



Request for Quotations (RFQ)

For the appointment of a contractor to install the HVAC system and conduct any remedial work at CSIR Building 2 Basement.

RFQ 9347/27/01/2022

Date of issue	Wednesday, 12 January 2022
Compulsory site briefing	<p>Date: 19 January 2022</p> <p>Time: 11:00-12:30 (multiple 20-minute sessions: prospective bidders to be informed of allocated slot prior to briefing date).</p> <p>Venue: Building 2 parking lot opposite north gate, CSIR Pretoria Campus, Meiring Naude Rd, Brummeria</p>
Compulsory virtual briefing	<p>Thursday, 20 January 2022</p> <p>Time: 10:30</p> <p>Access link: To be confirmed with bidders that indicate their intention to bid.</p>
Closing Date and Time	<p>Date: 27 January 2022</p> <p>Time: 16H30</p> <p>(Late tenders will not be considered)</p>
Contact details	<p>For submission of quotations or any other enquiries:</p> <p>Email tender@csir.co.za</p> <p>(Please use RFQ No. as subject reference)</p>

1. INVITATION FOR QUOTATION

CSIR seeks to appoint a contractor for the supply, procurement, delivery, erection, testing, commissioning and handing over of a complete air conditioning and ventilation installation for building 2 basement area, which is fully operational with a guarantee and comprehensive maintenance thereof for a further period of 12 months.

2. BACKGROUND

The CSIR client occupying building 2 basement area has been having problems with the effectiveness of the HVAC system which was installed six years ago.

- The packaged unit has a problem with heating and reoccurring faults,
- There isn't enough air transfer from the pressurised B-block passage into the labs,
- The fresh air systems aren't delivering enough air into offices and labs,
- The fan located in room CB08 is extremely noisy,
- Some of the fresh air louvres are located too close to the dirt/soil which causes rapid clogging of filters.
- Some of the fresh air louvres and ducting are too small

3. SCOPE OF WORK

The installation includes the following:

- 1 x Removal of existing rooftop packaged unit
- 1 x Installation of a new hybrid rooftop packaged unit
- 1 x Installation of a new axial fresh air fan to laboratory as per layout
- Servicing and executing remedial works on existing extraction and fresh air fans to specification.
- Servicing and executing remedial works on existing DX split system units to specification.
- Ducting, motorised dampers, fire dampers, etc. modifications
- Installation of a new air-conditioning monitoring central controller for the rooftop packaged unit.

***Refer to Appendix A for comprehensive specification (A1) and drawings (A2)**

4. Bill of Quantity

Contractors are to price in the Bill of Quantities contained in Appendix B.

4.1 Additional Requirements:

- The supplier must submit a quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

4.2 Mandatory documents required / returnable:

- Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in supplying and installing HVAC systems. It must also include a minimum of three (3) HVAC projects done in the last 5 years.
- Detailed CV of the installation supervisor who will be responsible for this installation, indicating aircon installation qualification and/or HVAC installation experience (the number of years the technician has been installing air-conditioning units). A minimum of 5 years installation experience is required.
- Bidder must submit proof of compliance with the Compensation for Occupational Injuries and Disease Act (COIDA).
- Proof of experience on design of HVAC systems: Minimum 3 contactable references on projects not older than 5 years.
- Proof of CIDB grade 1ME or higher registration
- Proof of indemnity insurance of not less than R5Million
- Completed and signed Local Content and production declaration forms- SBD 6.2, Annex C, D and E.

NB: *Non-submission of the above-mentioned documents will deem your submission unresponsive and will thus result in your submission not being considered for Price and BBBEE evaluation.*

5. PREQUALIFICATION CRITERIA

Only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for local production & content will be considered (**Refer to Appendix E**)

6. ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Late submission of proposals
- Failure to attend compulsory site and virtual briefing session
- Failure to submit mandatory documents/ returnable
- If supplier does not quote on all items in the BOQ and the quotation is not on the official company letterhead
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- If the supplier fails to submit proof of valid COIDA certificate.
- If the supplier fails to complete and submit Appendix C, Declaration by Bidder.

7. EVALUATION CRITERIA

7.1 Selection of suppliers will be based on the 80/20 preference point system.

7.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.

7.3 No B-BBEE status will equal zero points.

7.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

7.5 No order will be issued or no contract will be signed without a valid CSD number.

8. PRICING QUOTATION

8.1 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 clearly indicated.

8.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

8.3 Payment will be according to the CSIR Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to complete the project.

9. PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 25mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- The subject of the email must clearly reference the bidder name and RFQ number – (E.g. Dell- RFQ No. 0000/12/06/2020 email 1 of 2)
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 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

10. LOCAL CONTENT AND PRODUCTION

10.1. Only locally manufactured Electrical and Steel Products from local raw material or input will be considered.

- 10.2. If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTi should there be a need to import such raw material or input and;
- 10.3. A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFQ. For further information, bidders may contact the Clothing, Textile, Footwear and Leather Unit within the DTi at telephone 012 394 3717/1390.
- 10.4. The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTi website. Guidance on the calculation of local content and manufacturing can be assessed on the DTi's official website – http://www.thedti.gov.za/industrial_development/ip.jsp
- 10.5. Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR. If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 10.6. The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed and submitted by the bidder at the closing date and time of the tender; and
- 10.7. The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 10.8. The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
- 10.9. Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 10.10. Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 10.11. Applicable local production and content minimum thresholds for this tender are as per the table below:

Sector	Local Content	Minimum Local Content Threshold
Steel Products	Applicable	100%
Electrical Cables	Applicable	90%

11. SUB-CONTRACTING

- a) A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- b) A tenderer 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.
- c) If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- d) All BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBEE.
- e) In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
 - 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.

12. OTHER TERMS AND CONDITIONS

- a) The supplier shall under no 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.
- b) 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.

No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.

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 Visitors 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*

13. APPENDIX A – Detailed Specification and drawings

14. APPENDIX B – Bill of Quantities

15. APPENDIX C - DECLARATION BY BIDDER

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

RFQ No: 9347/27/01/2022

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 **RFQ No: 9347/27/01/2022** 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

WITNESSES	
1
2
DATE:	

16. APPENDIX D – SBD1

The Completed SBD 1 form must be submitted with the quotation

17. APPENDIX E – Local Content Declaration

The Completed SBD 6.2 and Annexure C, D and E for Local Content declaration must be submitted with the quotation.

2 APPENDIX F INTENTION TO BID FORM

Prospective bidders *must* submit the Intention to bid form by the set deadline to allow the CSIR to effectively plan activities around the bid process including, but not limited to:

- briefing session logistics to ensure compliance with COVID-19 regulations; and
- Planning of evaluation meetings.

Failure by a prospective bidder to submit the Intention to be form timeously will result in the debarment from attending the briefing session.

INTENTION TO BID FORM

Intention to Bid for : RFQ No. 9347/27/01/2022

Completion of this form is compulsory. Submission of this form will assist CSIR to plan for briefing session logistics, where applicable.

- We have noted the briefing session date and time as stipulated in the RFQ, and we **will be / will not** (circle the relevant response) be able to attend.
- We have noted the deadline for the submission of responses to **RFQ No. 9347/27/01/2022** and **we will be / will not be** (circle the relevant response) be submitting our Proposal/Quotation before the closing date and time.

Please complete this form and send back to tender@csir.co.za, by 18 January 2022 at 16h30.

Name of Respondent (Company Name)	
Authorised Individual (Name & Surname)	
Authorised Signatory	
Date	
Contact Person 1 Name Email Telephone Signature	
Contact Person 2 Name Email Telephone Signature	