

Request for Quotation (RFQ) for the Design and Building of an Enclosed Aluminium Shopfront Structure for 3D Printing at CSIR Pretoria Campus

RFQ Number: 5808/23/02/2022

Date of issue	Wednesday, 09 February 2022
Compulsory Briefing Session	Date: Tuesday, 15 February 2022 Time: 10:00am – 11:00am Venue: CSIR Pretoria Campus, Building 17A (Cord yard Parking Area)
Closing Date and Time	Wednesday, 23 February 2022 at 16:30
Contact details	For submission of quotations or any other enquiries: Email: tender@csir.co.za (Please use RFQ no. as subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited from suitably qualified and experienced service providers for the design and building of an enclosed aluminium shopfront structure for 3D Printing at CSIR Pretoria Campus.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

2.1. Scope of Work

The scope of work entails the design and building of an enclosed aluminium shopfront structure for 3D printing at the CSIR, Pretoria Campus.

N.B: Refer to the attached Bill of Quantities (BOQ) with detailed scope of work and specifications.

2.2. Quotation Requirements

2.2.1. The service provider **must** quote as per the attached Bill of Quantities (BOQ).

2.2.2. Additional Requirements

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

2.2.3. Mandatory Documents Required/ Requirements

- The service provider must submit a list of at least 5 projects with contactable references undertaken in the past 5 years within the construction industry where aluminium shopfront structure was manufactured and installed.
- The service provider must submit a valid letter of good standing from the Department of Employment and Labour (DEL) or equivalent in compliance with the COID Act relevant to the type of work.
- The service provider must ensure that they are active on **CIDB** with **Level 1SG or 1GB or higher** grading designation.

3 ELIMINATION CRITERIA

Service 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***)

- If the service provider is listed on the National Treasury database of restricted suppliers.
- Failure to submit valid letter of good standing from the Department of Employment and Labour (DEL) or equivalent in compliance with the COID Act relevant to the type of work.
- If the service provider is not active/ registered on CIDB with **Level 1SG or 1GB or higher** grading designation.
- Failure to submit a list of at least 5 projects with contactable references undertaken in the past 5 years within the construction industry where aluminium shopfront structure was manufactured and installed.
- If the service provider does not quote on all the items/services listed in the attached BOQ.

4 EVALUATION CRITERIA

- 4.1 Selection of service providers 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 service provider must provide a certified copy of a valid B-BBEE Certificate, or valid sworn 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 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 no later than **Wednesday, 23 February 2022 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 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

6.1 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 **Level 1SG or 1GB or higher** class of construction works, will be considered.

6.2 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 **Level 1SG or 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 **Level 1SG or 1GB or higher** class of construction work.

7 COMPULSORY BRIEFING SESSION

7.1 All bidders are expected to attend a compulsory briefing session scheduled for **Tuesday, 15 February 2022** at the **CSIR Pretoria Campus, Building 17A (Cord yard Parking Area)** at **10:00am**.

7.2 All bidders will be required to complete and sign the certificate of attendance – Annexure D on the day of the compulsory briefing session.

7.3 Due to Covid-19 pandemic, please take note of the following health and safety protocols to be adhered to when visiting the CSIR site:

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 Health and Safety 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 via the following link

<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 the 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 be 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 site 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, Annexure D, must be submitted on the day of the compulsory briefing session.*

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

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.

9 SUB-CONTRACTING

- 9.1 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.
- 9.2 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.
- 9.3 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 service provider must also indicate the name(s) of the company / contractor.
- 9.4 All B-BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for B-BBEE.
- 9.5 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.

10 OTHER TERMS AND CONDITIONS

10.1 The service provider 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.

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.

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

11 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.

12 Note: This is not a Purchase Order.

13 ANNEXURE A – 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

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

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

14 ANNEXURE B – DECLARATION BY TENDERER

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

RFQ No. 5808/23/02/2022

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. 5808/23/02/2022** 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.....

RFQ No. 5808/23/02/2022
This is not a Purchase Order.

WITNESSES	
1
2
DATE:

15 ANNEXURE C – SBD 1 FORM

(To be completed by service provider and submitted with tender)

16 ANNEXURE D – CERTIFICATE OF ATTENDANCE

(To be completed by the bidder and submitted on the day of the compulsory briefing session)