



28 June 2024

ERRATUM (RFP No: 3640/08/07/2024)

Request for Proposal (RFP) for the supply and delivery of hygiene consumables to all CSIR sites for a period of five (5) years.

On Friday, 21 June 2024, the Council for Scientific and Industrial Research (CSIR) invited bidders to submit quotations for the above-mentioned RFP. The closing/submission date for the tender is Monday, 8 July 2023 at 23H30.

The CSIR appreciates your interest in responding to the Request for Proposals.

Please note the following amendment in the issued tender document:

1. The closing date.

Correction - The closing date and time is **Monday, 8 July 2024 at 23H30**.

2. Technical Evaluation Criteria.

Correction – Bidders must submit references for services rendered from 2015 to 2023 has now been revised to services rendered from 2015 to 2024.

| No | Criteria | Criteria Description | Weight |
|----|--------------------|--|--------|
| 1 | Company Experience | <ul style="list-style-type: none"> • The bidder must demonstrate the company's relevant experience in supplying and delivering hygiene consumables or similar hygiene services to commercial / corporate establishments, by completing the Annexure K for similar services rendered between 2015 and 2024. • A minimum of three (3) contactable relevant references must be submitted. The references must be accessible for vetting. | 40 |

3. Annexure C, Technical Evaluation Matrix/Rubrics

Correction of criteria no. 1 - References to be submitted, from 2015 to 2023 has now been revised to references from 2015 to 2024.

Correction of criteria no. 3 – Points allocation

| No | Criteria | Criteria Description | Points allocation | Weight (%) | | | | | | | | |
|--|------------------------|--|--|--|----------|--|----------|---|----------|--|-----------|----|
| 1 | Company Experience | The bidder must submit contactable references for similar hygiene consumables or hygiene services which they have rendered between 2015 and 2024. A minimum of three (3) contactable references in supplying and delivering hygiene consumables must be submitted as per Annexure K. | <table border="1"> <tr> <td>No submission of relevant references or less than 3 relevant references listed</td> <td>0 points</td> </tr> <tr> <td>More than 3 and less than 4 relevant references listed</td> <td>5 points</td> </tr> <tr> <td>More than 4 and less than 6 relevant references submitted</td> <td>7 points</td> </tr> <tr> <td>More than 6 relevant references listed</td> <td>10 points</td> </tr> </table> | No submission of relevant references or less than 3 relevant references listed | 0 points | More than 3 and less than 4 relevant references listed | 5 points | More than 4 and less than 6 relevant references submitted | 7 points | More than 6 relevant references listed | 10 points | 40 |
| No submission of relevant references or less than 3 relevant references listed | 0 points | | | | | | | | | | | |
| More than 3 and less than 4 relevant references listed | 5 points | | | | | | | | | | | |
| More than 4 and less than 6 relevant references submitted | 7 points | | | | | | | | | | | |
| More than 6 relevant references listed | 10 points | | | | | | | | | | | |
| 2 | Delivery Plan/Schedule | The bidder must submit a delivery plan/schedule indicating delivery turnaround time from date of the Purchase Order as commitment and assurance to the CSIR. | <table border="1"> <tr> <td>No submission of delivery plan/schedule.</td> <td>0 point</td> </tr> <tr> <td>Bidder submitted a delivery plan/schedule that is between 11-15 working days from date of Purchase Order</td> <td>5 points</td> </tr> <tr> <td>Bidder submitted a delivery plan/schedule that is between 6-10 working days from date of Purchase Order</td> <td>7 points</td> </tr> <tr> <td>Bidder submitted a delivery plan/schedule that is less than 5 working days from date of Purchase Order</td> <td>10 points</td> </tr> </table> | No submission of delivery plan/schedule. | 0 point | Bidder submitted a delivery plan/schedule that is between 11-15 working days from date of Purchase Order | 5 points | Bidder submitted a delivery plan/schedule that is between 6-10 working days from date of Purchase Order | 7 points | Bidder submitted a delivery plan/schedule that is less than 5 working days from date of Purchase Order | 10 points | 20 |
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| Bidder submitted a delivery plan/schedule that is less than 5 working days from date of Purchase Order | 10 points | | | | | | | | | | | |

| 3 | Capacity Plan | The bidder must indicate their capacity to supply hygiene consumables by ticking compliance checklist below. Failure to submit the proof required, will result in no points allocation. | | <table border="1"> <tr> <td>A combined capacity plan score of less than 15 points</td> <td>0 point</td> </tr> <tr> <td>A combined capacity plan score of 20 or 25 points</td> <td>5 points</td> </tr> <tr> <td>A combined capacity plan score of 30 or 35 points</td> <td>7 points</td> </tr> <tr> <td>A combined capacity plan score of 40 points</td> <td>10 points</td> </tr> </table> | | A combined capacity plan score of less than 15 points | 0 point | A combined capacity plan score of 20 or 25 points | 5 points | A combined capacity plan score of 30 or 35 points | 7 points | A combined capacity plan score of 40 points | 10 points | 40 | | | | | | | | | | | | | | | | | | |
|---|---|---|-------------------|---|---|---|-----------|---|----------|---|---|---|-----------|---|------------------------------------|----------|-----------|----------|-----------|-----------|--|--|---|----|---|---|--|--|----|--------------|--|------------|
| | | A combined capacity plan score of less than 15 points | 0 point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A combined capacity plan score of 20 or 25 points | 5 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A combined capacity plan score of 30 or 35 points | 7 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A combined capacity plan score of 40 points | 10 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item No.</th> <th>Description of Capacity Plan elements (Proof must be submitted)</th> <th>Points allocation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Are hygiene products being quoted for, SABS approved or have an approval issued by equivalent of an accreditation body? Submit proof in a form of a document.</td> <td>10</td> </tr> <tr> <td>2.</td> <td>Availability of vehicle/s to deliver the hygiene products to CSIR sites (own or outsourced). Submit proof of registration or rental agreement under the Company' name, or the business owner.</td> <td>10</td> </tr> <tr> <td>3.</td> <td>Do you have Personal Protective Equipment / tools / equipment with regards to handling the products, i.e. trolley to off load products, gloves for protection, safety boots for the assigned staff etc.? Submit written confirmation.</td> <td>10</td> </tr> <tr> <td>4.</td> <td>Bank rating letter issued by a financial institution for insight into the financial stability of the bidder. Submit proof issued by the financial institution. <table border="1" style="margin-left: 20px;"> <tr> <td>No submission or D rating or less.</td> <td>0 points</td> </tr> <tr> <td>C rating.</td> <td rowspan="3">5 points</td> </tr> <tr> <td>B rating.</td> </tr> <tr> <td>A rating.</td> </tr> <tr> <td colspan="2">A bank letter indicating that the bank account is in good standing and favourable.</td> </tr> </table> </td> <td>5</td> </tr> <tr> <td>5.</td> <td>Submission of a brochure with full clear pictures and specifications for the proposed hygiene products. Products must meet the requirements specified in Annexure B, item 3.3. Submit brochure.</td> <td>5</td> </tr> <tr> <td colspan="2"></td> <td>40</td> </tr> </tbody> </table> | Item No. | Description of Capacity Plan elements (Proof must be submitted) | Points allocation | 1. | Are hygiene products being quoted for, SABS approved or have an approval issued by equivalent of an accreditation body? Submit proof in a form of a document. | 10 | 2. | Availability of vehicle/s to deliver the hygiene products to CSIR sites (own or outsourced). Submit proof of registration or rental agreement under the Company' name, or the business owner. | 10 | 3. | Do you have Personal Protective Equipment / tools / equipment with regards to handling the products, i.e. trolley to off load products, gloves for protection, safety boots for the assigned staff etc.? Submit written confirmation. | 10 | 4. | Bank rating letter issued by a financial institution for insight into the financial stability of the bidder. Submit proof issued by the financial institution. <table border="1" style="margin-left: 20px;"> <tr> <td>No submission or D rating or less.</td> <td>0 points</td> </tr> <tr> <td>C rating.</td> <td rowspan="3">5 points</td> </tr> <tr> <td>B rating.</td> </tr> <tr> <td>A rating.</td> </tr> <tr> <td colspan="2">A bank letter indicating that the bank account is in good standing and favourable.</td> </tr> </table> | No submission or D rating or less. | 0 points | C rating. | 5 points | B rating. | A rating. | A bank letter indicating that the bank account is in good standing and favourable. | | 5 | 5. | Submission of a brochure with full clear pictures and specifications for the proposed hygiene products. Products must meet the requirements specified in Annexure B, item 3.3. Submit brochure. | 5 | | | 40 | TOTAL | | 100 |
| Item No. | Description of Capacity Plan elements (Proof must be submitted) | Points allocation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Are hygiene products being quoted for, SABS approved or have an approval issued by equivalent of an accreditation body? Submit proof in a form of a document. | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| C rating. | 5 points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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All other terms of the RFP document remain unchanged.

The CSIR wishes to encourage you to submit a response to this tender, and to apologise for any inconveniences caused because of this erratum.

Enquiries may be directed to tender@csir.co.za (Please use RFP number as subject reference).