

(“The DSTI”)

**TERMS OF REFERENCE**

**REQUEST TO SUPPLY AND DELIVER TWO STEEL HAZARDOUS CABINETS AT THE DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION (DSTI).**

**1. BACKGROUND**

The Department of Science, Technology and Innovation (DSTI) is located in Building No.53 at the CSIR Campus in Meiring Naude Road. The department needs more cabinets for storing hazardous flammable chemicals which may be detrimental to the health and lives of officials. According to Occupational Safety and Health Administration (OSHA) regulations, all the flammable liquids should be stored in the flammable cabinet for

compliance safe storage and handling of flammable and combustible liquids at the

Department of Science and Innovation (DSTI).

**2. PURPOSE AND OBJECTIVE**

The purpose of these terms of reference is to procure the services of a service provider who will be able to supply and deliver as per specifications.

**3. THE SCOPE OF THE PROJECT: SPECIFICATION FOR FLAMMABLE LIQUID CABINET (SEE ANNEXURE A)**

3.1 The appointed service provider will be expected to supply and deliver fireproof, lockable steel safety cabinet, reducing fire risk as follows:

**FEATURES**

➢ Full size 2 door steel cabinet

➢ Weight 56kg

➢ 1800h x 900w x 450b

➢ Steel thickness 0.7 mm

➢ Lockable with 2 sets of keys

➢ 3-point locking system

➢ Extra durable mild steel

➢ Four adjustable shelves

➢ Stainless steel non drip trays-adjustable

➢ Perforated side and back panels-hole size 4.5 diameter

➢ Sloping top panel-15 degree louvred door for added ventilation

➢ 45x 90x 180 cm

➢ 4 Stainless steel drip trays

**4. PRICING SCHEDULE**

**4.1 The service provider should use the table below, when quoting in the company letter head:**

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **UNIT PRICE** | **TOTAL** |
| **Hazardous cabinet x 2** |  |  |
| **Other costs** |  |  |
| **Total incl VAT** |  |  |

**4.2 Warranty certificate should accompany the quotation.**

**NB: All costs that the service provider may incur due to the preparation of the project for DSTI shall be the sole responsibility of the service provider**

**5 EVALUATION PROCESS**

5.1 The evaluation process will comprise of the following phases:

a) Screening for Compliance and

b) Price and Specific Goals Evaluation

5.2 **Screening for Compliance**

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation**; *failure to submit the following will result in disqualification:*

a. Proof of registration to the Central Supplier Database (CSD) held by National

Treasury.

b. Compliant tax matters as per CSD or SARS e-filling. c. Completed and signed SBD 1, SBD 4 and SBD 6.1.

d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.

e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score**

**0 points for strategic goals**.

f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.

**N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.***

5.3 **Price and Specific Goals Evaluation**

Price inclusive of VAT will be evaluated as indicated below.

a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022

pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act

5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)

- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

Ps = 80

Where

Ps = Points scored for price of tender under consideration; Pt = Price of tender under consideration;

Pmin = Price of lowest acceptable tender.

c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

Table 1 – Specific goals

|  |  |
| --- | --- |
| **The specific goals allocated points in terms of this tender:** | **Number of points allocated (80/20 system)** |
| EMEs and QSEs |  |

|  |  |
| --- | --- |
| **The specific goals allocated points in terms of this tender:** | **Number of points allocated (80/20 system)** |
| Companies owned by black people | 5 |
| Companies owned by women | 5 |
| Companies owned by youth | 5 |
| Companies owned by people with disabilities | 5 |

i. A bidder must submit proof of its Specific goals’ status.

ii. Bidder to claim points if their specific goal(s) ownership is at least 51 %.

iii. A bidder failing to submit proof of Specific goals’ status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.

iv. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).

v. The points scored must be rounded off to the nearest two decimal places. vi. If the price offered by a tenderer scoring the highest points is not market-

related, the Department may not award the bid to that tenderer.

➢ The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.

➢ If the tenderer does not agree to a market-related price, the

Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.

➢ If the tenderer scoring the second highest points does not agree to a

market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

➢ If a market-related price is not agreed in all the aforementioned

respects, the Department must cancel the tender.

vii. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

viii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.**

**6 SUBMISSION OF PROPOSALS**

6.1 The closing date for submission of proposals is 19 September 2025 **at 11:00**.

6.2 The proposals should be sent electronically to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source.

**7 COMMUNICATION**

**Technical enquiries can be directed to:**

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