

Expression of Interest (EOI): Fabric Supply for Research and Development Purposes

EOI No. 8050.1/13/12/2021

Date of Issue	29 November 2021	
Closing Date	13 December 2021 at 16h30	
Place of tender submission	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Engineering	

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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. This Expression of Interest (EOI) is published to establish a pool of suitable, pre-qualified suppliers to supply 3 000m to 10 000m of specific types of fabric on an “as and when required” basis for a period of three (3) years.

2 INVITATION FOR EXPRESSION OF INTEREST

The Defence Cluster of the CSIR has a need to procure large quantities 3000m to 10 000m of fabric for R&D purposes. Expressions of interest are therefore invited from suitably qualified, local suppliers who would be able to supply at least one (1) of the following fabrics on an “as and when required” basis over the next three (3) years:

- Cotton and Polyester blend with ripstop construction

3 EXPRESSION OF INTEREST REQUIREMENTS AND PROCESS

Each expression of interest submitted shall be valid for a minimum period of three (3) months calculated from the closing date. Respondents will be evaluated against the evaluation criteria/requirements in Table 1 to establish the pre-qualified pool of fabric suppliers.

4 PANEL ENGAGEMENT MODEL

Pre-qualified suppliers will be approached for quotations on specific fabric requirements on an “as and when required” basis. The specifics for each request will be indicated on the Request for Quotation (RFQ) documents, and these will include but not limited to, the supplier's capability to meet the required delivery timelines, required quantities, fabric quality.

Local content requirements will be applicable for each RFQ that will be issued and suppliers will be expected to comply with the required local production and content requirements.

5 TECHNICAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Requirement	Acceptance Criteria	Weight	Evidence
Company Experience	<p>A company profile substantiating this must be provided</p> <ul style="list-style-type: none"> • 0 to 3 years – 0 • 4 to 6 years – 5 • 6 to 10 years – 7 • More than 10 years – 10 	30%	Company profile clearly indicating the number of years the bidder has in distributing and/or manufacturing fabric
Track record in supplying textile materials	<p>Proof of track record of local bulk supply of at least 3 000m of fabric or more (e.g. Retail, apparel manufacturers, hospitals and similar)</p> <ul style="list-style-type: none"> • Less than 2 references – 0 • 2 to 3 references – 5 • 4 to 5 references – 7 • More than 5 references – 10 	50%	<p>Reference letters indicating the amount of material(s) the supplier has delivered to own clients.</p> <p style="text-align: center;">OR</p> <p>A list of references indicating the following:</p> <ul style="list-style-type: none"> - Client - Amount of material supplied - Contact Person - Designation - Email address - Telephone number
Delivery Lead Times on their past projects on quantities between 3 000m to 5 000m	<ul style="list-style-type: none"> • More than 8 weeks– 0 • 7 to 8 weeks – 5 • 4 to 6 weeks – 7 • Less than 4 weeks – 10 	20%	Project schedule for previous deliveries must be provided. The schedule must show the timelines from the point of order (client) to the point of supply (to the client).
TOTAL		100%	

5.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

6 ELIMINATION CRITERIA

An expression of interest will be eliminated under the following conditions:

- Responses not submitted to tender@csir.co.za;
- Responses submitted after closing date and time;
- Non-attendance of compulsory briefing session
- Companies listed on the National Treasury database of restricted suppliers.
- Certificate of conformance or laboratory test report confirming that the supplier has produced as a minimum the required cotton/polyester mix.
- Suppliers that do not submit a letter confirming that the material is/will be manufactured locally and complies with 100% local production and content requirements.
- Copy of authorisation from dtic for raw materials or inputs to be used which are not available locally and there is a need to import such raw material or input (if applicable). If a distributor the letter from the manufacturer must be submitted, including letters of authorisation received from the dtic;
- Completed and duly signed SBD 6.2 form; and
- Completed and duly signed Annexure C.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

- Price quotations will only be accepted from suppliers that are registered on CSD.
- Registrations can be completed online at: www.csd.gov.za.

SECTION B – TERMS AND CONDITIONS

8 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All expression of interests must be submitted electronically to: tender@csir.co.za
Respondents must use the EOI number as the subject reference number when submitting the bids
- The email and file sizes should not exceed a total of **25mb** on one email. If more than 25mb, more than one (1) email must be sent.
- All documents submitted electronically via email must be clearly visible.

- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

9 EOI PROGRAMME

The EOI program, as currently envisaged, incorporates the following key dates:

- Issue of EOI documents: 29 November 2021
- Last date for submission queries: 08 December 2021
- Closing / submission date: 13 December 2021

The CSIR will inform all successful suppliers qualifying to be registered on the panel of pre-qualified suppliers.

10 SUBMISSION OF RESPONSES

- 10.1 All EOI proposals are to be submitted electronically to tender@csir.co.za No late proposals will be accepted.
- 10.2 All EOI proposals email submissions are to be clearly subject - referenced with the EOI number.
- 10.3 Responses submitted by companies must be signed by a person or persons duly authorised.

11 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the address mentioned above no later than the closing date of 13 December 2021 before 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

12 EVALUATION PROCESS

The EOI evaluation process will only include functionality/technical evaluation. No price and B-BBEE evaluation will be done at this stage. To be appointed as part of the panel, the service provider must meet the minimum threshold for functionality.

13 VALIDITY PERIOD OF THE RESPONSES

Each **proposal** shall be valid for a minimum period of four (4) months calculated from the closing date.

14 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with **“EOI No 8050.1/13/12/2021: Fabric Supply for R&D Purposes”** as the subject.

Any other contact with CSIR personnel involved in this expression of interest is not permitted during the EOI process other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

15 MEDIUM OF COMMUNICATION

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

16 COST OF EXPRESSION OF INTEREST

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

17 CORRECTNESS OF RESPONSES

The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

18 VERIFICATION OF DOCUMENTS

18.1 Companies should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR concerning anything arising from the fact that pages are missing or duplicated.

19 LOCAL CONTENT

- 19.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 19.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the dtic should there be a need to import such raw material or input and;
- 19.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the EOI. For further information, bidders may contact the dtic at telephone 012 394 3717/1390.
- 19.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the dtic website. Guidance on the calculation of local content and manufacturing can be assessed on the dtic's official website:
thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/
- 19.5 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C must be submitted with the tender by the closing date and time.
- 19.6 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
- 19.7 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 19.8 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.
- 19.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 19.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 19.11 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. Instruction Note:	Applicable	100%

20 ADDITIONAL TERMS AND CONDITIONS

- 20.1 Companies 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.
- 20.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 20.3 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.
- 20.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.
- 20.5 CSIR reserves the right to issue another EOI and invite more supplies before the end of the three (3) year period.

21 CSIR RESERVES THE RIGHT TO

- 21.1 Extend the closing date;
- 21.2 Verify any information contained in a response;
- 21.3 Request documentary proof regarding any tendering issue;
- 21.4 Cancel or withdraw this EOI as a whole or in part; and
- 21.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

22 DISCLAIMER

This EOI 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 EOI, Companies shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, 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.

23 ANNEXURE A - DECLARATION BY TENDERER

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

EOI No: 8050.1/13/12/2021

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

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:	

ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
The below documents must be submitted		
Description	Included	
	Yes	No
Cover Letter		
Manufacturer’s letter confirming that the material complies with 100% local production and content		
Certificate of conformance or laboratory test report confirming that the supplier has produced as a minimum the required cotton/polyester mix		
Copy of authorisation from dtic for raw materials or inputs to be used which are not available locally and there is a need to import such raw material or input (if applicable)		
Completed SBD 6.2		
Completed Annexure C		
Company Profile		
References letters or list of references		
Project schedule for previous deliveries must be provided. The schedule must show the timelines from the point of order (client) to the point of supply (to the client)		
Declaration by tenderer		
SBD 1 Form		