



Request for Quotation

For the Refurbishment of Two Classrooms and Associated Storerooms at St John's College in Mthatha, Eastern Cape Province

CSIR RFQ 6747/28/08/2026

Date of issue	Tuesday, 11 August 2026	
Compulsory Briefing Session or Site Inspection	Date and Time	Wednesday, 19 August 2026 @ 12h00
	Address	ST John's College 50 Callaway street, Mthatha
Last date for submission of enquiries/clarifications	Tuesday, 18 August 2026 @ 16h30	
Closing Date and Time	Friday, 28 August 2026 @ 16h30 (late submissions will not be accepted)	
RFQ Validity Period	90 calendar days (Commencing from the RFQ closing date)	
Enquiries and submission of proposals	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No and RFQ Description as subject reference</i>)	
CSIR Hours	08h00 – 16h30	

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 INVITATION FOR QUOTATION

Quotations are hereby invited for the refurbishment of two classrooms and their associated storerooms, including building and electrical works, at St John's College in Mthatha Eastern Cape Province. This project is being undertaken by the CSIR in collaboration with the Department of Science, Technology and Innovation (DSI).

3 SPECIFICATION / SCOPE OF WORK

The works comprise the refurbishment of two classrooms and their associated storerooms, including floor finishes, painting, replacement of entrance doors, replacement of existing fluorescent lighting with LED batten fittings, installation of wall-mounted power skirting trunking with modular socket outlets, and installation of an under-floor power outlet in Classroom 1.

The successful bidder shall provide all labour, supervision, plant, tools, equipment, materials, transport, testing, protection of existing finishes, waste removal, and all ancillary works necessary for complete execution of the refurbishment at St John's College. The detailed specification and scope of work are set out in **Annexure A**. Pricing shall be based on the Pricing Schedule / Bill of Quantities in **Annexure B**.

The detailed scope of work is outlined under **Annexure A**.

4 PRICING REQUIREMENTS

- 4.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 4.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 4.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.4 Payment will be according to the [CSIR Payment Terms and Conditions](#).
- 4.5 Please provide detailed pricing using the Pricing Schedule / Bill of Quantities outlined under **Annexure B**.

Bidders are to price their quotations using the Pricing Schedule / Bill of Quantities. Explanatory notes must be provided in the quotation when deviating from the Pricing Schedule / Bill of Quantities.

5 RETURNABLES

Returnables are required for evaluation purposes. Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

5.1 Essential Returnable Documents

Without limiting the generality of the CSIR's other critical requirements for this Bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s).

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

Table 1

ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure C: Standard Bidding Document (SBD) 1 Form	
Annexure D: Standard Bidding Document (SBD) 4 Form	
Annexure E: Preference Points Award Form(Mandatory documents to claim preference points)	

Annexure F: Mutual Non-Disclosure Agreement	
Proposed construction programme and method statement for execution of the works	

5.2 Mandatory Returnable Documents

Failure to submit **all** Mandatory Returnable Documents by the closing date and time of this RFQ will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their RFQ.

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

Table 2

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Bidder must submit a fully completed Annexure B - Bill of Quantities or a quotation on official company letterhead aligned to Annexure B.	
Bidder must submit a valid Letter of Good Standing relevant to the scope of work (e.g. <i>General building works</i>) from the Department of Employment & Labour (COIDA) with the relevant class of works or any other private insurer.	
Bidder must submit a valid and active proof of CIDB registration of 1GB or higher or provide CRS Number.	
The bidder must submit a minimum of Two (2) contactable reference letters and/or completion certificates for projects successfully completed between 2020 and 2026. The reference letter must be signed, reflect start and end date of the completed project and also demonstrate experience in the following works: Office renovations Floor covering Painting works Aluminium door installation Where any specialist component of the works is to be subcontracted, the bidder must submit a minimum of one (1) contactable reference letter and/or completion certificate for each subcontracted discipline, demonstrating relevant experience in: Electrical installation N.B: Purchase orders, contracts, and appointment letters will not be accepted as reference documents. <i>Note: Purchase orders, contracts, and appointment letters will not be accepted as reference documents. Reference letters/ Completion certificate submitted must be accessible for vetting and failure to be verified will result in disqualification.</i>	
- Bidder must submit a valid proof of registration as an electrical contractor issued by the Department of Labour. - The bidder must submit valid proof of a Wireman's License. The Wireman's License provided must correspond with the license details reflected on the	

Electrical Contractor Registration certificate. Failure to provide matching documentation will render the bid non-responsive.	
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6 EVALUATION PROCESS AND CRITERIA

The RFQ will be evaluated as per the following:

Phase 1 – Elimination Criteria

The bidders will be evaluated on the elimination criteria as stated in Point 6.1 below. Bidders that are eliminated during this phase will not be evaluated further on price and preference points.

Phase 2 – Price and Preference Points Evaluation

Bidders will be evaluated as per the preference points system stated in point 6.2 below.

6.1 Elimination Criteria

Bidders will be eliminated if they fail to provide the following information:

- a) Bidder that submit late bids will not be considered.
- b) Bidder that submit to the incorrect location or email address will not be considered.
- c) Bidder that is listed on the NT database of restricted suppliers will not be considered.
- d) Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- e) Bidder that did not submit mandatory returnable documents as listed on paragraph 5.2 (**Table 2**).
- f) Bidder that fail to meet the specification requirements will not be considered.
- g) Bidders who are not active on CIDB with level **1GB** or higher will not be considered.
- h) Bidder that fails to attend the compulsory briefing session and site inspection will not be considered.

6.2 Preferential Points System Evaluation Criteria

Selection of suppliers will be based on the 80/20 preference point system, and the lowest acceptable tender will be used to determine the applicable preference point system, as stipulated in **Annexure E: Preference Points Award Form**.

7 OBJECTIVE CRITERIA

The CSIR reserves the right to apply objective criteria, where justifiable and lawful, in addition to price and preference points, including due diligence relating to bidder capacity, past performance, tax compliance, statutory compliance, and ability to deliver the required works within the required timeframe and to the required quality standards.

- 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.
- Due diligence on reference letters will be done with the recommended bidder to verify the truthfulness of submitted reference checks. Should the due diligence outcome not reflect the scope of the project, the bidder will be disqualified

8 SUBMISSION REQUIREMENTS

- 8.1 All quotations must be submitted electronically to tender@csir.co.za
- 8.2 Respondents must use the RFQ number and RFQ Description as the subject reference number when submitting their bids.
- 8.3 The email and file sizes must not exceed a total of 25MB per email.
- 8.4 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 8.5 The naming / labelling syntax of files or documents must be short and simple.

9 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

- 9.1 Only those tenderers who are registered with the CIDB or are capable of being so prior to the closing date and time of this RFQ submissions, with a grading of **1GB** or higher class of construction works, will be considered.
- 9.2 Joint ventures are eligible to submit proposals provided that:
 - Every member of the joint venture is registered with the CIDB;
 - The lead partner has a contractor grading designation in the **1GB** or higher class of construction work; or not lower than one level below the required grading designation in

the class of works construction works under consideration and possess the required recognition status;

- The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to **1GB** or higher class of construction work.

10 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ 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 RFQ. 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 VERIFICATION OF DOCUMENTS

- 12.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising.
- 12.2 Pricing schedule and specific goals credentials should be submitted with the RFQ response.

13 PREPARATION COSTS

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.

14 OTHER TERMS AND CONDITIONS

- 14.1 No bidder shall under any circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 14.2 Bidders 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.
- 14.3 Changes by a bidder to its submission will not be considered after the closing date and time.
- 14.4 Bidders confirm that by submitting a tender, they confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 14.5 Bidders further confirm that by submitting a tender, they accept to take accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under this RFQ as the principal liable for the due fulfilment of this RFQ process.
- 14.6 No goods and/or services shall be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to the supplier.

15 SPECIAL CONDITIONS

The CSIR reserves the right to

- 15.1. Extend the closing date of this RFQ;
- 15.2. Correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 15.3. Verify any information contained in the bidder's submission;
- 15.4. Request documentary proof regarding the bidder's submission;
- 15.5. 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 RFQ;

- 15.6. 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);
- 15.7. 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;
- 15.8. Award this RFQ as a whole or in part;
- 15.9. Award this RFQ to multiple bidders;
- 15.10. 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;
- 15.11. Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 15.12. 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.

16 CONFIDENTIALITY

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this RFQ. This confidentiality clause extends to bidder partners whom you may decide to involve in preparing a response to this RFQ. Bidders must complete and sign **ANNEXURE F: Non- Disclosure Agreement**.

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.

17 PROTECTION OF PERSONAL INFORMATION

- 17.1 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 Client further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.
- 17.2 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).
- 17.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 17.4 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.
- 17.5 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.
- 17.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause

16 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

18 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.

19 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. 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.

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.

20 LIMITATION OF LIABILITY

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.

21 MISREPRESENTATIONS DURING THE LIFECYCLE OF THE CONTRACT

- 21.1 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.
- 21.2 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.

22 DISCLAIMER

This RFQ is a request for Quotations only and not an offer document. Answers to this RFQ 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 RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, 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.

23 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

- 23.1 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database. Registrations can be completed online at: www.csd.gov.za;
- 23.2 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

Annexure A

Scope of Work

1. Scope of Work

The scope of work comprises the refurbishment of two classrooms and the associated storerooms. The successful bidder shall provide all labour, supervision, plant, tools, access equipment, materials, consumables, transport, testing, commissioning, making good, cleaning, waste removal and all incidental works necessary for complete execution of the refurbishment. The intent is to upgrade the internal finishes, lighting, selected doors and power distribution infrastructure to provide functional, safe and neat teaching spaces.

The work includes, but is not limited to, the following work packages: (1) removal of existing timber floor finishes and preparation of substrates; (2) supply and installation of new floor tiles to both classrooms and storerooms; (3) preparation and painting of plastered internal wall surfaces and all ceilings; (4) replacement of classroom entrance doors; (5) replacement of existing fluorescent fittings with batten LED lighting; (6) installation of wall-mounted power skirting trunking with modular socket outlets in the two classrooms; and (7) installation of under-floor conduit and a floor power outlet to the mid-section of Classroom 1.

1.1. Floor finishes

The contractor shall first carefully remove the existing timber floor finish, including any associated loose or defective bedding material. The exposed substrate shall then be inspected, cleaned, prepared and made good to ensure a sound, level and suitable surface for tiling. Thereafter, the contractor shall supply and install Tonga Beige Matt Ceramic Floor Tiles, 430 × 430 mm, or an approved equivalent cement-look tile, complete with adhesive, spacers, grout, trims and all accessories required for a complete installation. Matching tile skirting shall also be installed to all applicable wall edges. The finished tiled surfaces shall be level, true, properly aligned and suitable for the intended classroom and storeroom use. Any damaged substrates identified during demolition shall be reported to the CSIR representative and made good as part of the works. Finished tiled surfaces shall be level, true, properly aligned and suitable for the intended use.

1.2. Painting of internal walls and ceilings

The contractor shall prepare all internal plastered wall surfaces and ceilings in both classrooms and associated storerooms before painting. Surface preparation shall include cleaning, sanding, scraping, removal of loose or flaking paint, crack repairs, filling of imperfections, and making good all affected areas to achieve a smooth and sound substrate. The existing ceiling colour is Almond White and the existing wall colour is Brilliant White. Existing face brick walls are excluded from the painting works unless specifically instructed otherwise by the CSIR representative. After surface preparation, the contractor shall apply one suitable primer coat followed by two full coats of the preferred interior wall and ceiling paint system. The preferred paint shall be Dulux Brilliant White Interior Walls and Ceilings, or Duram Wall and Ceiling Sheen White, or an approved equivalent. Any approved equivalent paint shall match or exceed the specified brands in terms of quality, durability, coverage, washability, finish and suitability for institutional classroom use. All paint shall be applied strictly in accordance with the manufacturer's instructions to achieve an even, durable and washable finish, free from runs, patchiness, brush marks, roller marks or other visible defects.

1.3. Entrance doors

The existing classroom entrances currently consist of painted wooden double doors. The contractor shall remove the existing entrance door sets to both classrooms and supply and install new aluminium-framed double door sets with translucent top panels and glass door panels, as generally indicated in the reference image. The new door system shall be installed within the existing openings without breaking or altering the surrounding walls, unless otherwise approved in writing by the CSIR representative. The contractor shall include frames, door levers, glazing, hinges, locks, handles, stops, ironmongery, sealants, fixings and all associated materials required for a complete, secure and functional installation.

The approximate existing door leaf opening dimensions are 2030 mm high × 1380 mm wide, and the approximate frame opening dimensions are 2560 mm high × 1530 mm wide. These dimensions are provided for pricing guidance only. The contractor shall verify all dimensions, levels, handing, frame conditions and site constraints before manufacture, ordering or installation.

The final door type, profile, glazing configuration, colour, handing and finish shall be confirmed with the CSIR representative before procurement. All new doors shall be suitable for institutional classroom use, robust, properly aligned, freely operating, lockable,

safe for users, neatly finished and fully compatible with the existing openings and adjacent finishes.



1.4. LED lighting

The contractor shall remove the existing fluorescent tube light fittings in both classrooms and associated storerooms and replace them with new 1200 mm × 100 mm, 40 W batten LED light fittings, as indicated on the layout drawings. The LED fittings shall provide cool white light with a colour temperature of 6500 K, or an approved equivalent performance specification. The installation shall include all associated wiring alterations, connectors, supports, fixings, testing and commissioning required for a complete, safe and compliant lighting installation. The fittings shall be installed neatly, uniformly and securely, and all redundant fluorescent fittings, lamps and related components shall be removed from site and disposed of legally.



Parameter	Classrom 1	Classroom 2
Area	104.9 m ²	104.3 m ²
Target illuminance	400 lux (per SANS 10114-1)	400 lux (per SANS 10114-1)
Total lumens required	41 960 lm	41 720 lm
Typical fixture spec	1200 mm × 100 mm, 40 W batten LED fitting	1200 mm × 100 mm, 40 W batten LED fitting
Number of fixtures	9 units	9 units
Colour temperature	6500 K, cool white	6500 K, cool white
Uniformity requirement	≥ 0.7	≥ 0.7

1.5. Power skirting trunking

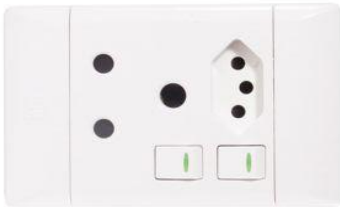
The contractor shall supply and install wall-mounted, industrial-grade steel double power skirting trunking to both classrooms only. The storerooms are excluded from this item. The trunking shall be heavy-duty, multi-compartment and preferably metal, or an approved equivalent and it constructed from rust-proof, epoxy powder-coated galvanised steel or extruded aluminium. Good for high-impact environments.it shall be flame-retardant. The trunking shall be approximately 150 × 50 mm, Beige or Gray in colour, and complete with internal segregation barriers, modular outlet mounting boxes, bends, tees, couplers, end caps, cover plates, supports, fixings and all accessories required for a complete power and data reticulation installation. The system shall comply with SANS IEC 61084 and SANS 10142-1 and shall be SABS approved or an approved equivalent. The installation shall include all socket outlets, USB outlets, wiring, terminations and ancillary materials necessary for a complete, safe and functional system. Final trunking routes and outlet positions shall align with the approved classroom layout and shall be confirmed with the CSIR representative before installation. The installation shall be neat, securely fixed, coordinated with existing wall finishes and suitable for institutional classroom use.

Number of outlets:

Classroom 1 shall have 18 outlets in total: 7 outlets on the left side, 7 outlets on the right side, 2 outlets on the back wall and 2 outlets on the front wall.

Classroom 2 shall have 24 outlets in total: 8 outlets on the left side, 8 outlets on the right side, 4 outlets on the back wall and 4 outlets on the front wall.

Each outlet point shall comprise a commercial-grade modular universal socket outlet with integrated dual USB charging ports, rated 100–250 V AC and 10–16 A, suitable for secure flush mounting within the dado trunking system and for use in institutional classroom environments.



Craptree or equivalent 2x4 SA/Euro combined and Euro with USB socket outlets to be installed on electrical power skirting or SABS equivalent

1.6. Under-floor power supply

The contractor shall supply and install an under-floor conduit/containment route to the mid-section of Classroom 1 from the double power skirting to the back-to-back pedestal floor box location. The route shall include 20 mm conduits, draw wires, conduit connections, fittings, sleeves, cutting, chasing, making good of affected floor finishes and all accessories required for a complete, safe and coordinated prepared route. This scope is limited to the conduit/containment route only and excludes the pedestal floor box/enclosure, Surfix cable, socket outlets, outlet faceplates, socket mounting components, final electrical terminations, item-specific testing, labelling and final CoC certification, which are measured separately under the relevant BOQ items. The exact route and pedestal position shall be confirmed with the CSIR representative or project manager before installation.

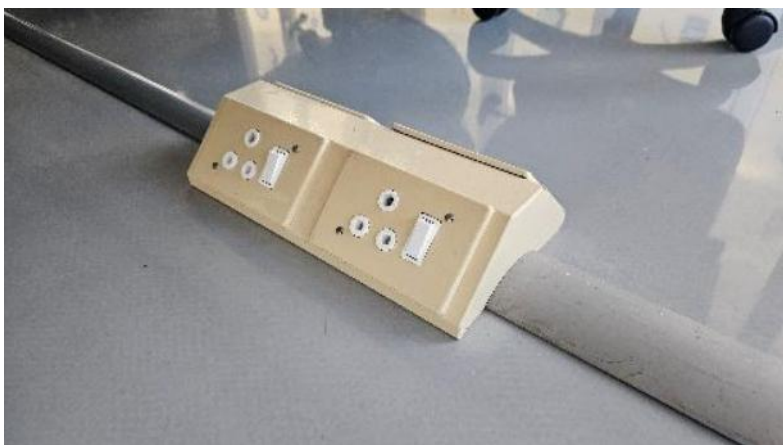
Back-to-back pedestal floor box

Supply and install one back-to-back pedestal floor box for Classroom 1, designed to sit above or within the finished floor level and to interface neatly with the under-floor conduit route. The pedestal box shall be manufactured from corrosion-resistant galvanised steel with durable powder-coated finish, or stainless steel, in a beige or approved matching finish suitable for institutional classroom use. PVC pedestal boxes shall not be accepted for this item unless specifically approved in writing by the CSIR representative.

The pedestal box shall include a heavy-duty anti-slipcover or cover arrangement, suitable internal compartments for segregation of power and data where required, cable entry provisions for 20 mm conduits, secure fixing, trim plates forming part of the pedestal box enclosure, and all accessories required for a complete enclosure installation. The installation shall be flush, stable and free from trip hazards, and shall comply with SANS 10142-1, SANS IEC 60670, the National Building Regulations and applicable safety requirements. Socket outlets, USB outlets, outlet faceplates, socket mounting components, Surfex cable, final electrical terminations, item-specific testing, labelling and final CoC certification are excluded from the pedestal box item and are measured separately under the relevant BOQ items.

The under-floor pedestal installation shall include a separate 2.5 mm² Surfex cable from the electrical source to the back-to-back pedestal floor box location, measured separately from the conduit/containment route. The Surfex cable installation shall include cable pulling within the prepared conduit route, cable terminations, continuity testing, insulation-resistance testing where applicable, and labelling of the cable installation.

The socket outlet assembly for the back-to-back pedestal floor box shall comprise four Crabtree 2x4 SA/Euro combined socket outlets with USB, or approved SABS-equivalent combined socket outlets, suitable for installation within the pedestal box. The arrangement shall provide two socket outlets on each side of the pedestal box, unless otherwise confirmed by the CSIR representative or project manager before installation. The socket outlet assembly shall include socket-outlet faceplates, outlet-specific mounting components, final connections from the installed Surfex cable, socket labelling and functional testing.



1.7. Standards and compliance

All work shall comply with applicable South African legislation, the Occupational Health and Safety Act, 1993 and Construction Regulations, the National Building Regulations and Building Standards Act, manufacturer installation instructions, and good engineering and building practice. Without limiting the generality of the foregoing, the works shall comply, where applicable, with relevant SANS standards for floor tiling, internal paint systems, electrical installations, cable management systems and luminaires, including **SANS 10142-1** (The Wiring of Premises), **SANS IEC 61084** (Cable trunking and ducting systems), **SANS 10114-1** (Interior lighting), and **SANS IEC 60598** (Luminaires). All electrical work shall be carried out by competent persons. On completion of the electrical installation works, the contractor shall test the installation and provide a valid Electrical Certificate of Compliance (CoC) issued by a registered person in accordance with the applicable statutory requirements at handover.

1.8. Protection of existing works and housekeeping

The contractor shall protect all existing building elements, furniture, services and adjacent finishes from damage during execution of the works. Any damage caused by the contractor shall be made good at the contractor's cost. The work areas shall be kept clean, safe and orderly at all times, and all rubble, packaging and redundant materials shall be removed from site regularly and disposed of legally.

1.9. Programme and completion

The bidder shall submit a proposed programme indicating the anticipated duration for the works and sequencing of the main activities. The successful bidder shall execute the works

within the agreed contract period, with a **target completion date of 31 August 2026**, and shall coordinate any disruptive work with the CSIR representative. Normal St John College operational hours are 07h30 to 17h00, and any work outside these hours shall be subject to prior approval.

1.10. Safety, Health and Environmental (SHE) requirements

The successful bidder shall comply fully with CSIR SHE requirements and site access rules. No work may commence until the required induction, permits to work, risk assessments and related safety documentation have been approved by the CSIR. The contractor shall provide, where applicable, a valid COIDA Letter of Good Standing, task-specific risk assessments, method statements, proof of competency for relevant trades, and maintain a safe work area throughout the contract.

1.11. Testing, commissioning and handover

On completion, the contractor shall test all installed electrical components, demonstrate proper operation of the lighting and power systems, rectify all snags, and hand over the refurbished areas in a clean and serviceable condition. Handover shall include all applicable test results, certificates, product data and maintenance information for installed items.

1.12. Warranties and defects liability period

The contractor shall provide a minimum defects liability period of **twelve (12) months**, calculated from the date of practical completion or handover, whichever is later. During this period, the contractor shall, at its own cost and within a reasonable time after notification by the CSIR or St John College, make good any defects, shrinkages, poor workmanship, faulty installation, material failures, loose fittings, cracked finishes, electrical faults or any other defects attributable to the works. In addition, all manufacturer warranties and guarantees applicable to materials, fittings, equipment and electrical components supplied under this contract shall be transferred to the CSIR at handover. The contractor shall submit all relevant warranty certificates, guarantees, operating information and maintenance instructions as part of the handover documentation.

1.13. Workmanship

All materials used shall be new and of good quality, and workmanship shall be of a high standard suitable for institutional facilities. The contractor shall ensure that all finishes are neat, true, properly aligned, secure and free from visible defects on completion.

2. Reference Drawings and Site Photographs

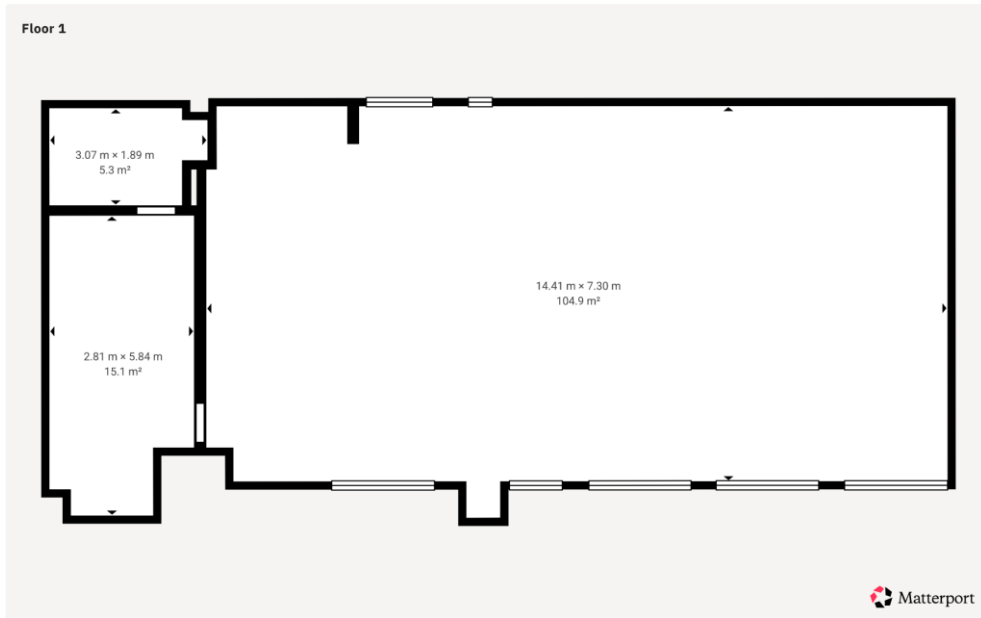
2.1. Class Room 1 – Existing Condition



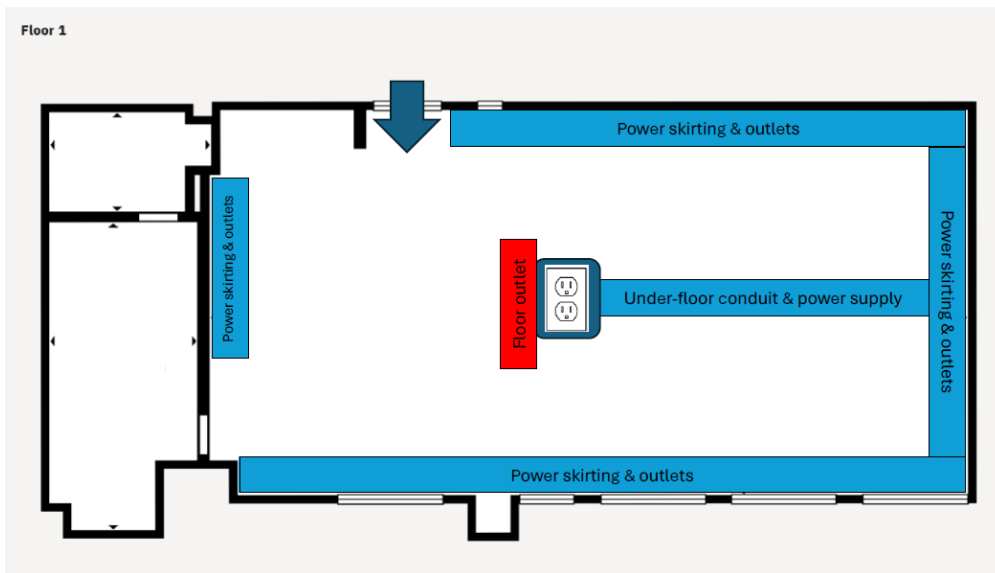
2.2. Classroom 2 - Existing Condition



2.3. Classroom 1 and Store Layout



2.4. Classroom 1 Electrical Details



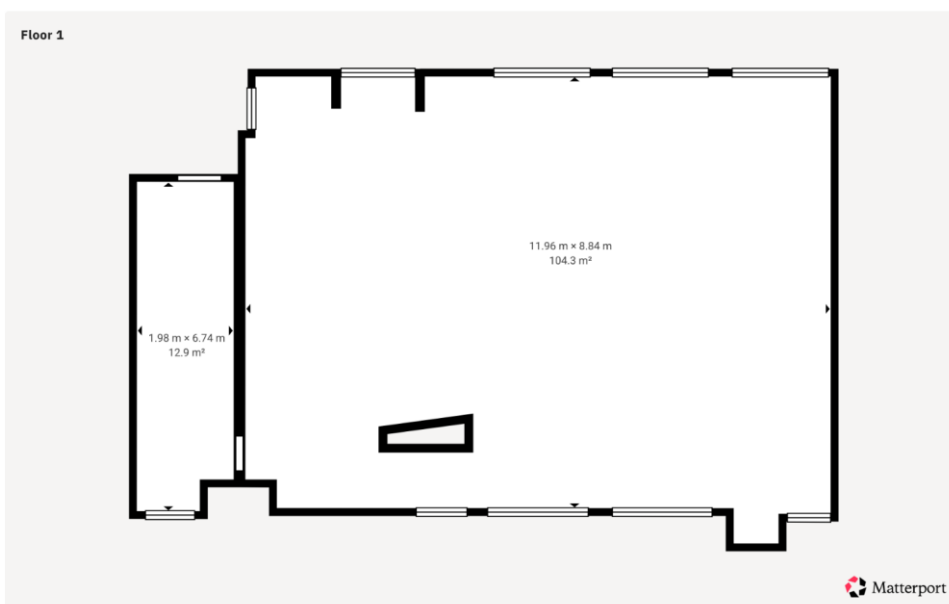
2.5. Classroom 2 – Existing Condition



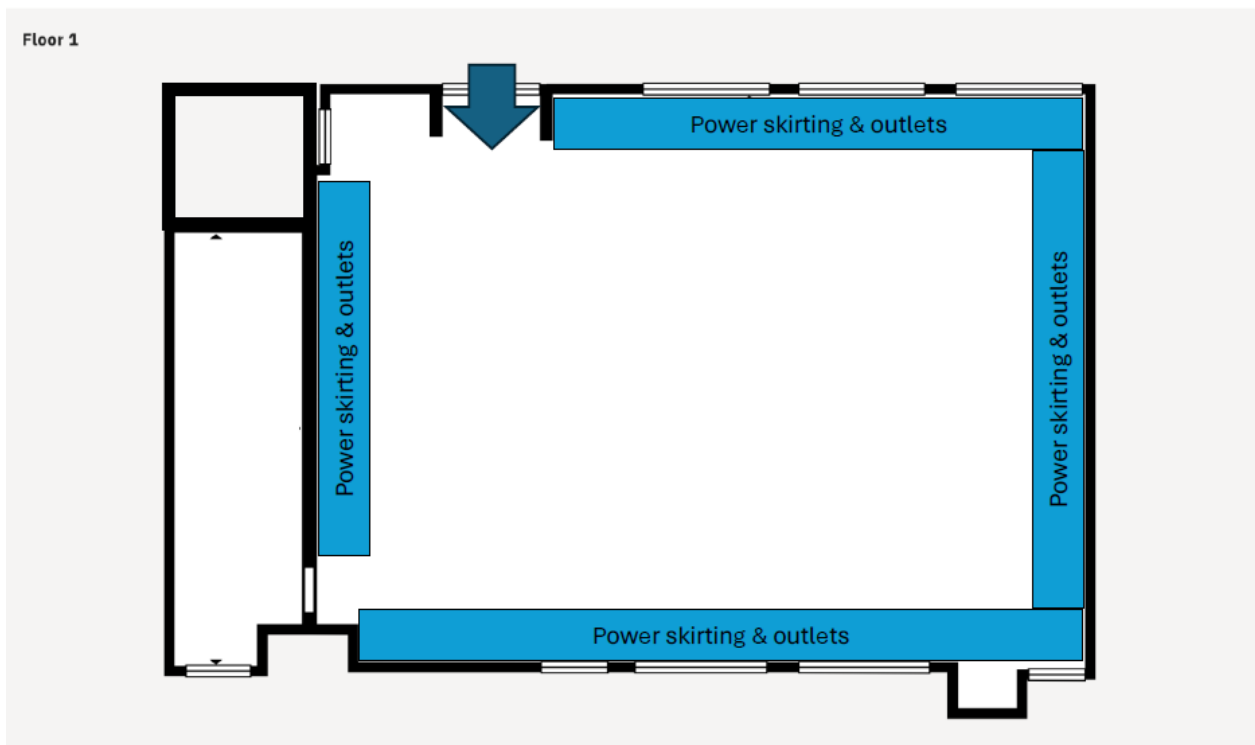
2.6. Classroom 2 Storeroom



2.7. Classroom 2 and Store Layout



2.8. Classroom 2 Electrical Details



Annexure B
Bill of Quantities
CSIR RFQ No.6747/28/08/2026

Item No	Description	Quantity	Unit of Measurement	Unit Price (VAT Excl)	Total Price (VAT Excl)
1	Preliminaries and general: mobilisation, site establishment, supervision, access, protection of existing works, and housekeeping	1	Sum		
2	Remove existing timber floor finishes, remove loose or defective bedding material, prepare substrates and make good irregularities to receive new floor finishes	244.24	m ²		
3	Supply and install new floor tiles Tonga Beige Matt Ceramic Floor Tiles, 430 × 430 mm, or an approved equivalent cement-look tile, complete with adhesive, spacers, grout, trims and all accessories required for a complete installation to both classrooms and associated storerooms.	244.24	m ²		
4	Prepare and paint internal plastered wall surfaces to both classrooms and associated storerooms, including surface preparation, crack repairs, priming and final coats Classroom = 23.8m ² Storeroom = 8.6m ² Classroom 2 = 24m ² Storeroom 2 = 8.1m ²	64.5	m ²		
5	Prepare and paint ceilings to both classrooms and associated storerooms, including surface preparation, priming and final coats	242.5	m ²		
6	Remove existing painted timber double entrance door sets to both classrooms and supply and install new aluminium-framed double door sets with translucent top panels and glass door panels, complete with frames, glazing, ironmongery, locks, handles, sealants, fixings and all accessories for a	2	Each		

	complete installation. Install within existing openings without altering surrounding walls unless approved by the CSIR representative. Approximate dimensions: door leaf opening 2030 mm high × 1380 mm wide; frame opening 2560 mm high × 1530 mm wide. Contractor to verify all dimensions, handing, frame conditions and site constraints before manufacture or installation.				
7	Remove existing fluorescent fittings and supply, install, test and commission new 1200 mm × 100 mm, 40 W batten LED light fittings, 6500 K cool white, to both classrooms and associated storerooms, including wiring alterations and disposal of redundant fittings.	18	Each		
8	Supply and install wall-mounted industrial-grade heavy-duty multi-compartment power skirting trunking, approximately 150 × 50 mm, grey, preferably metal or approved equivalent. Where PVC is proposed, it shall be flame-retardant rigid PVC and shall match or exceed the specified durability, segregation and performance requirements. Rate shall be priced per metre and include internal segregation barriers, bends, tees, couplers, end caps, cover plates, supports, fixings and all accessories required for a complete trunking installation, compliant with SANS IEC 61084 and SANS 10142-1. Quantity shall be measured in metres. Final measurements and trunking routes are to be confirmed with the CSIR representative or project manager before procurement and installation	75	m		
9	Supply, install and terminate commercial-grade modular universal socket outlets with integrated dual USB charging ports, rated 100–250 V AC and 10–16 A, suitable for flush mounting within the dado trunking system.	42	Each		

	Quantity: 42 Each, comprising 18 outlets for Classroom 1 and 24 outlets for Classroom 2. Rate to include mounting boxes, faceplates, wiring, terminations and all accessories required for a complete, safe and functional installation. Outlet positions shall align with the approved classroom layout and shall be confirmed with the CSIR representative or project manager before installation.				
10	Supply and install under-floor conduit/containment route to the mid-section of Classroom 1 from the double power skirting to the back-to-back pedestal floor box location, including 20 mm conduits, draw wires, conduit connections, fittings, sleeves, cutting, chasing, making good of affected floor finishes and all accessories required for a complete prepared route. This item is limited to conduit/containment and excludes the pedestal floor box/enclosure, Surfex cable, socket outlets, outlet faceplates, socket mounting components, final electrical terminations, item-specific testing and labelling, and final CoC certification, which are measured separately under Items 11 to 14 as applicable. Final route and exact pedestal position shall be confirmed with the CSIR representative or project manager before installation.	18m	m		
11	Supply and install one back-to-back pedestal floor box/enclosure for Classroom 1 only, designed to sit above or within the finished floor level and to interface with the under-floor conduit route. The pedestal box shall be manufactured from corrosion-resistant galvanised steel with a durable powder-coated finish, or stainless steel, in a beige or approved matching finish suitable for institutional classroom use. PVC pedestal boxes shall not be	01	Each		

	accepted unless specifically approved in writing by the CSIR representative. This item covers the enclosure only and does not include any socket outlet inserts. The pedestal box shall include a heavy-duty anti-slip cover or cover arrangement, internal segregation for power and data where required, cable entry provisions for 20 mm conduits, secure fixings, trim plates forming part of the pedestal box enclosure, and all accessories required for a complete enclosure installation. Installation shall be flush, stable and free from trip hazards, and shall comply with SANS 10142-1, SANS IEC 60670, the National Building Regulations and applicable safety requirements. Socket outlets, USB outlets, outlet faceplates, socket mounting components.				
12	Supply, install, wire, terminate, test and label 2.5 mm² Surfex cable from the electrical source to the back-to-back pedestal floor box location in Classroom 1, including cable pulling within the prepared conduit route, cable connections, segregation from data cabling where applicable, and all accessories required for a complete, safe and compliant cable installation. Allow for cable pulling, cable terminations, continuity testing, insulation-resistance testing where applicable, and labelling of the Surfex cable installation only.	6	m		
13	Supply, install, terminate, functionally test and label the socket outlet assembly for the back-to-back pedestal floor box in Classroom 1. The assembly shall comprise four Crabtree 2x4 SA/Euro combined socket outlets with USB, or approved SABS-equivalent combined socket outlets, suitable for installation	4	Each		

	within the back-to-back pedestal box. The arrangement shall provide two socket outlets on each side of the pedestal box, unless otherwise confirmed by the CSIR representative or project manager before installation. Rate shall include socket-outlet faceplates, outlet-specific mounting components, final connections from the installed Surfix cable, socket labelling and all accessories required for a complete, safe and functional pedestal socket outlet installation.				
14	Final overall electrical testing, commissioning and issuing of the Electrical Certificate of Compliance (CoC) for the completed electrical installation by a registered person, including verification of the lighting, power skirting, under-floor conduit route, Surfix cable, back-to-back pedestal box socket outlet assembly and associated electrical works.	1	Sum		
15	Allow for OHSA compliance, including safety file preparation, and compliance with CSIR SHEQ requirements.	1	Sum		
Total Price (VAT Excl)					
Contingencies (20%)					
VAT (15%)					
Total Price (VAT Incl)					

Annexure C
Standard Bidding Document (SBD) 1
PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	CSIR RFQ No.6747/28/08/2026	CLOSING DATE:	28 August 2026	CLOSING TIME:	16:30
DESCRIPTION	For the Refurbishment of Two Classrooms and Associated Storerooms at St John's College in Mthatha, Eastern Cape Province				
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 CSIR RFQ No.6747/28/08/2026 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ 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 D
Standard Bidding Document (SBD) 4
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 interest¹ 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

¹ 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 consortium² 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

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.

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 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 E

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

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).
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included), The lowest acceptable tender will be used to determine the applicable preference point system.

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 POINT 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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = 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	20
Total	20

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

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

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

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	0%

1.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture³ 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.

1.5. 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.

³ 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.

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

2. 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, preference points ⁴	√	√

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;

⁴ 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

SS-F-SPU-032 Rev 04 Request for Quotation

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- (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 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 F

Mutual Non-Disclosure Agreement

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).

arising therefrom which the Parties are unable to settle amicably.

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

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 F
Mutual Non-Disclosure Agreement

ANNEXURE F: MUTUAL NDA

14 Parties to the NDA

THE CSIR, a statutory council, duly established under Act 46 of 1988,

and

The Bidder (Name).....

Company registration number:....., 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

Postal Address:

PO BOX 395

Pretoria

0001

Email: Tender@csir.co.za

ANNEXURE G
QUALITY CONTROL PLAN

The Bidder (Name)......

Physical Address:

Postal Address:

Email:

16 Signature (Bidder):

SIGNED ON THIS THE.....DAY OF.....AT..... IN

THE PRESENCE OF THE FOLLOWING WITNESSES:

1.....

2.....

Quality Control Plan and Sign-off

This Quality Control Plan provides a structured inspection, snagging and sign-off process for the refurbishment of the two classrooms and associated storerooms. The contractor shall use this plan to confirm that all works have been completed in accordance with the RFQ specification, approved materials, applicable standards, manufacturer requirements, and instructions issued by the CSIR representative or project manager.

1. Quality control responsibilities

Role	Responsibility
Contractor	Inspect all works before requesting CSIR inspection, rectify defects, submit supporting documentation and ensure that all completed works comply with the approved specification.
CSIR representative / project manager	Review completed works, record snags, confirm compliance and approve sign-off once requirements have been met.
Electrical registered person	Inspect, test and certify electrical works, and issue the required Electrical Certificate of Compliance where applicable.

2. Quality control inspection checklist

Work item	Quality control requirement	Status	Comments / snags
Floor finishes	Existing timber flooring removed, substrate prepared and made good, tiles installed level, aligned, grouted and completed with skirting.	Pass / Fail	
Painting	Surfaces prepared, primer applied, two final coats completed, colours matched and finish is even, durable and free from visible defects.	Pass / Fail	
Entrance doors	Aluminium-framed double doors installed within existing openings, glazing and translucent panels completed, ironmongery fitted, doors aligned, lockable and operating freely.	Pass / Fail	
LED lighting	LED fittings installed as specified, securely fixed, evenly positioned, tested and commissioned, with redundant fittings removed legally.	Pass / Fail	
Power skirting trunking and outlets	Trunking securely fixed, routes approved, outlets installed in correct positions and quantities, segregation maintained, USB outlets operational and installation compliant.	Pass / Fail	
Under-floor power outlet	Confirm 20 mm conduits, draw wires, conduit connections, fittings, sleeves, cutting, chasing and making good are complete, neatly installed, coordinated with the approved route, and limited to the prepared conduit/containment route only.	Pass / Fail	

ANNEXURE G
QUALITY CONTROL PLAN

Back-to-back pedestal floor box/enclosure	Confirm one back-to-back pedestal floor box is installed in Classroom 1, manufactured from corrosion-resistant galvanised steel with durable powder-coated finish or stainless steel, with heavy-duty anti-slip cover, internal segregation, 20 mm conduit entry provisions, secure fixing, enclosure trim plates, stable installation and no trip hazard.	Pass / Fail	
2.5 mm ² Surfix cable	Confirm installed Surfix cable route from the electrical source to the pedestal floor box location, cable pulling within the prepared conduit route, cable terminations, continuity testing, insulation-resistance testing where applicable, segregation from data cabling where applicable, and cable labelling.	Pass / Fail	
Pedestal socket outlet assembly	Confirm four Crabtree 2×4 SA/Euro combined socket outlets with USB, or approved SABS-equivalent combined socket outlets, are installed within the back-to-back pedestal box, arranged as two socket outlets on each side unless otherwise approved. Confirm socket-outlet faceplates, outlet-specific mounting components, final connections from the installed Surfix cable, socket labelling and functional testing.	Pass / Fail	
Final testing, commissioning and CoC	Confirm final overall electrical testing, commissioning and Electrical Certificate of Compliance are completed by a registered person, including verification of lighting, power skirting, under-floor conduit route, Surfix cable, pedestal socket outlet assembly and associated electrical works. Confirm handover documentation, warranties, snag rectification and defects liability obligations are addressed.	Pass / Fail	

3. Sign-off record

Sign-off item	Name	Signature	Date
Contractor representative			
CSIR representative / project manager			
Electrical registered person, where applicable			