



REQUEST FOR PROPOSAL (RFP)
No: 071/06/07/2010

TITLE: Maintenance of Fire Systems – CSIR Scientia Campus

DATE ISSUED: 21 July 2010

DUE DATE: 10 August 2010

TIME: 11:00 a. m

LOCATION: CSIR Main Site, Pretoria
Meiring Naudé Road,
Brummeria
Pretoria.

In accordance with the requirements of this request for proposal, the undersigned offers and agrees, if their proposal is accepted ,to furnish any and all services for which the prices are submitted in accordance with the attached conditions as specified in this proposal.

BIDDER'S NAME
AND ADDRESS

SIGNATURE AND TITLE OF
AUTHORIZED INDIVIDUAL

Name (print)

Signature

Title

1. INFORMATION FOR BIDDERS

1.1 Purpose and Intent of the Procurement

1.1.1 Purpose

The purpose of this Request For Proposal (RFP) is to solicit interested Fire Systems Maintenance Service Providers.

1.1.2 Intent

It is the CSIR's intent to award the contract to one (1) Supplier to perform the required services as listed in Section 2 of the RFP. The items on the list attached (annexure 1) are used for Indication purposes only to show the scope of work and for costing purposes.

1.2 Background

The CSIR's Facilities Management Unit is responsible for maintaining and upgrading the CSIR's security and safety systems in all buildings and would like to outsource this function.

1.3 Key Events

1.3.1 Questions and Inquiries

All written questions associated with this RFP should be e-mailed to the CSIR Strategic Procurement Unit for the attention of Zano Zikalala at the following e-mail address: supplier@csir.co.za, with the RFP title as the heading. Any supplier is welcome to send questions to this address should there be questions regarding this RFP prior to the briefing session referred below.

1.3.2 Briefing session

A non-compulsory briefing session has been scheduled for this request, therefore the cut-off date for the submission of questions will be the conclusion of the briefing session. The purpose of the briefing session is to provide a structured and formal opportunity for bidders to raise questions and clarify any requirements of the proposal.

While all questions will be entertained at the briefing session, it is strongly urged that questions be submitted in writing prior to the briefing session.

The date, time and location are provided as follows:

Date: 29 July 2010
Time: 11- 12 a.m
Location: Steenbok Board Room Building 35

2. SCOPE OF WORK – see Annexure 1 for details

2.1 The Council for Scientific and Industrial Research is seeking a proposal from all service providers to provide service (on all systems referred to in Annexure 1) as detailed below:

- Provide maintenance service, fault finding and repair of a range of detection systems, suppression systems, evacuation systems and sprinkler systems on site. The work shall be carried out in accordance with the relevant work standard.
- Yearly service of the sprinkler systems
- Yearly reports of all work done
- Quarterly check and service of fire systems
- Quarterly reports on all work done
- Report of all faulty equipment found during quarterly service
- Availability of standby technician as and when needed (during and after hours)

2.2 The supplier will work closely with the CSIR Facilities Management Unit.

3. SUBMISSION OF REQUEST FOR PROPOSALS (RFP)

3.1 All RFP documents must be submitted at GATE 03 main reception (in the tender box) at the following address:

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

- 3.2 It is the responsibility of the prospective supplier to ensure that the proposal is deposited in the tender box before
- 3.3 Two copies of each proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail proposals will not be accepted.
- 3.4 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the main proposal.
- 3.5 If a courier service company is being used for delivery of the proposal document, the RFQ description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, as mentioned above.

4. PROJECT PROGRAMME

- 4.1 The Project Programme, as currently envisaged, incorporates the following key dates:
- 4.2 Issue of proposal documents: 21 July 2010
- 4.4 Compulsory briefing session: 29 July 2010
- 4.4 Closing/submission Date: 10 August 2010

5 EVALUATION CRITERIA

- 5.1 Supplier capability to provide service, including technical expertise, staff competence, access to relevant technologies, accessibility, etc.
- 5.2 Report structure proposed by the bidding company
- 5.3 The ability to provide a standby facility

6. COMPULSORY DOCUMENTS

The following documents must be included in the proposal:

- 6.1 Proof of registration with all relevant authorities (according to legislation)
- 6.2 References/track record of all similar work undertaken in the past
- 6.3 Specific Information with reference to technical qualifications of key personnel
- 6.4 Completed and signed CSIR Supplier Registration Form with all relevant supporting documents attached
- 6.5 CK-2 document

7 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Request for Proposal (RFP) must be in English.

8. VERIFICATION OF DOCUMENTS

- 8.1 Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

9. GENERAL RFP TERMS AND CONDITIONS

- 9.1 Where a proposal is not received by the CSIR by the due date, it will be regarded as a late proposal. Late quotations will not be considered.
- 9.2 Each proposal shall be valid for a minimum period of sixty (60) days calculated from the closing date.
- 9.3 The respondent shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 9.4 The respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 9.5 Copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 9.6 Kindly note that the CSIR is entitled to :
 - 9.6.1 amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP's before the closing date. All Respondents to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
 - 9.6.2 verify any information contained in a proposal;
 - 9.6.3 not to appoint any bidder;
 - 9.6.4 vary, alter, and/ or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- 9.7 Any omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of

fact may result in the disqualification of a quotation, or cancellation of any subsequent contract.

- 9.8 The CSIR reserves the right not to accept the lowest quotation or any quotation in part or in whole. It normally awards the contract to the Respondent who proves to be fully capable of handling the contract and whose quotation is technically acceptable and/or financially advantageous to the CSIR. Appointment as a successful Respondent shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, the CSIR shall be entitled to appoint the contractor who was rated second, and so on.
- 9.9 The CSIR also reserves the right to award this RFP to:-
 - 9.9.1 an organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation
 - 9.9.2 an organisation that is a joint venture with a black empowered company.
 - 9.9.3 B-BBEE status will be considered as part of the evaluation criteria when evaluating the proposals.
- 9.10 The CSIR also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- 9.11 The CSIR also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 9.12 The Respondent hereby offers to render all of the services described in the attached documents (if any) to the CSIR on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 9.13 This quotation and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- 9.14 Proposals submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors.
- 9.15 The Respondent shall prepare for a possible presentation should CSIR require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

10 CONCLUSION

- 10.1 Failure to comply with any of the terms and conditions as set out above will invalidate the proposal.
- 10.2 The CSIR's decision on quotations received shall be final and binding.