



**Request for Quotation (RFQ) for the supply and delivery of a  
Fourier Transform Infrared (FT-IR) spectrometer**

**RFQ No. 5812/28/06/2022**

Date of issue	Tuesday, <b>14 June 2022</b>
Closing Date and Time	Tuesday, <b>28 June 2022 at 16:30</b> (late submission will not be accepted)
Contact details	For submission of quotations or any other enquiries: Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b><i>Please use RFQ No. as subject reference</i></b> )
CSIR Hours	08h00 – 16h30
Category	Professional Services

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply and delivery of a Fourier Transform Infrared (FT-IR) spectrometer to the CSIR Pharmaceutical Technologies research group.

## 2 QUOTATION REQUIREMENTS

See full specification below:

**Table 1**

Item	Detailed specification	Qty	Rate	Amount
1.	<p><b>Fourier Transform Infrared (FT-IR) spectrometer</b> Compact, benchtop size FT-IR spectrometer with small footprint for integrated in-laboratory use. Minimum specifications:</p> <ul style="list-style-type: none"> <li>• <i>Spectral range:</i> 350 – 8000 cm<sup>-1</sup></li> <li>• <i>Spectral resolution:</i> minimum 2cm<sup>-1</sup> (resolution at 0.75cm<sup>-1</sup> preferable).</li> <li>• <i>Interferometer:</i> dual retroreflecting gold mirrors, permanent alignment, long lifetime (&gt;10 years).</li> <li>• <i>Diode laser:</i> High wavenumber accuracy and precision, long lifetime (&gt;10 years).</li> <li>• <i>IR source:</i> Continuously optimized light flux, long lifetime (&gt; 5 years).</li> <li>• <i>Detector:</i> Temperature controlled deuterated triglycine sulfate (DTGS) detector, with high stability against external temperature changes.</li> <li>• <i>Optics:</i> Desiccated and sealed.</li> <li>• <i>Instrument testing:</i> Internal validation unit (IVU) with reference standards, and automated interned tests for operational/ performance qualification. Reference library for identification of unknown material in daily routine analysis.</li> <li>• <i>Control software:</i> Validated software (<b>notebook included</b>), must fulfil all requirements to be used according to the demands of Good Laboratory Practice (GLP) and current Good Manufacturing Practice (cGMP)</li> </ul>	1		

	<p>conditions. Complete analysis procedure for measurement, evaluation, and report generation.</p> <ul style="list-style-type: none"> <li>• <i>Validation:</i> Certification according to European Pharmacopoeia, Chapter 2.2.24.</li> </ul>			
	<p><b>Sampling modules</b></p> <ul style="list-style-type: none"> <li>• <i>Universal sampling module:</i> For transmittance measurements.</li> <li>• <i>Flow through cell attachment:</i> Stainless steel body with 3 ports, Viton O-ring seals, operating pressure 30psi continuous (60psi transient).</li> <li>• <i>Note:</i> System should have <b>demonstrated ability for integrated operation with commercial flow reactors</b> (Uniqsis, Vapourtec, etc).</li> </ul>			
<b>2.</b>	<b>Installation, commissioning, and training</b>	<b>1</b>		
<b>3.</b>	<b>Maintenance (3 year preventative maintenance plan)</b>	<b>1</b>		
<b>4.</b>	<b>Freight</b>	<b>1</b>		
	<ul style="list-style-type: none"> <li>• <b>Sub-Total</b></li> </ul>			
	<b>VAT @ 15%</b>			
	<b>Total</b>			

**Additional Requirements:**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services exactly as listed in the above specification.
- **Quotations only requested from OEMs or authorized distributors. The supplier must provide proof of status as authorized distributor if not the original equipment manufacturer.**
- Delivery is to be made at CSIR Pretoria: maximum lead time of eight weeks for delivery after placing order.

### 3 EVALUATION CRITERIA

The RFQ will be evaluated as per the following:

a. Elimination Criteria

- The bidders will be evaluated on the elimination criteria as stated in Point 3.1. below
- Bidders who do not meet these criteria will not be evaluated further.

b. Price and B-BBEE

The tender responses will be evaluated on the 80/20 preferential point system.

#### 3.1 Elimination Criteria

Bidders will be eliminated if they fail to provide the following information:

- Late submission of Quotes.
- Submission to an incorrect email address (Only electronic submission to [tender@csir.co.za](mailto:tender@csir.co.za) will be considered).
- If bidder is restricted by National Treasury.
- Bidder who does not fully meet Quotation Requirement table 1 on paragraph 2 (Above). (The bidder must quote on all the items/services exactly as listed in the above specification)
- Bidder who does not submit proof that they are (original equipment manufacturer (OEM) or authorized distributors.

#### 3.2 Preferential Points System Evaluation Criteria

Selection of suppliers will be based on the 80/20 preference point system.

- Please provide detailed breakdown of all direct and indirect costs associated with the contract, including all fees if any for the full contract period.
- Provide a valid B-BBEE Certificate or valid sworn affidavit. No B-BBEE status will equal zero points. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).
- Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.

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

**8 DECLARATION BY TENDERER**

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

**RFQ No:** .....

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..... 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:	.....