

## Request for Proposals (RFP)

### For the Supply and Installation of Energy Efficient luminaires at CSIR Pretoria campus

**RFP No. 3491/30/11/2021**

Date of Issue	Friday, 12 November 2021	
Compulsory Briefing Session and Site Inspection	<b>Date:</b> Monday, 22 November 2021 <b>Venue:</b> CSIR ICC Boardroom, Meiring Naudé Road, Brummeria, Pretoria <b>Time:</b> 11H00 – 12H30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing Date and Time	Monday, 30 November 2021 at 16h30 <i>(Late bids will not be accepted)</i>	

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## SECTION A – TECHNICAL INFORMATION

### 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, 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 BACKGROUND

The current electricity consumption at CSIR Pretoria campus amounts to 18.77 GWh per annum. As part of the overall organisation environmental and sustainability strategy, the facilities management and security services department of CSIR seek to implement energy efficiency and demand side management activities to reduce the baseline energy consumption and related costs. To achieve the key strategic goals, a lighting project has been identified for implementation within 2021/22 financial year as part of energy efficiency and demand side management programme.

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably qualified service providers for the supply and installation of the most energy efficient luminaires at CSIR Pretoria campus.

### 4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this enquiry. Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

#### 4.1. Technical Proposal (Part A)

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

- Background on the company and experience in undertaking similar works
- List of contactable references for similar work completed between 2015 and 2021
- CV's clearly indicating experience of key personnel
- Selected solution and expected savings in kW
- Specifications and performance datasheets of units offered by the bidder
- Approach to be followed for undertaking the required scope of works
- Schedule of work activities with realistic time frames, key tasks and critical path.
-

## 4.2. Financial Proposal (Part B)

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

- Cover Letter;
- Proposed financial offer on an official company letterhead as per the attached BOQ, (Appendix E)
- Completed BOQ – (Appendix E)
- The pricing must be firm for 150 days and inclusive of all costs to render the required service
- Copy of valid B-BBEE certificate or valid sworn Affidavit; and
- CSD registration report (RSA suppliers only).

## 4.3. Mandatory Documents

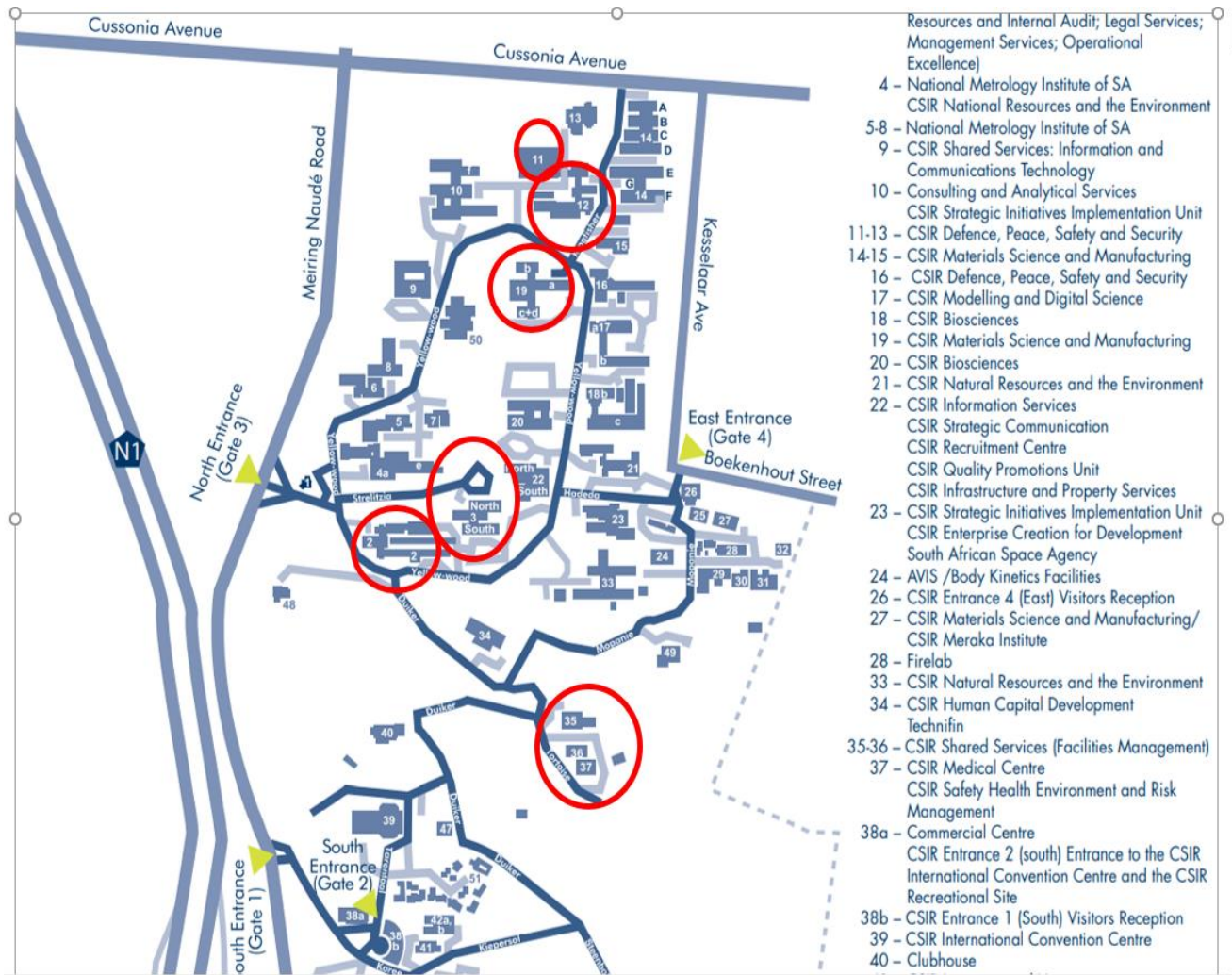
The following must be submitted as part of the mandatory requirements:

- A valid letter of good standing from the Department of Labour (COIDA) or a form an insurance company;
- Provide proof of public liability cover of a minimum R 5 000 000.00 or letter of intent from an insurer. In the event that the successful bidder who submitted a letter of intent is appointed, proof of cover will be required within five (5) working days of appointment.
- Technical Proposal (Part A)
- Financial Proposal (Part B)
- Signed Bidder Declaration Form

## 5 SCOPE OF WORK

The project is intended to be a “like for like “replacement and any changes to the integrity of the current electrical system and alterations to the ceiling must be presented to and agreed with CSIR representative in advance. The scope of work comprises of supply of efficient luminaires, labour and, unless otherwise indicated, all the materials necessary to form a complete installation, including tests, adjustments and commissioning as required to give an effective working installation to the satisfaction of CSIR. The project is envisaged to start in the middle of November 2021 and end in the middle of January 2022. The targeted buildings for this lighting retrofit include:

- i. Building No. 3
- ii. Building No.2
- iii. Building No.11
- iv. Building No.12
- v. Building No.19
- vi. Building No. 35,36 & 37



The bidder is expected to:

- Supply energy efficient lighting solution to replace current luminaires (See Appendix D)
- De-commission the existing lighting system
- Supply and install all necessary electrical cabling and accessories for a fully working system
- Installation of the luminaires
- Test and commission the system

## 5.1 Legislation/Standards

### 5.1.1 Selected luminaires

The selected luminaires must meet the following minimum requirements:

- Colour temperature must be cool white
- The selected LED luminaires must have a MacAdam rating of 3 or higher
- The luminaires must conform to the International and Local Standard e.g. SABS
- Must have at least an LED Life of L80B10 – 50 000 hours
- Minimum driver Lifespan of 50 000 hours

### 5.1.2 Execution

- The works shall be carried out in accordance with the wiring code SANS 10142-1: 2020 Edition 3 – The wiring of premises Part 1: Low-voltage installations, Occupational Health and Safety Act, Local By-laws, ECA(SA) standards, in accordance with manufacturer's recommendations, established methods and practices and to the entire satisfaction of CSIR.
- Where practicable, each item of equipment shall be clearly marked to indicate the standard with which it complies to, e.g. SABS mark of approval.

### 5.2 Guarantees

The successful bidder must guarantee the following:

- Minimum of 5-year warranty on the supplied luminaires
- A twelve-month guarantee on the entire electrical installation shall be provided to cover all faulty workmanship or materials
- This guarantee shall start on commissioning date
- Clear indication is to be made with regards to the specific electrical equipment relevant to the guarantee.

## 6 FUNCTIONAL EVALUATION CRITERIA

- 6.1** The evaluation of the functional / technical detail of the proposal will be based on the scoring criteria provided in Appendix B
- 6.2** Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criterion will be eliminated from further evaluation.
- 6.3** Refer to Appendix B for the scoring sheet that will be used to evaluate functionality.

## 7 ELIMINATION CRITERIA

**Proposals will be eliminated under the following conditions:**

- Submission after the deadline;
- Failure to attend the compulsory briefing session and site inspection;
- Proposals submitted at incorrect email address;
- Failure to submit a valid letter of good standing from the Department of Labour (COIDA) or from an insurance company;
- Failure to submit valid proof of public liability cover of a minimum of R 5 000 000.00 or letter of intent from an insurer;
- Failure to submit the Bidder's Declaration of Interest Form (Appendix A).

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION &**

### **B-BBEE CERTIFICATE**

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za) ;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).



## SECTION B – TERMS AND CONDITIONS

### 9 BRIEFING SESSION PROTOCOL

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

#### a. **Prior to site visit**

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
- *All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).*
- *All bidders must watch the COVID-19 Visitor's induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).*
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

#### b. **Entrance to a CSIR site**

- i) *All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) *All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*

#### c. **Conduct during site visit**

- i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*
- ii) *Masks must be worn for the duration of the visit*
- iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
- iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc to avoid sharing or passing of items*
- v) *Social distancing of at least 2m must be maintained at all times*
- vi) *Where items for inspection need to handled, sanitizer must be used by the delegate prior to and after handling/touching the item*

- vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific may be limited to allow for social distancing*
- viii) *No refreshments will be served during the site inspection*
- ix) *Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance*

**d. Confirmation / Certificate of Attendance of Briefing session**

- i) *All bidders attending the compulsory briefing session will be required to complete and sign the certificate of attendance. The certificate of attendance will be signed/stamped by the CSIR official on the day of the briefing and must be submitted with the bid submission.*

***NB: Non-submission of certificate of attendance, may result in disqualification as there would be no proof of attendance.***

**10 PROCEDURE FOR SUBMISSION OF PROPOSALS**

**10.1** All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)

**10.2** Respondents must use the RFP number as the subject reference number when submitting their bids.

**10.3** The e-mail and file sizes should not exceed a total of 25MB per e-mail.

**10.4** The naming/labeling syntax of files or documents must be short and simple

**10.5** All documents submitted electronically via e-mail must be clear and visible.

**10.6** The subject of the email must clearly reference the bidder's name and RFQ number – (E.g., *Dell- RFQ No. 0000/12/06/2020 email 1 of 2*)

**10.7** All proposals, documents, and late submissions after the due date and time will not be evaluated.

**10.8** The CSIR will not consider submissions on any other platform(s), including cloud not provided for in the RFQ document.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

**11 TENDER PROGRAMME**

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 12 November 2021
- Compulsory briefing session / site inspection, etc. 22 November 2021
- Last date for submission of queries: 23 November 2021
- Closing / Submission Date: 30 November 2021

## 12 SUBMISSION OF PROPOSALS

12.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za) . No late proposals will be accepted.

12.2 Responses submitted by companies must be signed by a person or persons duly authorised.

12.3 All e-mailed proposal submissions are to be clearly **subject-referenced with the RFP number**. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

**PART 1:** Technical Proposal RFP No.: 3491/30/11/2021

**PART 2:** Pricing Proposal RFP No.: 3491/30/11/2021

12.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

12.5 Proposals submitted must be in the following file formats:

- PDF

## 13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of **30 November 2021** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## 14 AWARDING OF TENDERS

14.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

## 15 EVALUATION PROCESS

### 15.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for **mandatory requirements, functionality, price and B-BBEE**. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful bidders.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination and functionality criteria**.
- The second phase includes the evaluation of **price and B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

## **15.2 Preference points system**

*The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.*

## **16 PRICING PROPOSAL**

- 16.1** Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 16.2** Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.
- 16.3** Price should include additional cost elements such as freight, insurance until acceptance and duty where applicable.
- 16.4** Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.
- 16.5** Bidders must quote as per the Bill of Quantities (Appendix E).

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

- 16.6** Payment will be according to the CSIR Payment Terms and Conditions.

## **17 VALIDITY PERIOD OF PROPOSAL**

Each **proposal** shall be valid for a minimum period of five (05) months calculated from the RFP closing date.

## **18 APPOINTMENT OF BIDDER**

- 18.1** The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 18.2** Appointment as a successful bidder 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 bidder.
- 18.3** Awarding of contracts will be announced on the National Treasury website or the CSIR's tender website and no regret letters will be sent to unsuccessful bidders.

## **19 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“RFP No: 3491/30/11/2021 – “For the Supply and Installation of Energy Efficient luminaires at CSIR Pretoria campus,”*** as the subject.

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

## **20 MEDIUM OF COMMUNICATION**

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

## **21 COST OF PROPOSAL**

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by bidders.

## **22 CORRECTNESS OF RESPONSES**

- 22.1** 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 RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 22.2** The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **23 VERIFICATION OF DOCUMENTS**

- 23.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 23.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to [tender@csir.co.za](mailto:tender@csir.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder. Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

## **24 SUB-CONTRACTING**

- 24.1** A bidder will not be awarded points for B-BBEE status level 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 exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 24.2** 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 person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

## **25 ADDITIONAL TERMS AND CONDITIONS**

- 25.1** 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.
- 25.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates
- 25.4** 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.
- 25.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **26 CSIR RESERVES THE RIGHT TO**

- 26.1** Extend the closing date;
- 26.2** Verify any information contained in a proposal;
- 26.3** Request documentary proof regarding any tendering issue;
- 26.4** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.5** Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

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

**28 APPENDIX A - DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No: 3491/30/11/2021**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No: 3491/30/11/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	



**29 SCHEDULE OF BIDDER'S REFERENCE INFORMATION**

The contractors must provide a list of current projects and /or projects undertaken between 2015 and 2020 of similar scope and contract value.

Client Name	Contact Person and Telephone Number	Scope Of Work	Value of Work (Inclusive of Vat)	Date Completed

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**30 COMPETENCY OF CONTRACTS MANAGER AND KEY STAFF MEMBERS**

The Bidder shall attach the CV of the key personnel being in control of the project implementation. The CV's shall provide information on their track record and details of similar projects.

Category of Employee	Name of key Personnel, Part of the Contractor's Organization	Years of Experience

Signed ..... Date .....

Name ..... Position .....

Tenderer .....

### 31 RETURNABLE CHECKLIST

The bidder must complete the following returnable documents:

<b>PART A: TECHNICAL RETURNABLES</b>			
<b>ONE ELECTRONIC COPY</b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Background on the company and experience in undertaking similar works		
2	Company experience (list of completed projects)		
3	Reference letters		
4	CVs of key personnel		
5	Detailed programme		
6	Letter of good standing with the Department of Labour (COIDA) or equivalent		
7	Proof of Public Liability Cover of a minimum of R 5 Million or letter of intent		
10	Completed and duly signed SBD 1 form		
11	Completed and duly signed Bidder Declaration form		
12	Specifications and performance datasheets of units offered		
13	Approach to be followed for undertaking the required scope of work		
<b>PART B: PRICING PROPOSAL</b>			
<b>ONE ELECTRONIC COPY</b>			
13	Cover letter		
14	Pricing on official company letterhead		
15	Completed BOQ as per attached		
16	Valid B-BBEE certificate or valid sworn Affidavit		
17	CSD registration report		
18	Part B – Pricing Proposal		

**NOTES:**

1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

**32 PRICE SCHEDULE**

	<b>Description</b>	<b>Unit</b>	<b>Amount</b>
	Supply and installation of all fixtures as per BOQ	Lot	
		<b>Sub-Total (excl.) VAT</b>	
		<b>15% VAT</b>	
		<b>Total</b>	

33 APPENDIX B – SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<b>Relevant Project Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>The bidder must provide a list of completed and current projects between 2015 and 2021. Projects must be similar in scope .</li> </ul>	Nil projects – 0 points 1-2 projects – 5 points 3 – 4 projects – 8 points ≥5 projects – 10 points	25%
2	<b>Performance on Past Projects (Only relevant references)</b>	<ul style="list-style-type: none"> <li>List of contactable references for similar projects and/or undertaken between 2015 and 2021 and clearly reflecting the value of the projects undertaken.</li> </ul> Completed projects / sites of similar projects must be accessible for vetting purposes.	None provided/irrelevant – 0 points 1 - 2 reference – 5 points 3 - 4 reference – 8 points ≥ 5 reference – 10 points	25%
3	<b>CV of key personnel</b>	<ul style="list-style-type: none"> <li>Provide detailed CV's of the key personnel viz project manager, electrical foreman and electricians to be utilised in this project and responsible for:                             <ul style="list-style-type: none"> <li>Retrofitting and installation of luminaires</li> <li>Electrical work</li> <li>Overall project management and control</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No relevant experience – 0 points</li> <li>Retrofitting and installation of luminaires – 5 points</li> <li>Retrofitting, installation of luminaires and electrical work – 7 points</li> <li>Retrofitting, installation of luminaires, electrical work, overall project management and control – 8 points</li> <li>Procurement and supply of luminaires, retrofitting, installation of luminaires, electrical work, overall project management and control – 10 points</li> </ul>	20%

<b>4</b>	<b>Technical Proposal</b>	<ul style="list-style-type: none"> <li>• Approach to be followed for undertaking the required scope of work</li> <li>• Programme with realistic time frames, key tasks, clear critical path, sub-tasks, distribution of resources with a project duration of 2 month or less</li> </ul>	<p>Non-submission or proposal does not address the scope of the assignment.</p>	<b>0 points</b>	<b>30%</b>
			<p>Approach is very generic. The bidder's proposal addresses and meets minimum or basic project requirements. The work plan and timeframes meet the requirements of the assignment; the sequencing of activities indicate the bidder understand the requirements.</p>	<b>5 points</b>	
			<p>Approach is specifically tailored to suit the CSIR's efficient lighting requirements. The project schedule is completed on Microsoft Project or similar program and it shows key works to be performed and timeframes, but it's not detailed to the lowest WBS. The sequencing of activities demonstrate that the bidder clearly understands the requirements and has a good understanding of the needs of the CSIR and can complete the scope of work on schedule.</p>	<b>7 points</b>	
			<p>Approach is specifically tailored to suit the CSIR's efficient lighting requirements. The project schedule is completed on Microsoft Project or similar program with at least level 2 WBS and timeframes. The sequencing of activities indicate that the bidder has excellent resource capabilities and has demonstrated in-depth understanding of the requirements of the CSIR and will complete the scope of work time or ahead of schedule. The proposed solution by the bidder offers the most kW savings without compromising the service level in terms of lumens and has the longest lifespan (rated hours are greater than 50 000) and guarantees in years are greater than 5years.</p>	<b>10 points</b>	
			<b>TOTAL</b>		

**34 APPENDIX C – INVITATION TO BID**

**SBD 1 FORM - PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR</b>					
BID NUMBER:	RFP: 3491/30/11/2021	CLOSING DATE:	30/11/2021	CLOSING TIME:	16h30
DESCRIPTION	Request for Proposal (RFP) For the Supply and Installation of Energy Efficient luminaires at CSIR Pretoria campus				
<b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS</b>					
Bid response documents are to be submitted to this e-mail address: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mmatabane Hlapisi		CONTACT PERSON	Mmatabane Hlapisi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
34.1.1.1	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]		34.1.1.2	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 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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? <input type="checkbox"/> YES <input type="checkbox"/> 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**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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: .....






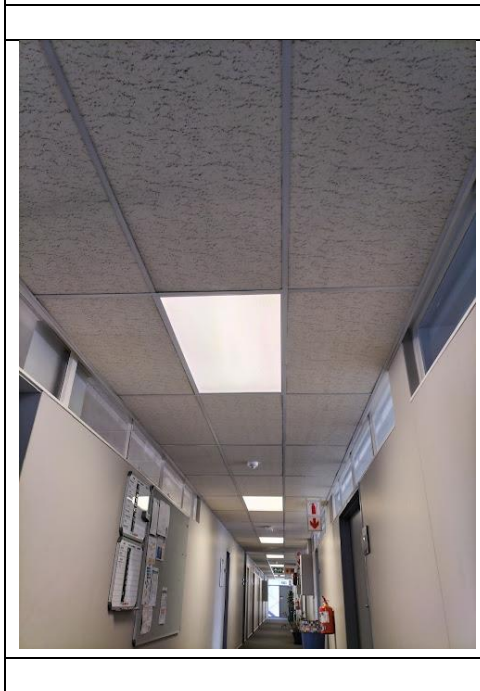
### 35 APPENDIX D – BOQ

The bidder shall submit a complete BOQ consisting of the headings detailed in the summary below. The costs must include a supply and install rate and transferred to the summary table below. (A copy of excel version attached)

Typical Application	Fixture Type	Existing Lamp Type	Quantity of fixtures	Number of lamps per fixture	Existing lamp rating [W]	Light Output (Lumens)	Proposed Solution	Solution Cost
General internal areas	Ball Fixture	CFL	144	1	50	600		
General internal areas	Ball Fixture	CFL	3	1	11	600		
General internal areas	Ball Fixture	CFL	4	1	11	600		
General internal areas	Bulkhead	2D	2	1	16	600		
General internal areas	Bulkhead	CFL	35	2	14	600		
General internal areas	Bulkhead	Incandescent	4	1	100	600		
General internal areas	Bulkhead	PL9	6	2	9	600		
General internal areas	Bulkhead	PL9	2	2	9	600		
General internal areas	Ceiling Mounted Diffuser	T8L36	2	2	36	3350		
General internal areas	Ceiling Mounted Diffuser	T8L58	23	2	58	5200		
General internal areas	Ceiling Mounted Louvre	T8L36	5	3	36	3350		
General internal areas	Ceiling Mounted Louvre	T8L58	31	2	58	5200		
General internal areas	Ceiling Recessed	CFL	6	1	14	600		
General internal areas	Ceiling Recessed	Incandescent	10	1	60	600		
General internal areas	CFL	Bulbs	11	1	11	600		
General internal areas	Closed Channel	CFL	1	1	11	600		
General internal areas	Closed Channel	T5L18	3	3	18	1200		
General internal areas	Closed Channel	T5L36	1	3	36	3100		
General internal areas	Closed Channel	T5L75	2	2	75	6150		
General internal areas	Closed Channel	T8L18	1	3	18	1200		
General internal areas	Closed Channel	T8L36	229	4	48	3350		
General internal areas	Closed Channel	T8L38	1	1	38	3100		
General internal areas	Closed Channel	T8L58	1	2	58	5200		
General internal areas	closed chgannel	T12L58	2	2	58	5200		
General internal areas	Downlight	Halogen	52	1	50	600		
General internal areas	Dustproof	T8L58	2	2	58	5200		
General internal areas	E27	CFL	59	1	50	600		
General internal areas	E27	T8L36	1	36	36	3270		
General internal areas	Flameproof	T8L36	2	2	36	3350		
General internal areas	Flameproof	T8L58	4	2	58	5200		
General Workshop/Warehouse Areas	Flood	HPS	6	1	250	36000		
General Workshop/Warehouse Areas	Flood	Mercury Vapor	30	1	400	36000		
General Workshop/Warehouse Areas	Flood Light	Mercury Vapor	3	1	400	36000		
General Workshop/Warehouse Areas	Flood Lights	Mercury Vapor	14	1	400	36000		
General Workshop/Warehouse Areas	Low Bay	Mercury Vapor	10	3	400	36000		
General external areas	Metal Halide	Post Top, MH , HID 70W	11	1	70	36000		
General Workshop/Warehouse Areas	Metal Halide	Round Street Light, MH , HID 400W	54	1	400	36000		
General internal areas	Mounted Diffuser	T8L58	6	2	58	5200		
General Workshop/Warehouse Areas	Low Bay	Mercury Vapor	34	1	400	36000		
General internal areas	Open Channel	Bulbs	19	8	50	600		
General internal areas	Open Channel	CFL	26	1	11	600		
General internal areas	Open Channel	T12L40	13	2	40	3100		
General internal areas	Open Channel	T12L65	27	2	65	5200		
General internal areas	Open Channel	T12L75	199	2	75	6150		
General internal areas	Open Channel	T5L18	4	3	18	1200		
General internal areas	Open Channel	T5L36	1	2	36	3100		
General internal areas	Open Channel	T5L53	2	2	53	5200		
General internal areas	Open Channel	T5L54	51	2	54	5200		
General internal areas	Open Channel	T5L65	1	2	65	5200		
General internal areas	Open Channel	T5L75	14	2	75	6150		
General internal areas	Open Channel	T5L78	4	2	36	3100		
General internal areas	Open Channel	T5L79	4	2	58	5200		
General internal areas	Open Channel	T8L18	9	3	18	1200		
General internal areas	Open Channel	T8L36	435	4	58	3350		
General internal areas	Open Channel	T8L40	30	4	40	3100		
General internal areas	Open Channel	T8L58	1004	4	58	5200		
General internal areas	Open Channel	T8L65	10	2	65	5200		
General internal areas	Open Channel	T8L75	5	2	75	6150		
General internal areas	Open Channel	T8LED	3	2	24	600		
General internal areas	Pendant	CFL	2	3	14	600		
General internal areas	Recessed	CFL	2	1	11	600		
General internal areas	Recessed	Halogen	3	1	20	600		
General internal areas	Recessed Diffuser	T8L18	63	4	18	1200		
General internal areas	Recessed Diffuser	T8L36	512	3	36	3350		
General internal areas	Recessed Louvre	T5L28	19	3	28	3100		
General internal areas	Recessed Louvre	T5L54	5	3	54	5200		
General internal areas	Recessed Louvre	T8L36	18	3	36	3350		
General internal areas	Vaporproof	T5L54	2	2	54	5200		
General internal areas	Vaporproof	T8L65	4	2	65	5200		
			<b>Total</b>	<b>3308</b>				

**35.1 APPENDIX E Mounting Height and Ceiling Type**

Ceiling Type	Mounting Height	Fitting Type
	<p>3 m</p>	<p>Open Channel (2x58W T8 5ft)</p>
	<p>2.4m</p>	<p>Ceiling mounted louvre</p>

		2.4m	E27
		2.4m	Closed channel (3x36W T8 4ft) Ceiling mounted fittings

## **36 APPENDIX F- MINIMUM SAFETY REQUIREMENTS**

Prospective bidders are required to familiarize themselves with SCIR's minimum safety requirements which they will have to comply with should they be the preferred service provider.

### **SUBMISSION OF THE SAFETY FILE**

No returnable document is required in relation to CSIR's minimum safety requirements at the tendering stage. However, the safety file component should be factored in the pricing schedule to be submitted in response to the RFP, as the preferred service provider will be required to furnish a copy of the aforementioned file prior to commencing with the contract.