further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 16.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 16.3 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 16.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
Where relevant, the bidder shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandatories shall comply with the provisions of this clause 30 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders compliance with the requisite POPI Act safeguards.

17 DISCLAIMER

This RFI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its RFI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFI. The CSIR makes no representation, CSIR RFI No.7043/16/02/2026

warranty, assurance, guarantee or endorsements to service provider concerning the RFI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.