

***Request for Quotations (RFQ) for the appointment of a Consulting Firm to provide Food Specialisation Services to the Pilot Manufacturing Project at the CSIR Pretoria Campus***

***RFQ Number: 5774-26-11-2021***

Date of issue	<b>Friday, 12 November 2021</b>
Closing Date and Time	<b>Friday, 26 November 2021 at 16:30</b>
Contact details	For submission of quotations or any other enquiries:  Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b><i>(Please use RFQ no. as subject reference)</i></b>
CSIR Business Hours	08:00 – 16:30

**1 INVITATION FOR QUOTATION**

Quotations are hereby invited for the appointment of a consulting firm to provide food specialisation services to the Pilot Manufacturing project at the CSIR Pretoria Campus, Building 14C.

**NB:** The consultants **must** quote for all six project stages (stages 1 to 6) and these are as follows:

1. **Inception** - Register the project and supplier's scope.

2. **Concept** - Gather end-users' requirements.
3. **Design and development** - Use the requirements to design and develop drawings.
4. **Documentation and procurement** - Document scope for the appointment of the contractor and BOQ.
5. **Construction** - Construction by contractor. Engineer must monitor if the contractor building according to the designs and drawings
6. **Closeout** - Engineer must seek approval of work done from the City of Tshwane and confirm project closure (only if needed)

## 2 QUOTATION REQUIREMENTS

### 2.1. The required services from the consultants are as follows:

- Advising on SANS10049: 2019 & SANS 10330: 2020 building guidelines to building renovations/ designs for hosting a full pilot facility.

### 2.2. The service provider must quote as per the below Bill of Quantities (BOQ):

Item no.	Detailed description	Quantity	Rate	Total
1	Food Services Specialist (Six project stages)	1		
2	Principal Agent (PA)	1		
	<b>Sub Total:</b>			
	<b>30% Contingency</b>			
	<b>15% VAT:</b>			
	<b>Total:</b>			

### 2.3. Mandatory Documents Required:

- The service provider must submit valid HPCSA registration or SAAFoST membership
- The service provider must submit a minimum of 5 contactable references from previous clients where similar work was done (As per the below project list supplied – Annexure A). The references will be used to confirm the quality of work with previous clients.

### 2.4. Additional Requirements/ Information:

- The service provider must submit quotation on their official company letterhead with the financial breakdown of the six project stages.
- The service provider must quote on all the items listed in the above BOQ.
- The works will be contracted through the Purchase Order and a CSIR standard form of agreement.
- The Purchase Order is expected to be issued by 2021.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The service provider must provide a B-BBEE certificate or sworn affidavit.
- The building drawing will be shared with the successful bidder
- The service provider must submit completed and signed SBD 1 Form – *Annex E*

## 3. ELIMINATION CRITERIA

Services providers will be eliminated under the following conditions:

- Late submission of quotes.
- Submission at wrong location or incorrect email address (***Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***)
- If the service provider is listed on the National Treasury database of restricted suppliers.

- If the service provider does not quote on all items in the BOQ.
- Failure to submit 5 contactable references from previous clients where similar work was done (As per the below project list supplied – Annexure A)
- Failure to submit valid HPCSA registration or SAAFoST membership

#### 4. EVALUATION CRITERIA

- 4.1. Selection of suppliers will be based on the 80/20 preference point system where 80 points are dedicated to price and 20 points are dedicated to B-BBEE.
- 4.2. The supplier must provide a certified copy of a valid B-BBEE Certificate, or valid affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency, or a valid sworn affidavit must be in line with DTI regulations.
- 4.3. Non submission of valid B-BBEE certificate or sworn affidavit will equal zero points.
- 4.4. Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 4.5. No purchase order will be issued, or no contract will be signed without a valid CSD number.

#### 5. PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 5.1. All quotations must be submitted electronically through email to [tender@csir.co.za](mailto:tender@csir.co.za) no later than **Friday, 26 November 2021 at 16:30**

***(Please use the RFQ number as the subject reference)***

- 5.2. Quotations submitted after the closing date and time of this RFQ will be considered late submission. **No late quotations will be evaluated.**

- 5.3. No hard copies, physical or any other electronic submissions except email (Such as Dropbox, WeTransfer links etc) will be accepted. **Only electronic submissions via email address provided will be considered.**
- 5.4. Quotations and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.
- 5.5. The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 5.6. All documents submitted electronically via email must be clearly visible.

## **6. PRICING QUOTATION**

- 6.1. 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.
- 6.2. Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3. Payment will be according to the CSIR Payment Terms and Conditions.

## **7. SUB-CONTRACTING**

- 7.1. 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.

- 7.2. 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.
- 7.3. 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.
- 7.4. All B-BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for B-BBEE.
- 7.5. 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.

## **8. OTHER TERMS AND CONDITIONS**

- 8.1. 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.
- 8.2. 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.

8.3. A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

**9. No goods and/or services should 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 supplier.**

**10. Note: This is not a Purchase Order.**

## **11. SUPPORTING INFORMATION / ANNEXURES**

- 11.1. Annexure A – Project List
- 11.2. Annexure B – SCEF User Requirements
- 11.3. Annexure C – Pricing Proposal Form
- 11.4. Annexure D – Declaration by Tenderer
- 11.5. Annexure E – SBD 1 Form

**11.1 ANNEXURE A – PROJECT LIST**

The bidder must list relevant projects completed between 2015 to 2021. Duplications of this schedule may be completed and attached to this document.

Company Name	Contact Person	Telephone Number & E-mail Address	Scope of Work	Value of Work (Inclusive of Vat)	Completion Date

Signed ..... Position ..... Date .....



## 11.2 ANNEXURE B - SCEF USER REQUIREMENTS

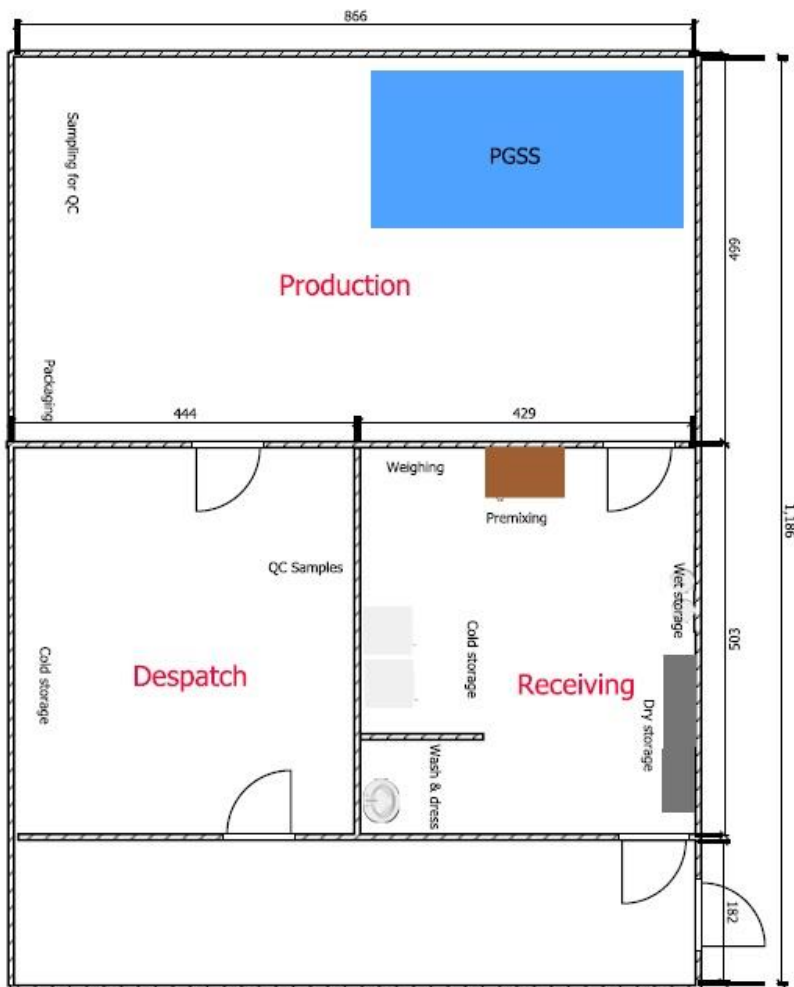
### Pilot Manufacturing Facility in Building 14C – User Requirements

#### 1. Background

The Advanced Functional Materials (AFM) group in the Chemicals Cluster was awarded funds by the Department of Science and Innovation (DSI) to establish a pilot Supercritical CO<sub>2</sub> Encapsulation Facility (SCEF). The pilot facility will initially be dedicated to the production of products for the human/animal nutraceutical & personal care industries.

#### 2. Facility layout

The pilot facility will consist of three separate rooms: 1) materials receiving, 2) production, 3) materials despatch, as illustrated in the floor plan below:



**11.3 ANNEXURE C - PRICING PROPOSAL FORM**

**THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM**

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

.....  
 .....  
 ..... Rand (in words); R ..... (in figures),  
 (firm) .....

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature(s)** .....

**Name(s)** .....

**Capacity** .....

**For the Bidder** .....

**Name and signature of witness** .....

**Date** .....

**11.4 ANNEXURE D – DECLARATION BY TENDERER**

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

**RFQ No. 5774/26/11/2021**

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 **RFQ No. 5774/26/11/2021** 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.....

WITNESSES	
1	.....
2	.....
DATE:	.....

**11.5 ANNEXURE E – SBD 1 FORM**  
**(To be completed by supplier and submitted with tender)**