

Expression of Interest (EOI)

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”.

EOI No. 8122/18/02/2026

Date of Issue	Tuesday, 03 February 2026	
Compulsory Briefing MS Team / Session	Date and time	Thursday, 12 February 2026 @12:00-01:00 pm
	Address/Link	Compulsory Briefing Session Meeting ID: 331 437 068 753 93 Passcode: M4BG3dp6
Enquiries	Supply Chain Management	E-mail: tender@csir.co.za
	Please use EOI No and EOI Description as subject reference	
Last date for submission of enquiries/clarifications	12 February 2026 @ 16:30	
Electronical Submission	tender@csir.co.za (If tender submission exceeds 25MB multiple emails can be sent)	
Category	Office and Equipment relocation services	
Closing Date and Time	Wednesday, 18 February 2026 @ 16:30	

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SECTION A

GENERAL EOI TERMS AND CONDITIONS

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 SUBMISSION OF PROPOSALS

2.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

2.2 All proposals will only be considered if received by the CSIR before the closing date and time (*as indicated on the cover page*).

2.3 All proposal submissions are to be clearly subject-referenced with the **EOI number and EOI Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

PART 1: Technical Proposal (Please indicated the EOI Number on each File/folder)

PART 2: Pricing Proposal, Specific Goals claim documentation (Please indicated the EOI Number on each File/folder)

2.4 Proposals submitted must be signed by a person or persons duly authorised.

2.5 Proposals submitted at incorrect email address, will not be accepted for consideration.

2.6 Proposals received after the closing date and time, at the email address indicated in the bid document, will not be accepted for consideration.

2.7 All dates and times in this bid are South African standard time.

- 2.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.
- 2.9 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered
- 2.10 The naming / labelling syntax of files or documents must be short and simple.
- 2.11 The CSIR will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, specific goals and objective criteria, where invoked.

3 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the EOI Conditions or setting of counter conditions by Bidders or qualifying any EOI Conditions will result in the invalidation of such bids.

4 FRONTING

- 4.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 4.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the EOI evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor

to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

5 **PRICING PROPOSAL**

- 5.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 5.2 Price should include additional cost elements such as travel cost and other incidental costs, where applicable.
- 5.3 Payment will be according to the [CSIR Payment Terms and Conditions](#).
- 5.4 Please provide a detail pricing using a Pricing Schedule outlined under **Annexure D. Pricing must strictly be in accordance with the Pricing Schedule.**

6 **APPOINTMENT OF SERVICE PROVIDER(S)**

- 6.1 The contract will be awarded to the bidders who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 6.2 The CSIR will appoint not more than **three (3)** qualifying bidders to the panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis.
- 6.3 Appointment as a successful service providers 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, CSIR reserves the right to appoint an alternative supplier/s.
- 6.4 Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

7 PANEL UTILISATION

- 7.1 Whenever the CSIR requires Furniture Relocation Services, it shall approach a service provider in line with the engagement model defined in 7.2.1 to submit a quotation based on the negotiated prevailing rates for the work to be carried out.
- 7.2 The CSIR shall ensure that the identification of the service provider is on a fair and equitable basis. As such, the appointment of the service provider shall be on a rotational basis.
- 7.2.1 The engagement model will be applied as follows:
- a. **Initial Allocation:** The first assignment will be offered to the highest-scoring service provider at appointment.
 - b. **Sequential Rotation:** Subsequent assignments will be allocated sequentially based on the preferential points ranking, the allocation will proceed from the highest-ranked bidder to the next, starting with the second-ranked bidder and followed by the third-ranked bidder. In the event of a tie in points, alphabetical order shall be applied.
 - c. **Performance Consideration:** Providers demonstrating consistent quality and adherence to timelines may receive prioritisation.
 - d. **Skipping Procedure:** If a provider is unavailable or declines due to capacity, the next provider in line is appointed, and the skipped provider resumes in the subsequent rotation cycle.
- 7.3 Following acceptance of the quotation, the CSIR will issue an associated purchase order evidencing the appointment for and commencement of the work.
- 7.4 CSIR reserves the right to approach the market outside the established **open panel** framework agreement that will arise from this EOI for services, whenever it is considered of value in terms of time, cost, quality, or when the organisation deems it critical to do so. The panel to be established is open in nature, meaning that it is non-exclusive and allows the CSIR, at its discretion, to admit new service providers over the duration of the panel. This approach is intended to ensure flexibility, maintain competitiveness, and provide access to innovative, cost-effective, and quality-driven service solutions as they become available in the market.

7.5 There is no guarantee that any panel member will be issued with any or a specific number of task orders (Purchase Orders) during the period of the framework agreement.

8 SERVICE LEVEL AGREEMENT

8.1 Upon award the CSIR and the successful bidders will conclude an agreement in line with applicable form of contract (i.e. **Draft Supplier Agreement**) regulating the specific terms and conditions applicable to the services being procured by the CSIR, more or less in the format of the draft Service Level Indicators (Annexure K) included in this tender pack.

8.2 Bidder(s) are requested to:

8.2.1 Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;

8.2.2 Explain each comment and/or amendment; and

8.2.3 Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

8.3 The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

9 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to the CSIR to the email and format outlined in the table on the cover page of this EOI document.

Any other contact with CSIR personnel involved in this tender is not permitted during the EOI process other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

10 MEDIUM OF COMMUNICATION

All documentation submitted in response to this EOI must be in English.

11 CORRECTNESS OF RESPONSES

- 11.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the EOI. The prices and rates quoted must cover all obligations under any resulting contract.
- 11.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

12 CORRECTNESS OF RESPONSES

- 12.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the EOI. The prices and rates quoted must cover all obligations under any resulting contract.
- 12.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

13 VERIFICATION OF DOCUMENTS

- 13.1 Bidders should check the numbers of the pages to satisfy themselves that none is 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.
- 13.2 Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

14 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

15 ADDITIONAL TERMS AND CONDITIONS

- 15.1 A bidder 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.
- 15.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 15.3 In case of proposal/s from a joint venture, the following must be submitted together with the proposal/s:
- A joint venture agreement signed by both parties clearly indication the lead partner, including split of work;
 - Copy of a valid certificate or consolidated B-BBEE score card;
 - The Tax Compliance Status (TCS) or CSD Report of each joint venture partner;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificate/s.
- 15.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 15.5 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.
- 15.6 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

16 SPECIAL CONDITIONS

The CSIR reserves the right to:

- 16.1 Extend the closing date of this EOI;
- 16.2 Correct any mistakes before closing date and time of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 16.3 Verify any information contained in the bidder's submission;
- 16.4 Request documentary proof regarding the bidder's submission;
- 16.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this EOI;
- 16.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 16.7 Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 16.8 Award this EOI to multiple bidders;
- 16.9 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 16.10 Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 16.11 Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

17 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

17.1 The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- d. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- e. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- f. has in the past engaged in any matter referred to above; or
- g. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or

director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

18 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 18.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 18.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

19 PREPARATION COSTS AND LIMITATION OF LIABILITY

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

20 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the

CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

21 PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

22 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

If a recommended bidder is not tax compliant, the bidder will be notified in writing of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so CSIR will reject their bid.

23 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

24 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

25 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

26 AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

27 PERSONAL INFORMATION

- 27.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The bidder further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 27.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 27.3 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 27.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- Where relevant, the bidder shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 30 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders compliance with the requisite POPI Act safeguards.

28 DISCLAIMER

This EOI is an Expression of Interest only and not an offer document. Answers to this EOI must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have

satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

SECTION B

EVALUATION METHODOLOGY

29 TERMS OF REFERENCE

This EOI is for the appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis .The service offering must include all requirements as set out in **Annexure B, Technical Specification.**

30 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)	Objective Criteria
Only bidders that comply with ALL the criteria set on paragraph 30.1 on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold of 50% on each of the individual criterion , and a predetermined minimum threshold of 70% on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 below will proceed to Price and Preference Points Evaluation. (Phase 3)	Bidder(s) will be evaluated out of 100 points i.e. 80 points for Price and 20 points for Preference Points (indicated in Annexure G, Preference Points Award Form).	The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000).

30.1 Elimination Criteria (Phase 1)

Proposals will be eliminated under the following conditions:

- Bidder that submit late bids will not be considered.

- Bidders that submit to the incorrect email address will not be considered (Only electronic submission to tender@csir.co.za would be considered).
- Bidder that are listed on the NT database of restricted suppliers will not be considered.
- Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- Bidder that did not submit mandatory returnable documents as listed on **Annexure E: Proposal Form and List of Returnable Documents (Mandatory Returnable Documents Table)** will not be considered.

30.2 Technical Evaluation Criteria (Phase 2)

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	ELEMENT	WEIGHT
1.	<p>The bidder must demonstrate the company's track record in providing furniture relocation services for corporate clients.</p> <ul style="list-style-type: none"> • Each bidder must provide at least three (3) relevant references from different clients where office furniture relocation services were undertaken and delivered successfully. • The work to which the reference letter relates must have been successfully completed between 2020 – 2025. • Bidder must populate the client reference information on the supplied client reference list, Annexure C1. <p>The provided references will be verified to ascertain authenticity.</p>	40
2.	<p>Experience of key personnel</p> <p>Team Lead/Supervisor</p> <ul style="list-style-type: none"> • The team lead/ supervisor must have a minimum of three (3) years' experience supervising or managing furniture relocation assignments. • A CV of the team lead/ supervisor must be submitted. 	30
3.	<p>Proposed Service Approach</p> <p>The bidder must outline the approach to be employed for providing office furniture and equipment relocation services which must include</p> <ul style="list-style-type: none"> • Logistics 	30

	<ul style="list-style-type: none"> • Safety, Health, Environment and Quality (SHEQ) Protocols 	
TOTAL (%)		100

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

30.3 Price and Preference Points Evaluation (Phase 3)

Only Bidders that have met minimum thresholds on Technical/functional Evaluation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure G: Preference Points Award Form**.

31 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.

32 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. In order to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number. Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;

- provide the CSIR of their CSD registration number.

Annexure A

Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	EOI 1822/18/02/2026	CLOSING DATE:	18 February 2026	CLOSING TIME:	16:30
DESCRIPTION	The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an "as and when required basis"				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number EOI 1822/18/02/2026 and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	tender@csir.co.za	E-MAIL ADDRESS		tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					

- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO
- IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

Annexure B

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis

EOI No.8122/18/02/2026

1. INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”.

The purpose of the Expression of Interest (EOI) is to obtain capability, pricing and general information on the business of potential Contractors for the CSIR to determine the Contractors most capable of providing the service.

This EOI document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This EOI does not constitute an offer to do business with the CSIR but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Expression of Interest (EOI) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”.

2. PROPOSAL REQUIREMENTS

All proposals are to be submitted in a format specified in this enquiry.

2.1. Technical Proposal

The following must be submitted as part of the **technical** proposal:

- a. Client references
- b. Curriculum Vitae of the team lead/ supervisor

c. Proposed Service Approach

2.2. Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover Letter.
- Completed Pricing Schedule (**Annexure D**).
- CSD registration report (RSA suppliers only).

3. PROPOSAL SPECIFICATION

3.1. Background

The objective of this EOI is to establish a panel of qualified service providers to render office furniture relocation services under a rate-based agreement. These services will support a range of projects and operational needs, including office relocations, furniture installations, de-installations, and workspace reconfigurations. The panel aims to ensure a reliable, responsive, and cost-effective supply of moving services across multiple locations as required by the CSIR. While services will primarily be rendered within the Scientia campus, facilitating the movement of furniture and other items between buildings, there may be occasional requirements for services beyond the campus, within Gauteng Province, on an as-needed basis.

3.2. Scope of Work

The scope of services includes the relocation of furniture, appliances, and office machinery (such as printers), as well as equipment or machinery when required. Service providers must be capable of executing office relocations, furniture installations, de-installations, reconfigurations, packing, unpacking, dismantling, reassembly, and the disposal of unwanted furniture. Flexibility and responsiveness to the CSIR's operational needs are essential.

The service provider shall be responsible for the removal, relocation, and disposal of office furniture and equipment primarily within the Scientia campus, and occasionally at other designated locations. This includes, but is not limited to, chairs, desks, modular cubicle-style furniture, and office equipment such as fridges and ICT equipment (excluding laptops and personal computers (PCs)). Services will be delivered on an "as and when required" basis to support operational efficiency and responsiveness.

The detailed scope of work entails:

- a. Disassembly of office furniture and equipment.
- b. Removal of office furniture and equipment.
- c. Reassembly of office furniture and equipment.
- d. Relocation of IT equipment and office appliances.
- e. Setup of furniture for special events.
- f. Provision of all necessary equipment, materials, supplies, vehicles, and related services to perform full removal operations.
- g. Supply of packing materials (e.g., boxes, crates, tape, labels, handcarts, padding, bubble wrap, computer bags, protective materials, and trolleys) as required.
- h. Proper labelling and tracking of furniture to ensure no loss or damage of parts during relocation.
- i. Implementation of precautions to prevent loss or damage of items, including protection from weather and other hazards.
- j. Repair of any damage caused during the move, including to finished surfaces, to the satisfaction of CSIR (excluding damage caused by CSIR employees).
- k. Protection of CSIR assets (e.g., furniture, walls, doors) throughout the removal process.
- l. Adherence to weight limits when using goods lifts.
- m. Compliance with all applicable legislation, including the Occupational Health and Safety Act, No. 85 of 1993
- n. Compliance with parking regulations in designated loading zones within the CSIR campus.
- o. Provision of appropriately sized and configured trucks for various moving requirements.
- p. Assurance of proper training, orientation, and professional conduct of all personnel assigned to the contract.
- q. Guarantee of workmanship meeting minimum standards, with defects rectified at no additional cost; proof of Public Liability Insurance is mandatory.
- r. Legal disposal of materials and waste at certified waste sites, supported by valid waste manifests.

3.2.1 Furniture Removal Services Personnel Identification

- a. The successful bidder's personnel will be issued identification cards by the CSIR, with the service provider covering the cost.
- b. The identification cards must be obtained by the service providers' personnel before the commencement of works.
- c. It is imperative that personnel possess these identification cards at all times while undertaking CSIR work. The continuous possession of identification cards is essential to ensure seamless access to CSIR facilities and to facilitate the immediate recognition of authorized personnel engaged in the furniture move services.
- d. It is the responsibility of the service provider to ensure proper identification and vetting of their staff assigned to this contract.
- e. The service providers' personnel must consistently wear uniforms, provided at their own expense, featuring the name and logo of the service provider.

3.2.2 Personnel Consistency

- a. For optimal service delivery, it is preferred that the same personnel be consistently assigned to all moves.
- b. In the event of personnel changes, the previously issued identification cards must be promptly returned to the CSIR. New identification cards must then be applied for each new individual.

3.3. Health And Safety Requirements

The service provider must provide a comprehensive safety file that encompasses all relevant documentation and procedures related to the safety of personnel, equipment, and property during the furniture move services (the list of items required for the approval of the safety file can be obtained from the CSIR at contracting stage).

- a. This safety file should include, but is not limited to, risk assessments, emergency procedures, safety training records, and certifications.
- b. The safety file must adhere to industry standards and regulations, demonstrating a commitment to maintaining a safe working environment throughout the furniture move process.

- c. Upon the award of the contract, the service provider shall be required to sign a formal supplier agreement and Section 37.2 Occupational Health and Safety contract with the CSIR.
- d. The CSIR, upon the receipt and approval of the safety file submitted by the service provider, will issue a permit to work. This permit is a prerequisite for the commencement of any furniture removal operations within the CSIR campus.

3.4. Medical Fitness

- a. The CSIR retains the right to request fit-for-duty certificates from the service provider, when necessary, these shall be obtained by the service provider at their cost.
- b. It is the responsibility of the service provider to ensure that employees assigned to carry out furniture move services are medically fit for the specific demands of the job. This includes physical fitness and the absence of any health conditions that may compromise their ability to safely and effectively perform the required tasks.
- c. The service provider must conduct thorough assessments to guarantee that all personnel meet the necessary health standards for the assigned responsibilities.
- d. Health insurance coverage for the service providers' personnel in case of accidents is a mandatory requirement, with the associated costs borne by the service provider.

3.5. Personal Protective Equipment

- a. All personnel involved in furniture removal must be provided with and consistently wear Personal Protective Equipment (PPE) commensurate with the level of risk identified in the comprehensive risk assessment.
- b. The risk assessment will determine the specific PPE requirements based on the nature of the tasks, potential hazards, and safety considerations.
- c. The responsibility for conducting a thorough risk assessment and providing the necessary PPE lies with the service provider.
- d. It is imperative that the PPE selected is appropriate for the identified risks and is in full compliance with industry standards and relevant safety regulations.
- e. Regular reviews of the risk assessment should be conducted to ensure ongoing suitability of the provided PPE.

3.6. Emergency preparedness

- a. Service providers must maintain a state of emergency readiness, ensuring that their personnel are trained and equipped to respond effectively to unforeseen situations during furniture removal operations.
- b. The service provider is obligated to supply and regularly replenish first aid boxes for use by their personnel in case of emergencies.

3.7. Furniture Move Vehicles Requirements

3.7.1. Size and Type of Vehicles

- a. The service provider must ensure the provision of furniture move vehicles that are appropriately sized and equipped to handle the scope and scale of the furniture removal services.
- b. The size and type of vehicles should align with the specific requirements of each move, considering the volume and nature of the furniture and equipment being transported.
- c. The service provider must maintain a fleet of vehicles that is adequate to meet the diverse moving requirements.
- d. Ensuring the availability of vehicles within reasonable time frames is essential to guarantee timely and efficient furniture removal services.

3.7.2. Fleet Specifications

1 Ton Panel Van/ Curtain Side Vehicle
2.5- or 3-Ton Panel Van/ Curtain Side Vehicle
6 Ton Vehicle

3.7.3. Compliance with Weight Capacities

- a. When utilizing goods lifts, service providers must adhere to weight capacities to ensure the safe transportation of furniture.
- b. Proper compliance with weight restrictions is essential to prevent damage to both the goods lifts and the transported items.

3.8. Weather Protection Measures

- a. The service provider is responsible for implementing measures to protect furniture and equipment from adverse weather conditions during disassembling, transit, and reassembling.
- b. Adequate covering, securing, and weatherproofing should be applied to safeguard items from potential damage.

3.9. Vehicle Maintenance and Insurance

- a. The service provider must maintain their fleet of furniture move vehicles in optimal working condition.
- b. Regular maintenance, including inspections and repairs, should be conducted to ensure the safety and reliability of the vehicles.
- c. The service provider must provide proof of insurance coverage for all vehicles used in furniture removal services.

3.10. Waste Management

- a. At the request of the CSIR, the service provider will be responsible for the proper disposal of waste generated during furniture removal services. The service provider will be required to furnish a quote for the CSIR's consideration before the execution of the service.
- b. All furniture waste must be transported and disposed of at registered landfill sites.
- c. In cases where disposal occurs, the service provider must furnish valid proof of disposal or destruction, aligning with relevant municipal bylaws.
- d. If recycling is employed as a waste management strategy, the service provider must provide verifiable evidence of recycling efforts. These measures are crucial to ensuring environmentally responsible waste management practices and compliance with all relevant regulations.
- e. Payment for these services will only be made upon receipt of a valid waste manifest certificate from a registered landfill site or valid proof of recycling from a registered recycling service provider.

3.11. Control of Works

- a. The service provider shall be responsible for providing records for services rendered, consumables used, and vehicles used, considering the type of furniture or equipment removed, the duration of the move, and the distance to be travelled (in the form of a logbook if required).
- b. The expected response time, upon request for services, will be two (2) working days.
- c. The service provider will be expected to schedule the furniture move request within three (3) working days of quote approval or as agreed upon with the CSIR representative.
- d. The service provider will be expected to submit an invoice to the CSIR representative within five (5) working days of executing the request.
- e. The service provider is required to participate in monthly or quarterly performance review meetings upon the CSIR's request.
- f. The service provider must address received complaints within a five (5) working day timeframe and implement corrective actions in accordance with CSIR timelines.

Annexure C

Technical Evaluation Matrix/Rubrics

The appointment of a panel of service providers for the provision of relocation of office furniture services at the CSIR, for a period of five (5) years on an “as and when required basis”

EOI No. 8122/18/02/2025

Scoring sheet to be used to evaluate functionality

No.	Criteria	Proof Required	Points allocation	Weight (%)										
1.	<p>Client References The bidder must demonstrate the company’s track record in providing furniture relocation services for corporate clients.</p> <ul style="list-style-type: none"> • Each bidder must provide at least three (3) relevant references from different clients where services were undertaken and delivered successfully. • The work to which the reference letter relates must have been successfully completed between 2020 – 2025. • Bidder must populate the client reference information on the supplied client reference list in Annexure C1, Client reference list . <p>The provided references will be verified to ascertain authenticity.</p>	<p>Each bidder must submit at least three (3) relevant reference from different clients where office furniture relocation services were successfully undertaken.</p> <p>Bidder must populate the client reference information on the supplied client reference list, Annexure C1.</p> <p>The provided references will be verified to ascertain authenticity</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Criterion Measure</th> <th style="width: 30%;">Points</th> </tr> </thead> <tbody> <tr> <td>0 - 2 references provided, or the provided references are not relevant to office furniture relocation.</td> <td style="text-align: center;">0</td> </tr> <tr> <td>3 – 4 relevant references provided.</td> <td style="text-align: center;">5</td> </tr> <tr> <td>5 - 6 relevant references provided.</td> <td style="text-align: center;">7</td> </tr> <tr> <td>More than 6 relevant references provided.</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Criterion Measure	Points	0 - 2 references provided, or the provided references are not relevant to office furniture relocation.	0	3 – 4 relevant references provided.	5	5 - 6 relevant references provided.	7	More than 6 relevant references provided.	10	40
Criterion Measure	Points													
0 - 2 references provided, or the provided references are not relevant to office furniture relocation.	0													
3 – 4 relevant references provided.	5													
5 - 6 relevant references provided.	7													
More than 6 relevant references provided.	10													

No.	Criteria	Proof Required	Points allocation	Weight (%)										
2.	<p>Experience of key personnel Team Lead/Supervisor</p> <ul style="list-style-type: none"> The team lead/ supervisor must have a minimum of three (3) years' in experience supervising or managing furniture relocation assignments. 	<p>Team Lead/Supervisor The bidder must provide a CV of the Team Lead/Supervisor indicating the number of years in experience supervising or managing furniture relocation assignments</p> <p>The CV must not exceed 3 pages in length.</p> <p>Unless proven unattainable, the preferred bidder must deploy to the assignment(s) the staff members whose credentials has been provided. If not possible, the replacement resource shall have the same skills and number of years of experience that was offered in the bid.</p>	<table border="1"> <thead> <tr> <th data-bbox="1146 240 1549 276">Criterion Measure</th> <th data-bbox="1549 240 1663 276">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="1146 276 1549 469"> <ul style="list-style-type: none"> No experience listed or less than 3 years' relevant experience or experience listed is not relevant to office furniture relocation services. </td> <td data-bbox="1549 276 1663 469">0</td> </tr> <tr> <td data-bbox="1146 469 1549 504">3 - 5 years' relevant experience.</td> <td data-bbox="1549 469 1663 504">5</td> </tr> <tr> <td data-bbox="1146 504 1549 564">More than 5 - 6 years' relevant experience</td> <td data-bbox="1549 504 1663 564">7</td> </tr> <tr> <td data-bbox="1146 564 1549 625">More than 6 years' relevant experience.</td> <td data-bbox="1549 564 1663 625">10</td> </tr> </tbody> </table>	Criterion Measure	Points	<ul style="list-style-type: none"> No experience listed or less than 3 years' relevant experience or experience listed is not relevant to office furniture relocation services. 	0	3 - 5 years' relevant experience.	5	More than 5 - 6 years' relevant experience	7	More than 6 years' relevant experience.	10	30
Criterion Measure	Points													
<ul style="list-style-type: none"> No experience listed or less than 3 years' relevant experience or experience listed is not relevant to office furniture relocation services. 	0													
3 - 5 years' relevant experience.	5													
More than 5 - 6 years' relevant experience	7													
More than 6 years' relevant experience.	10													
3.	<p>Proposed Service Approach (Methodology)</p> <p>The bidder must outline the approach to be employed for providing office furniture relocation services which must include:</p> <ul style="list-style-type: none"> Logistics SHEQ Protocols 	<p>Bidders must submit a method statement outlining the approach to be employed for providing office furniture relocation services. Bidders must refer to Annexure C2, methodology evaluation rubric.</p>	<table border="1"> <thead> <tr> <th data-bbox="1146 860 1467 895">Criterion Measure</th> <th data-bbox="1467 860 1663 895">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="1146 895 1467 930">0 – 49.99%</td> <td data-bbox="1467 895 1663 930">0</td> </tr> <tr> <td data-bbox="1146 930 1467 965">50.00% – 69.99%</td> <td data-bbox="1467 930 1663 965">5</td> </tr> <tr> <td data-bbox="1146 965 1467 1000">70% – 89.99%</td> <td data-bbox="1467 965 1663 1000">7</td> </tr> <tr> <td data-bbox="1146 1000 1467 1035">90% – 100%</td> <td data-bbox="1467 1000 1663 1035">10</td> </tr> </tbody> </table>	Criterion Measure	Points	0 – 49.99%	0	50.00% – 69.99%	5	70% – 89.99%	7	90% – 100%	10	30
Criterion Measure	Points													
0 – 49.99%	0													
50.00% – 69.99%	5													
70% – 89.99%	7													
90% – 100%	10													
Total				100										

ANNEXURE C1
CLIENT REFERENCE LIST

The bidder must submit at least three (3) relevant reference from different clients for office furniture relocation assignments successfully undertaken between 2020 and 2025.

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature Of Work and contract or Purchase Order number	Project period (Start and End Dates).

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature Of Work and contract or Purchase Order number	Project period (Start and End Dates).

Annexure C2

Methodology/Service Approach Evaluation Rubric

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”.

The submitted methodology will be evaluated against the below criteria. The quality of the details/information provided will impact the score given to the respective sub-criteria.

A bidder will be scored 0 points where a sub-criterion is not met, and a score of 1 where the requirements of the sub-criterion are fully met.

No.	Sub Criteria	Criteria Description	Weight
1.	Logistics and Resource Planning	<p>The bidder must provide a comprehensive logistics and resource management plan demonstration:</p> <ul style="list-style-type: none"> • Types of vehicles and their load capacities aligned to the scope of work. • Detailed scheduling for all relocation activities. • Adequate manpower allocation, including roles and responsibilities. • Route optimisation strategies to ensure efficiency, cost-effectiveness, and minimal operational disruption during the relocation process. 	15
2.	Health and Safety Protocols	<p>The bidder must demonstrate compliance with recognised occupational health and safety legislation (e.g., OHS Act), including:</p> <ul style="list-style-type: none"> • Documented risk assessments relevant to relocation activities. • Use of appropriate PPE by all personnel. • Emergency response procedures and preparedness. • Safe handling, lifting, loading, and unloading procedures for furniture and equipment. • Damage-prevention measures for organisational assets and infrastructure. 	15
Total			30%

Annexure D

Pricing Schedule- **FIRM PRICES**

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”

EOI No.8122/18/02/2026

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

BID PRICE IN RSA CURRENCY

Pricing Instructions

For the purpose of the pricing schedule, the following words shall have the meanings hereby assigned to them:

1. The rates to be quoted in the Pricing Schedule are to be the **fully inclusive** prices for the work described under scope of work. Rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, taxes, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
2. Price evaluation will be based on estimated quantities as detailed below:
 - 2.1. Six (6) hour inter-building move (within CSIR Campus)

Description	Unit of Measure	Quantity
Driver	6 hours	1
General movers	6 hours	4
Bubble Wrap Roll 420mm x 100m	Per roll	5
Packaging Tape Rolls 48mm x 100m	Per roll	3
Jack Trolley	Each	1
Cardboard moving boxes (appr. 81cm x 45cm x 45cm)	Per box	40
Moving crates measures 600 mm x 400 mm x 400 mm with a 70 litre capacity	Per crate	10
Labels per roll of 500	Per roll	2
1 Ton Panel Van/ Curtain Side Vehicle	Per load	

Description	Unit of Measure	Quantity
2.5 or 3 Ton Panel Van/ Curtain Side Vehicle	Per load	
6 Ton Vehicle	Per load	
Distance	Per Km	15

2.2. Eight (8) hour Provincial move

Description	Unit of Measure	Quantity
Driver	8 hours	1
General movers	8 hours	4
Bubble Wrap Roll 420mm x 100m	Per roll	5
Packaging Tape Rolls 48mm x 100m	Per roll	3
Jack Trolley	Each	1
Cardboard moving boxes (appr. 81cm x 45cm x 45cm)	Per box	40
Moving crates measures 600 mm x 400 mm x 400 mm with a 70 litre capacity	Per crate	10
Labels per roll of 500	Per roll	2
1 Ton Panel Van/ Curtain Side Vehicle	Per load	
2.5 or 3 Ton Panel Van/ Curtain Side Vehicle	Per load	
6 Ton Vehicle	Per load	
Distance (Metro)	Per Km	50

1.1. Six (6) hour inner City move (Pretoria)

Description	Unit of Measure	Quantity
Driver	6 hours	1
General movers	6 hours	4
Supervisor	6 hours	1
Bubble Wrap Roll 420mm x 100m	Per roll	5
Packaging Tape Rolls 48mm x 100m	Per roll	3
Jack Trolley	Each	1
Cardboard moving boxes (appr. 81cm x 45cm x 45cm)	Per box	40

Description	Unit of Measure	Quantity
Moving crates measures 600 mm x 400 mm x 400 mm with a 70 litre capacity	Per crate	10
Labels per roll of 500	Per roll	2
1 Ton Panel Van/ Curtain Side Vehicle	Per load	
2.5 or 3 Ton Panel Van/ Curtain Side Vehicle	Per load	
6 Ton Vehicle	Per load	
Distance (Metro)	Per Km	50

- 1.2. Quantities stated will only be used for **evaluation purposes**, and final payment will be based on actual quantities issued through the implementation of the contract.
2. A rate shall be entered against each item in the Pricing Schedule. The bidder may not group a number of items together and tender one lump sum for such group of items.
3. Actual expenditure would be based on agreed rate per person and limited to approved budget for this project.

The bidder must populate the proposed rates for the five-year period on the supplied pricing template.

Note: "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Rate Schedule

The tender submission should include the following:

- **Hourly Rates:**
 - Provide hourly rates for the different categories of staff (general movers, team leader and driver,).
 - Specify any overtime rates (if applicable) outside of standard working hours (weekends, public holidays and)
- **Equipment and vehicle rates**
- **Off campus distance bands rates**
- **Consumables Charges:**
 - Provide any applicable prices for consumables for the period of the contract.

Note: The CSIR reserves the right to negotiate standardised rates with all successful bidders following the evaluation process. This negotiation will aim to establish fair, market-aligned pricing for furniture move services, based on service scope.

Successful bidders who meet the minimum qualifying criteria will be invited to participate in this negotiation phase prior to final contracting. Final rates will be agreed upon collectively and reflected in the service-level agreement

Description	Year 1	Year 2	Year 3	Year 4	Year 5
	Rate (Incl. VAT)				
Driver Hourly Rate					
General mover					

Personnel – Rate per hour – after hours, public holidays and weekends (Weighted at 20%)

Description	Year 1	Year 2	Year 3	Year 4	Year 5
	Rate (Incl. VAT)				
Driver Hourly Rate					
General mover					

Equipment and Vehicles – Rate per load (Weighted at 20%)

Description	Year 1	Year 2	Year 3	Year 4	Year 5
	Rate (Incl. VAT)				
1 Ton Panel Van/ Curtain Side Vehicle					
2.5 or 3 Ton Panel Van/ Curtain Side Vehicle					
6 Ton Vehicle					
Jack Trolley					

Off-Campus moves

Distance Band	Year 1 Rate (Incl. VAT)	Year 2 Rate (Incl. VAT)	Year 3 Rate (Incl. VAT)	Year 4 Rate (Incl. VAT)	Year 5 Rate (Incl. VAT)
0-15km (Local)					
16-50km (Metro)					
51-150km (Regional)					

Consumables (Weighted at 10%)

Description	Year 1 Rate (Incl. VAT)	Year 2 Rate (Incl. VAT)	Year 3 Rate (Incl. VAT)	Year 4 Rate (Incl. VAT)	Year 5 Rate (Incl. VAT)
Cardboard moving boxes (appr. 81cm x 45cm x 45cm) - Each					
Moving crates - Each					
Bubble Wrap per roll					
Tape per roll					
Labels per roll of 500					

Annexure E

Proposal Form and List of Returnable Documents

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”

EOI No.8122/18/02/2026

I/We _____

[name of entity, company, close corporation or partnership] of [full address]

carrying on business trading/operating as

represented by _____ in my capacity
as

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should CSIR decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of EOI documents.

I/We agree to be bound by those conditions in CSIR's:

1. General EOI Terms and Conditions; and [CSIR's Purchasing Terms and Conditions](#) or Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in writing of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this EOI including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this EOI, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this EOI. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF EOI

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents may be advised in writing of the name of the successful Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

VALIDITY PERIOD

CSIR requires a validity period of 90 [Ninety calendar Days from closing date] against this EOI.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the EOI is submitted.

- 1. Registration number of company / C.C.

- 2. Registered name of company / C.C.

- 3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

a) **Mandatory Returnable Documents**

Failure to provide any Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure D: Pricing Schedule	
In the case of Joint Ventures, bidder must submit a copy of the signed Joint Venture Agreement.	
In the case of subcontracting arrangements, bidder must submit a copy of the signed subcontracting agreement. If the agreement is not fully signed by both parties by the closing date and time, the bidder may submit a partially signed agreement.	

b) **Essential Returnable Documents**

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide any essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED
<p>Annexure G: Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Mandatory documents to claim preference points)</p> <ul style="list-style-type: none"> • Valid copy of BBEE certificate/ sworn affidavit <ul style="list-style-type: none"> ✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <u>individual B-BBEE Certificate or Sworn Affidavit</u>. ✓ In case of sub-contracting both parties must submit copies of their valid BBEE certificates. <p>NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <u>be invalid</u>, the joint venture scorecard will also be invalid.</p>	
References (details to be populated in Annexure C1)	
Experience of key personnel Team Lead/Supervisor	
Methodology/Service Approach	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals. Bidders will be afforded the opportunity to submit any outstanding document(s) listed below within two (2) days of the request being made by the CSIR. If the bidder fails to submit the requested document(s), the bid submission will not be considered further.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

<u>OTHER ESSENTIAL RETURNABLE DOCUMENTS</u>	SUBMITTED [Yes/No]
Annexure A: Standard Bidding Document (SBD) 1 Form	
Annexure E: Proposal Form and List of Returnable documents (<i><u>This document</u></i>)	
Annexure F: Certificate of Acquaintance with EOI, Terms & Conditions & Applicable Documents	
Annexure H: Standard Bidding Document (SBD) 4 Form	
Annexure I: EOI Declaration and Breach of Law Form	
Annexure K: Mutual Non-Disclosure Agreement	

<p>Proof of vehicle ownership</p> <ul style="list-style-type: none"> ○ Certified copies of vehicle registration certificates of all vehicles the bidder intends to use to deliver the services to the CSIR, ○ should the bidder not own the vehicles, proof of vehicle lease agreement or intention to lease the required vehicles to be submitted (the bidder will be given seven (7) working days to ensure that valid lease agreements are submitted to the CSIR prior to the signing of the Supplier Agreement should the contract be awarded for the duration of the contract period) ○ or valid subcontracting agreement with proof of subcontractor's vehicle ownership) 	
<p>Provide proof of valid public liability cover or letter of intent from an Insurance Firm, of a minimum of One Million (R 1 000 000.00)</p>	
<p>Provide proof of valid goods in transit cover or letter of intent from an Insurance Firm, of a minimum of One Hundred thousand (R 100 000.00)</p>	
<p>Valid letter of good standing relevant to the scope of work from the Department of Employment & Labour (COIDA) or any approved private Insurance firm</p>	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI. Should the Respondent be awarded the contract **[the Agreement]** and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at _____ on this ____ day of _____ 20____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure F

Certificate of Acquaintance with EOI, Terms & Conditions & Applicable Documents

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis

EOI No. 8122/18/02/2026

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this EOI. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the EOI unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR’s Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this EOI was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with EOI documents included in the EOI as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this ____ day of _____ 20____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure G

Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis

EOI No.8122/18/02/2026

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

2. POINTS AWARDED FOR PRICE

2.1 The 80/20 preference points systems

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Ownership	10
Reconstruction and Development Programme (RDP) Goals ¹ EME or QSE	10
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

3.3.1.1. Preferential points for black ownership will be awarded as follows:

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%

¹ RDP Goals: a. The promotion of South African owned enterprises; b. The promotion of export orientated production to create jobs, c. The promotion of SMMEs; d. The creation of new jobs or the intensification of labour absorption; e. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; f. The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region; g. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered, h. The promotion of enterprises located in rural areas, i. The empowerment of the work force by standardising the level of skill and knowledge of workers; j. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and k. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organizations.

Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	0%

3.3.1.2. Preferential points for RPD Goals will be awarded as follows:

RDP Goals	% of Preferential points
RDP Goals met	100%
RDP Goals not met	0%

3.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture² will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. Only valid consolidated BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

3.5. Sub-contracting

A bidder must not be awarded preference points if it is indicated in the tender documents that such a bidder intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. BID DECLARATION

Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes	No
Valid copy of BBBEE certificate/ sworn affidavit to claim Black Ownership, and RDP (EMEs and QSEs) preference points ³	√	√

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi*

³ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number.
In case of sub-contracting both parties must submit copies of their valid BBBEE certificates

alteram partem (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it must—
 - (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
 - (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....

Annexure H

Standard Bidding Document (SBD) 4

EOI No. 8122/18/02/2026

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest⁴ in the enterprise, employed by the state? YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

⁴ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES /NO

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES /NO

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

Annexure I

DECLARATION BY BIDDER AND BREACH OF LAW FORM

The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”

EOI No. 8122/18/02/2026

NAME OF ENTITY:

We _____ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for EOI Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [EOI];
3. we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this EOI from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the EOI documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this EOI and the requirements requested from Bidders in responding to this EOI have been conducted in a fair and transparent manner; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
8. If such a relationship as indicated in paragraph 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with CSIR:

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]

9. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
10. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
11. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

BREACH OF LAW

12. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____
 20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration Name of Company/CC

Annexure J

Mutual Non-Disclosure Agreement

EOI No. 8122/18/02/2026

MUTUAL NON-DISCLOSURE AGREEMENT

1. Preamble

The Parties as identified herein are engaged in discussions relating to their potential collaboration in the Field as likewise described therein; are by virtue thereof are required to disclose Confidential Information to one another, and have agreed to do so subject to the terms and conditions as set out in this agreement.

2. Definitions

2.1. The following words and/or phrases, when used in this agreement, shall have the following meanings:

- 2.1.1. "Confidential Information" shall mean all scientific, technical, business, financial, past, present or future research, development, business activities, products, services and technical knowledge or marketing information, whether inside or outside the Field, which one party (the "Disclosing Party") discloses to the other party (the "Receiving Party") in connection with the discussions, and either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the Receiving Party that it constitutes Confidential Information. (Without limiting the generality of the foregoing, "Confidential Information" shall include any information that falls within the definition of 'Personal Information')
- 2.1.2. "Disclosing Party" shall mean the Party disclosing Confidential Information under this agreement;
- 2.1.3. "Disclosing Purpose" shall mean, as pertains to any particular joint opportunity(ies) in the Field, the discussions held or to be held between the Parties regarding their possible collaboration and future working relationship with regards to any such opportunity(ies);
- 2.1.4. "Effective Date" shall mean the date of the commencement of this agreement herein";
- 2.1.5. "Notice" shall mean a written document addressed by one Party to the other and either delivered by hand; sent per registered

post or telefaxed to the addresses as indicated herein";

2.1.6. "Personal Information" means any information that falls within the definition of 'Personal Information' as defined in the Protection of Personal Information Act, No 4 of 2013 ("POPI");

2.1.7. "Receiving Party" shall mean the Party receiving Confidential Information under this agreement;

"Responsible Party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information, as defined in POPI.

3. Obligation of Confidentiality

3.1. The Receiving Party undertakes and agrees:

- 3.1.1. to use the Disclosing Party's Confidential Information only to give effect to the Disclosing Purpose;
- 3.1.2. to hold in strict confidence and not to publish or disclose to any unauthorised third parties any of the Confidential Information of the Disclosing Party without the prior written consent of the Disclosing Party;
- 3.1.3. to use the same degree of care (and in any event not less than reasonable care) to safeguard the confidentiality of the Disclosing Party's Confidential Information that it uses to protect its own information of like kind;
- 3.1.4. to limit any disclosure of such Confidential Information only to those of its employees and professional advisors who have a specific need –to- know to access such Confidential Information and either entered into a written agreement which impose, or are otherwise bound by the same restrictions as those imposed upon it by virtue of this agreement;
- 3.1.5. not to disclose or reveal to any third party, whomsoever, either the fact that discussions or negotiations are taking, or have taken, place between the Parties; the content of any such discussions, or other facts relating to the Disclosing Purpose;

3.1.6. on termination of this agreement, to act with the Disclosing Party's Confidential Information in accordance with a Notice delivered to it by the Disclosing Party, and if no such Notice is delivered to the Recipient, to destroy the Disclosing Party's Confidential Information in a similar manner to which it would destroy its own Confidential Information.

4. Protection of Personal Information

4.1. The Party(ies) undertake(s) to:-

- 4.1.1. comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
- 4.1.2. treat all Personal Information strictly as defined within the parameters of POPI;
- 4.1.3. process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, any lawful and reasonable written instructions received from the applicable Responsible Party and as permitted by law;
- 4.1.4. process Personal Information in compliance with the requirements of all applicable laws;
- 4.1.5. secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;
- 4.1.6. not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding transborder information flows; and
- 4.1.7. not retain any Personal Information for longer than is necessary for achieving the purpose in terms of this Agreement or in fulfilment of any other lawful requirement.

4.2. The Party(ies) undertake(s) to ensure that all reasonable measures are taken to:

- 4.2.1. identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;
- 4.2.2. establish and maintain appropriate security safeguards against the identified risks;
- 4.2.3. regularly verify that the security safeguards are effectively implemented;
- 4.2.4. ensure that the security safeguards are continually updated in response to new

risks or deficiencies in previously implemented safeguards;

- 4.2.5. provide immediate notification to the Responsible Party if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Responsible Party where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
 - 4.2.6. remedy any breach of a security safeguard in the shortest reasonable time and provide the Responsible Party with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
 - 4.2.7. provide immediate notification to the Responsible Party where either party has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
 - 4.2.8. provide the Responsible Party, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose in terms of this Agreement and any applicable law; and
 - 4.2.9. notify the CSIR, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the CSIR.
- 4.3. The CSIR reserves the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the contracting Party to ensure compliance with the provisions of clause 4.
- 4.4. The provisions of clause 4 shall survive the termination of this Agreement, regardless of cause, in perpetuity.

5. Exclusions

5.1. The Receiving Party recognises that this agreement is not intended to restrict use or disclosure of any portion of the Disclosing Party's Confidential Information which:

- 5.1.1. is as at the Effective Date, or later, made known to the public or otherwise enters the public domain through no default by the Receiving Party of its obligations under this Agreement;
- 5.1.2. it can show was in its possession prior to the earliest disclosure by the Disclosing

Party, as evidenced by written documents in its files;

- 5.1.3. is rightfully received by it from a third party having no obligation of confidentiality to the Disclosing Party;
- 5.1.4. is independently developed by the Receiving Party by a person(s) who did not have access to the Confidential Information of the Disclosing Party;
- 5.1.5. is disclosed by the Receiving Party after receipt of written permission from the Disclosing Party; or
- 5.1.6. it is requested or required by subpoena, court order, or similar process to disclose, provided that, in such an event, it will provide the Disclosing Party with prompt written notice of such request(s) so that the latter may seek an appropriate protective order and/or waive the Receiving Party's compliance with the provisions of this agreement.

6. Ownership and Provision of Information

- 6.1. The Disclosing Party shall retain ownership of all its Confidential Information as disclosed hereunder.
- 6.2. Nothing contained in this agreement or in any disclosures made hereunder shall create or imply, or be construed as to grant to the Receiving Party any license or other rights in or to the Confidential Information and/or any intellectual property rights attached thereto, or act as a waiver of any rights that the Disclosing Party may have to prevent infringement or misappropriation of any patents, patent applications, trademarks, copyright, trade secrets, know-how or other intellectual property rights owned or controlled by the Disclosing Party as at the Effective Date.
- 6.3. The Disclosing Party provides the Confidential Information "as is" and accordingly no disclosure thereof by it hereunder shall constitute any representation, warranty, assurance, guarantee or inducement by such Disclosing Party with respect to infringement of patents or other rights of third parties, nor is any warranty or representation as to the accuracy, completeness, or technical or scientific quality of any of the Disclosing Party's Confidential Information provided hereunder. (For the avoidance of doubt it is stated

expressly that the Disclosing Party neither makes, nor have made, any representation or warranty as to the merchantability or fitness for a particular purpose of any Confidential Information disclosed hereunder).

7. Term of Obligation

- 7.1. The Parties' obligations concerning non-disclosure of Confidential Information contained in the above clauses shall commence on the Effective Date and shall continue for five (5) years from the date of each disclosure, unless otherwise agreed between the parties in writing, where after such obligations shall forthwith terminate.

8. No Violation

- 8.1. Each party represents that its compliance with the provisions of this agreement will not violate any duty which such party may have towards any third party, including obligations concerning the provision of services to others, confidentiality of information and assignment of inventions, ideas, patents or copyright.

9. Breach

- 9.1. It is acknowledged that the breach of this agreement by the Receiving Party would cause the Disclosing Party irreparable injury not compensable in monetary damages alone. Accordingly, in the event of a breach, or a threat of a breach, the Disclosing Party, in addition to its other remedies, is entitled to a restraining order, preliminary injunction or similar relief so as to specifically enforce the terms of this agreement or prevent, cure or reduce the adverse effects of the breach.

10. DOMICILIUM CITANDI ET EXECUTANDI

- 10.1. The Parties hereto respectively choose as their *domicilium citandi et executandi* for all purposes of, and in connection with this agreement, the physical addresses and contact details stated herein.

11. Notices

- 11.1 Any Notice to be given hereunder shall be given in writing and may be given either personally or may be sent by post or facsimile and addressed to the relevant party at its

domicilium citandi et executandi address as chosen herein. Any notice given by post shall be deemed to have been served on the expiry of 7 (seven) working days after same is posted by recorded delivery post or air mail. Any notice delivered personally or sent by facsimile shall be deemed to have been served at the time of delivery or sending.

12. Governing Law and Jurisdiction

12.1. This agreement will be governed and construed by the laws of the Republic of South Africa and the Parties hereby submit to the exclusive jurisdiction of the South African courts to hear any dispute arising therefrom which the Parties are unable to settle amicably.

13. General

- 13.1. This agreement comprises the entire agreement between the parties concerning the subject matter and supersedes all prior oral and written agreements between them.
- 13.2. No waiver, alteration or cancellation of any of the provisions of the Agreement shall be binding unless made in writing and signed by the party to be bound.
- 13.3. The parties hereby warrant that the officials signing this agreement have the power to do so on behalf of the parties.
- 13.4. No public announcement, such as a media release, or disclosure beyond those disclosures authorised for Confidential Information hereunder may be made by either party concerning this agreement without the prior written approval of the other party.
- 13.5. Neither party is, by virtue of this agreement, authorised to use the name, logo(s) or trademarks of the other in connection with any advertising, publicity, marketing or promotional materials or activities, or for any other purpose whatsoever, without the prior written consent of the other party. For purposes of this clause, it is also recognised that, under the provisions of section 15 (1) of the Merchandise Marks Act, Act No 17 of 1941 of the Republic of South Africa, the use of the abbreviation of the name of the Council for Scientific and Industrial Research, "WNNR" and CSIR, is prohibited in connection with any trade, business, profession or occupation or in connection with a trade mark, mark or trade

description applied to goods, other than with the consent of the CSIR.

- 13.6. Both Parties shall remain free to use, in the normal course of its business, its general knowledge, skills and experience incurred before, during or after the discussions envisaged hereunder. (To this end, it is also recorded that nothing in this Agreement shall be construed as constituting an exclusive arrangement between the parties and both Parties shall remain free to explore market opportunities in the Field, unless otherwise agreed to in writing in a subsequent agreement.)

ANNEXURE L: MUTUAL NDA

14. Parties to the NDA

THE CSIR, a statutory council, duly established under Act 46 of 1988 through its Operating Unit of herein represented byin his/her capacity as Executive Director and he/ she being duly authorised thereto; **and**

.....
.....

....., registration number:..... a,

with limited liability duly incorporated under the applicable laws of the Republic of South Africa herein represented by in his/her capacity as and he/she being duly authorised thereto.

15. Contact Details for Purposes of Clause 10:

15.1. The CSIR

Physical Address:

Meiring Naude Road

Brummeria

Pretoria

0002

FOR ATTENTION:

Postal Address:

PO BOX 395

Pretoria

0001

FOR ATTENTION:

Telefax Communication:

ANNEXURE K

Draft Service Level Agreement



The appointment of a panel of service providers for the provision of relocation of office furniture and equipment at the CSIR, for a period of five (5) years on an “as and when required basis”

EOI No.:8122/18/02/2026

SERVICE LEVEL INDICATORS

SERVICE LEVEL INDICATORS

1. INTRODUCTION

The purpose of the Service Level Indicators is to guide and document the expectations and requirements of the services to be rendered to the Tendering Institutions by the Service Provider.

This document may be used as the benchmark against which reviews and, as appropriate, modifications to the service provided by the Service Provider shall take place.

2. KEY PERFORMANCE INDICATORS

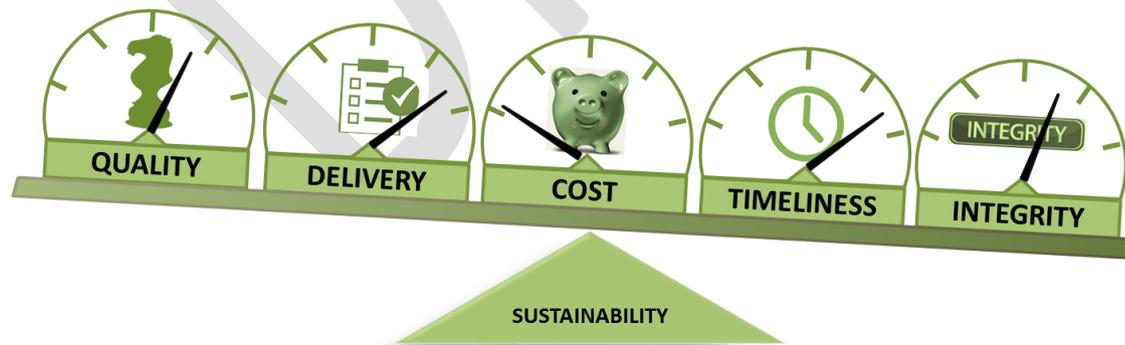
Key performance indicators (KPIs) are management tools designed to monitor supplier performance and help meet the goals, objectives and service levels of the contract.

3. RANGE OF SERVICES

The Services rendered are reflected in the Scope of Work (Annexure B: Technical Specification).

4. KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are management tools designed to monitor supplier performance and help meet the goals, objectives and service levels of the contract. The measurement criteria on the performance scorecard shall be used to regularly monitor and evaluate the performance of the contractor.



5. MEASUREMENT CRITERIA

The following table lists a comprehensive number of Key Performance Areas and Indicators:

Key Service Area	Description of Service	Target	Frequency	Weighting	Score: 1 (Poor)	Score: 3 (Satisfactory)	Score: 5 (Excellent)
Service Delivery	% of moves completed on time	≥95%	Per request	50%	<80% completed on time	80–94% completed on time	100% completed on time
	% of items damaged during move	0%	Per request	15%	Any damage	Minor damage (<2%) with recovery	0% damage, all items handled with care
SHEQ Compliance	Safety incidents recorded	0	Per request	5%	Any incident or near miss	One minor incident, no injury	No incidents, proactive safety
	Non-conformance notices	0	Per request	5%	Any notice issued	One minor non-conformance	No notices, full compliance
Documentation Accuracy	Quotations and invoices match work done	100% accuracy	Per request	5%	Frequent errors or mismatches	Minor discrepancies corrected	All documentation accurate and timely
Communication	Response time to requests	≤2 working days	Per request	10%	>5 working days	2–3 working days	≤1 working day, proactive updates
Vehicle Compliance	Vehicles meet size/type and insurance requirements	100% compliance	Per request	10%	Wrong vehicle type or no insurance	Mostly compliant, minor issues	All vehicles compliant and well-maintained

6. PENALTY CLAUSE

The contractor is expected to deliver a service as per the requirements or specifications of the CSIR. Failure to do so will result in the following penalties:

Score Range	Performance Level	Penalty Clause
5 (Excellent)	Exceeds expectations	No penalty. Performance acknowledged in review.
3–4 (Satisfactory)	Meets expectations	No penalty. Continuous improvement encouraged.
2 (Below Standard)	Needs improvement	Written warning issued. Corrective action required within 5 working days.
1 (Poor)	Unacceptable	Breach notice issued. Corrective action required within 10 working days. Contract may be reviewed or terminated if repeated.
Non-compliance to legislation	Critical breach	Immediate contract review and possible termination.