

Request Quotation (RFQ) for Repairs and certification of a freestanding wooden deck at B050 at the CSIR Scientia campus

RFQ:5828/20/05/2022

Date of issue	Thursday, 05 May 2022
Compulsory site inspection	Date: Thursday, 12 May 2022 Time: 10:00 – 11:00 Venue: Building 50
Closing Date and Time:	Date: Thursday, 20 May 2022 Time: 16:30
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1. INVITATION FOR QUOTATION

Quotations are hereby invited to acquire the services of a specialist contractor to assess, effect necessary repairs and certify the wooden deck as safe for continued use at the CSIR Pretoria campus.

2. SCOPE OF WORK

Bidders are required to provide an all-inclusive, end-to-end pricing to cover the following

Costs related to bottom-up assessment of the deck including

- a) load distribution (N.B deck seems to be sagging on the North side)
- b) Moisture and wood decay (i.e., Ledges, Joists, planking, Beams etc.)
- c) Supports and connections
- d) Posts and Rails etc.

- e) Costs related to necessary remedial works
- f) Cost related to certification.

3. MANDATORY / RETURNABLE DOCUMENTS

Bidders will be required to submit the below;

- The bidder must submit proof of active and valid CIDB grading registration of a minimum grade of 1GB or higher.
- The bidder must submit proof of a valid Letter of Good Standing (COIDA) issued by the Department of Employment and Labour.
- Submit a minimum of three (3) reference letters **or** completion certificates from previous clients for Installation and maintenance of wooden decks projects completed between 2015 and 2021
- Provide valid particulars of an ECSA registered professional (Structural Engineer/Technologist) who will issue the certificate.

4. ELIMINATION CRITERIA

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

- Late submission
- Submission at incorrect email address
- Failure to attend the compulsory briefing and site inspection
- Failure to submit a minimum of five (5) projects completed for Installation and maintenance of wooden decks work done between 2015 and 2021. Failure to submit a minimum of three (3) reference letters **or** completion certificates from previous clients for projects completed between 2015 and 2021
- Failure to submit proof of valid and active CIDB registration with a minimum of grade 1GB or higher.
- Failure to submit proof of valid Letter of Good Standing (COIDA).
- Failure to attend compulsory briefing.

NB: Previous work done must be accessible for site visits to verify quality of bidder's workmanship

5. EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Provide a valid copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 5.3 No B-BBEE status will equal zero points.
- 5.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 5.5 No order will be issued, or no contract will be signed without a valid CSD number.

6 PROCEDURE FOR SUBMISSION OF QUOTATION

- 6.1 All quotations must be submitted electronically to: tender@csir.co.za
- 6.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 6.3 The email and file sizes should not exceed a total of 25mb per email.
- 6.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 6.5 All documents submitted electronically via email must be clearly visible.
- 6.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 6.7 Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc, will not be considered for evaluation.

7 PRICING QUOTATION

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

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.

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

7 BRIEFING SESSION INFORMATION AND 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*

8 SUB-CONTRACTING

9.1 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.

9.2 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.

- 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.
- Company registration certificates.

9 ADDITIONAL TERMS AND CONDITIONS

- 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.
- Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 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.
- Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- SANS 1200 will be referred to for any assessment of contractor's claims.

10 OTHER TERMS AND CONDITIONS

11.1 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. 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.

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

11.3 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.

Note: This is not a Purchase Order.

11 DISCLAIMER

This RFQ is a request for proposals 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 about its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

12 ANNEXURE A – SCHEDULE OF EXPERIENCE & CONTACTABLE REFERENCES

Firm / Company Name	Contact Person, email and Telephone Number	Consulting Principal Agent / Engineer (where applicable): Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Completion Date

13 ANNEXURE B – SBD 1 FORM

14 ANNEXURE F - PRICING 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 _____

16 ANNEXURE H – DECLARATION BY BIDDER

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

RFQ No: _____

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: _____ 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