



The provision of services for the upcoming webinar series for Infection Prevention and Control for the CSIR

Request for Quotation (RFQ) No: 9359/11/02/2022

Date of issue	Tuesday, 01/02/2022
Closing Date and Time	Tuesday, 15/02/2022 at 16:30
RFQ Number	9359/15/02/2022
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of services for the upcoming webinar series for Infection Prevention and Control to the CSIR.

2 QUOTATION REQUIREMENTS

CSIR requires service providers to market, host, facilitate and administer (register and provide documented records) the online training for healthcare professionals in rural and urban settings across South Africa

CSIR will provide learning material and skilled presenters.

Training will consist of the following;

1. Five sets of Five synchronous sessions, on a suitable online platform,
2. With each session 2 hours long, presented Monday to Friday, or any suitable sequential dates
3. Technical support to students for the duration of the course.
4. Post-course report after every synchronous session (on delegate details, requests by delegates, feedback from delegates, presenter and course evaluations)
5. Update and send updated delegate database

6. Last day of the first synchronous session to be presented before 4 March, 2022.
7. Last day of the last synchronous session to be presented before 29 July, 2022
8. A minimum of 50 participants attending all five sessions.
9. Maximum attendance of 200 participants applies.
10. Attendance certificates are to be provided to participants who attended all sessions
11. Provide data at 40 strategic data points, every weekly session (40 data points x Five sessions)
12. Make provision for Continuing Professional Development (CPD) accreditation for Healthcare Professionals
13. Service provider (SP) to ensure and facilitate all communication with delegates and send invitations
14. SP to ensure and facilitate all necessary communication with faculty members, send invitations and update faculty members on all relevant information.
15. Host and facilitate all synchronous sessions
14. Quote must meet all set specifications, if service provider identifies additional items, a separate quote must be provided.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.3 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.

4 PRICING QUOTATION

- 4.1 Price needs to be provided in South African Rand (excl. VAT) or (Inc VAT) where applicable, with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 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: 9359/15/02/2022

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. **9359/15/02/2022** 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:	