



The provision of a virtual conferencing platform for the CHPC National Conference to be held from 1 December to 3 December 2021 in Mpumalanga Province

Request for Quotation (RFQ) No: 9310/31/08/2021

Date of issue	Tuesday, 17 August 2021
Closing Date and Time	Tuesday, 31 August 2021 at 16:30
RFQ Number	9310/31/08/2021
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 a virtual conferencing platform for the CHPC National Conference to be held from 1 December to 3 December 2021 in Mpumalanga Province

The National Integrated Cyberinfrastructure System (NICIS) of the Council for Scientific and Industrial Research (CSIR) is looking for a virtual conferencing platform for the CHPC National Conference to be held from 1 December to 3 December 2021. The online platform provider must provide a holistic service that integrates various platforms, working together with NICIS events management staff. The event will be a hybrid event in nature, having both online and physical delegates. We expect a TOTAL attendance of 700 delegates.

** Depending on the COVID-19 situation, we require the ability to drop the physical part of the conference and in which we will inform the service provider 2 months before the event and all items for the physical part must be removed from the final invoice. **

We will announce the physical venue soon. It will be in the Mpumalanga Province.

2 QUOTATION REQUIREMENTS

CHPC requires a virtual conferencing package that makes use of multiple platforms to give the event the best options for the various parallel parts.

See more requirements on **ANNEXURE “A”** for your information

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.
- 3.4 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) and (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: 9310/31/08/2021.

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. **9310/31/08/2021** 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 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:	