



Request for Quotation (RFQ) The provision of services for the identification of benthic macrofauna in offshore sediment samples for the CSIR

RFQ No: 9365/02/03/2022

Date of issue	Wednesday, 16 February 2022
Closing Date and Time	Wednesday, 02 March 2022 at 16:30
RFQ Number	9365/02/03/2022
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited from experienced marine invertebrate taxonomists for the identification of benthic macrofauna in sediment samples collected in offshore environments from South Africa for the CSIR, for a period of three (3) years. The services will be required on an "as and when" needed basis.

2 QUOTATION REQUIREMENTS

- Quote for the analysis of benthic macrofauna to the genus/species level (i.e. lowest taxonomic resolution possible) in sediment samples collected primarily from the offshore marine environment along the northeast coast of South Africa, but occasionally elsewhere in South Africa. The benthic macrofauna will already have been sorted from the sediment and preserved in ethanol. Responders are to provide the cost for a single sample, noting that there will be multiple samples for analysis at any one time.
- Results of analyses, comprising counts of each identified taxon in discrete samples, are to be provided in electronic format (Excel spreadsheet). A template for this will be provided by CSIR.
- A reference collection of specimens identified must be provided to CSIR as a means of checking quality.

- Benthic samples are to be returned to the CSIR. The CSIR will arrange the courier of samples and no costs are need in this regard from responders.
- Probable turnaround time for the analysis per sample must be provided.
- Responders must have prior experience (minimum of 10 years). Experience should be demonstrated in supporting documentation and should outline training, degrees and project experience that might be of relevance. Responders should note that the CSIR may test the experience of responders by requesting they identify benthic macrofauna in pre-selected samples already processed by CSIR and other taxonomic experts.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the **80/20** preference point system.
- 3.2 Proof of prior experience will be required for evaluation.
- 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.
- Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
 - Valid sworn affidavits made on dti designed templates; **or**
 - dti issued sworn affidavit; **or**
 - CIPC issued B-BBEE certificate.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price must be provided for **one (1) sample**.
- 4.3 Costing must be based on a monthly price for the 2022/2023 financial year (ending March 2022). A CPI related increase will be negotiated on an annual basis from the 01 April every year.
- 4.4 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.

5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

6 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.

7 DECLARATION BY TENDERER

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

RFQ No: 9365/02/03/2022.

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. **9365/02/03/2022** 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 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

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