



## Request for Quotation

### Request for Quotation (RFQ) for the Once-off Supply and Delivery of Corporate Branded and Promotional Items/Materials to the CSIR

RFQ Number	<b>5768-16-11-2021</b>
Date of issue	<b>Friday, 29 October 2021</b>
Closing Date and Time	<b>Tuesday, 16 November 2021 at 16:30 – Late bids will not be considered</b>
Submission of responses	<b>All responses must be submitted to:</b> <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . <b>Proposals cannot be submitted to any other address, as this will lead to elimination</b>
Contact details	Submission of enquiries: All enquiries must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . This email is only for submission of enquiries. <b><i>(Please use the RFQ number as the subject reference)</i></b>
CSIR Business Hours	08:00 – 16:30

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the once-off supply and delivery of corporate branded promotional items/materials in a form of a: layout, design and print of a booklet (in a flipchart format) in line with the CSIR Corporate Identity.

## 2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

All bidders must be able to provide branding and promotional materials in all the following categories:

No.	Item Description	QTY	UOM	Unit price	Total Amount
1	Make the finishing glossy and the final product A4 size; <ul style="list-style-type: none"> <li>• Must include all costs- design, layout, assembly, binding, etc, in a flipchart format.</li> <li>• Include 8 layout drafts and 5 printed samples (hard copies) before delivering the final order.</li> <li>• Primary colour palette: Service provider to use CSIR Corporate Identity Guideline to determine the colour/s of the product</li> </ul>	2200	Each		
3	Shipping / Delivery Pretoria	1	Trip		
<b>Sub-Total</b>					
<b>VAT @ 15%</b>					
<b>Total</b>					

Note: *\*CSIR will provide the design and artwork to the winning bidder upon appointment*

**2.1 Additional quotation requirements (These must be submitted with and/or indicated in the quote):**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above Bill of Quantities (BOQ) or deliverables.
- The pricing must be firm and inclusive of all costs required to deliver the required goods and/or services to the CSIR.
- The supplier must indicate their lead time on their quotation to prove agility.
- Delivery to be made to CSIR Pretoria, Meiring Naude Road, South Africa.

**3 ELIMINATION CRITERIA**

- 3.1 Submission at wrong location or incorrect email address (Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za));
- 3.2 Late submission of Quotes
- 3.3 The supplier must submit quotation on their official company letterhead

**4 EVALUATION CRITERIA**

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Submit a valid B-BBEE Certificate, or sworn affidavit indicating the B-BBEE Status level.
- 4.3 No B-BBEE status will equal zero points.
- 4.4 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.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.

## **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. The VAT must be clearly indicated for bidders that are not VAT exempted.
- 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 DECLARATION BY TENDERER**

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

**RFP No: 5768/16/11/2021**

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 RFP No.**5768/26/11/2021** 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 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) .....

CSIR RFQ No. 5768-16-11-2021  
This is not a Purchase Order.

<b>WITNESSES</b>	
1	.....
2	.....
DATE:.....	

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**Annexure A – SBD 1 Form**

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