

ANNEXURE B – BRIEFING SESSION LOGISTICS

BRIEFING SESSION LOGISTICS

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 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, must be submitted on the day of the compulsory briefing session.*

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

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL FOR THE INSTALLATION OF NEW POWER FACTOR
CORRECTION SYSTEM AT THE CSIR MAIN 11 KV SUBSTATION**

RFP No. 3446/29/04/2021

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFP BRIEFING

It is hereby certified that –

1. _____

2. _____

Representative(s) of _____ [name of entity]
attended the RFP briefing in respect of the proposed Services to be rendered in terms of this
RFP 3446/29/04/2021 on _____ 20__

CSIR'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

EMAIL _____

PHONE _____