

Request for Quotation (RFQ) for the supply of services related to facilitating the CSIR's remotely piloted aerial systems (RPAS) operations.

Date of issue	Friday 26 August 2022
Closing Date and Time	Friday 09 September 2022 @ 16:30
RFQ Number	RFQ 5904-09-09-2022
Submission of Queries and quotes:	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Request for Quotation (RFQ) for the supply of services related to facilitating the CSIR's remotely piloted aerial systems (RPAS) operations.

2 QUOTATION REQUIREMENTS

The CSIR is looking to enter into an Air Service Partnership (ASP) with a fully licensed aerial service operator in order to facilitate the CSIR's remotely piloted aerial systems (RPAS) operations.

The service provider should assist the CSIR in becoming fully and legally (SACAA) compliant and integrate the CSIR's RPAS into the service providers RPAS operating certificate (ROC) in order to operate under its structure. Also known as a 'ROC-for-Rent' (RFR) agreement. Services rendered may include, but may not be limited to:

- Aircraft certificates of registration.
- Aircraft licenses.
- Air worthiness and cross checks.
- Security inspections and clearance (including labels and registration plates).
- Registering the aircraft on the providers RPAS Operating Certificate (ROC).
- Pilot aviation security certificates.
- Pilot dangerous goods certificates.
- Pilot criminal check certificates.
- Pilot induction and cross-check training.
- Pilot proficiency checks.

In terms of operating the UAV/drone, the provider should provide:

- Streamlined and complete flight planning and approval processes (preferably online, if not online then elaborate on the process).
- Mechanisms/processes that allow for the recording of drone usage parameters, pilot flight details, and flight operations.
- The necessary number of facility and security audits to remain compliant.
- The necessary number of aircraft and pilot audits to remain compliant.
- Ongoing expiry checks.
- Pilot proficiency checks.
- Operations planning and guidance (include narrative on experience in this regard).
- UAV/drone maintenance (include narrative on expertise in this regard).

Please provide proof of registration as RPAS aerial service operator and having a current ROC and ASL.

The CSIR wishes to operate its drone/UAV on an ad-hoc basis, with a high frequency of flying during the summer months, please include the term/period of time that your quote for services would be rendered for (i.e. flexible or fixed term contracts).

Please specify the amounts necessary per RPAS platform and pilot to be registered.

This is not a request for services related to assisting the CSIR obtain its own ROC.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 The service provider should be a registered RPAS aerial service operator and have a current and valid RPAS Operating Certificate (ROC) and Aerial Services License.
- 3.3 Submit a valid B-BBEE Certificate (SANAS accredited) or sworn affidavit (CIPC or Dtic template) indicating the B-BBEE Status level. (RSA suppliers only). No B-BBEE status will equal zero points.
- 3.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.

4 ELIMINATION CRITERIA:

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- Submission at the incorrect email address- submissions must be made to tender@csir.co.za
- If bidder does not submit quotation on official company letterhead.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

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.
- 5.2 Price should include 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 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 7 **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.**

8 **Note: This is not a Purchase Order.**

9 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- Respondents must use the RFQ number as the subject reference number when submitting their bids

10 CSIR RESERVES THE RIGHT TO

- 10.1 Extend the closing date;
- 10.2 Verify any information contained in a proposal;
- 10.3 Request documentary proof regarding any tendering issue;
- 10.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 10.5 Award this RFQ as a whole or in part; and
- 10.6 Cancel or withdraw this RFQ as a whole or in part.

11 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.

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. 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.
- 12.2 A validity period of 90 calendar days will apply to all quotations except where indicated differently on the quote.
- 12.3 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.
- 12.4 Note: This is not a Purchase Order.

DECLARATION BY TENDERER

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

RFQ No: 5904/09/09/2022

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 5904/09/09/2022** 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: