



Request for Quotation (RFQ) for the supply of Sophos Extended Support for Windows 7 and Server 2008 to the CSIR

RFQ Number	5744/10/09/2021
Date of issue	Tuesday, 24 August 2021
Closing Date and Time	Friday, 10 September 2021 at 16:30 – Late bids will not be considered
Submission of responses	All responses must be submitted to: tender@csir.co.za Submissions cannot be submitted to any other address, as this will lead to elimination
Contact details	Submission of enquiries: All enquiries must be submitted to tender@csir.co.za . This email is only for submission of enquiries. (Please use the RFQ number as the subject reference)
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply of Sophos Extended Support for Windows 7 and Server 2008 to the CSIR.

2 SCOPE OF WORK / REQUIREMENTS

The service provider is expected to provide the following:

Quotes to provide 1-year software renewal for the below items.

The supplier must quote as per the below Bill of Quantities (BOQ):

ITEM	DESCRIPTION	Quantity	Duration	AMOUNT
1.	SS-SOP: Sophos Extended Support for Windows 7 and Server 2008/R2008R2	1	1 Year	
	Sub Total (Excl. Vat)			
	Total 15% Vat			
	Total (Incl. Vat)			

3 ELIMINATION CRITERIA

- a) Late submission of quotes.
- b) Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)
- c) Non-submission of quotes on company letterhead.
- d) Company listed on National Treasury of database of restricted suppliers

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 **Include a valid B-BBEE certificate sworn affidavit with your quotation. No B-BBEE status will equal zero points in the respective entry of the point system.**
- 4.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

5 PRICING QUOTATION

- 5.1 **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.** For VAT registered bidders, the VAT component and the total price including VAT should be clearly indicated.
- 5.2 Price should include all additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

6 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- a) All quotations must be submitted electronically to: tender@csir.co.za
- b) Respondents must use the RFQ number as the subject reference number when submitting their bids
- c) The email and file sizes should not exceed a total of 25mb per email
- d) The naming / labelling syntax of files or documents must be short and simple (e.g., BBBEE Certificate)
- e) The subject of the email must clearly reference the bidder's name and RFQ number – (E.g., Dell-RFQ No. 0000/12/06/2020 email 1 of 2)
- f) Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- g) The CSIR will not consider submissions on any other platform(s), including cloud not provided for in the RFQ document.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

7 SUB-CONTRACTING

- a) 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.
- b) 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.
- c) 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.
- d) All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- e) 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.

8 OTHER TERMS AND CONDITIONS

- a) 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.
- b) 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.

No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order.

Note: This is not a Purchase Order.

Annexure A – SBD 1 Form

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

DECLARATION BY TENDERER

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

RFQ No: 5744/10/09/2021

I hereby undertake to render goods/services described in the attached tendering documents to CSIR in accordance with the requirements and task directives/quotation specifications stipulated in RFQ No. **5744/10/09/2021** 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 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:	