

Request for Proposals (RFP)

**For the provision of Engineering, Construction,
Installation and Commissioning of the CSIR Future
PHARMA Facility, situated at CSIR Scientia campus**

RFP No. 3545/09/12/2022

Date of Issue	Tuesday, 01 November 2022	
Compulsory Briefing Session / Site Inspection	Date: Wednesday, 9 November 2022 Time: 10H00 Venue: CSIR Scientia, Pretoria, Building 18	
Last Day for Submission Queries	Date: Friday, 25 November 2022	
Closing Date	Date: Friday, 9 December 2022 Time: 16H30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Construction Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The local manufacture of active pharmaceutical ingredients (APIs) is a priority for South Africa as reliance on the importation of finished drugs or the API itself has created a security of supply risk for the country. The CSIR is currently establishing Future PHARMA, an “open innovation facility integrating continuous pharmaceutical manufacturing and biopharmaceutical production for Africa” that is expected to drive technology development and commercialisation of API manufacturing in South Africa. The facility will focus on the production of both small molecule and investigational biologic APIs (e.g., for regulated clinical trials) using modern manufacturing technology that is suitable for current good manufacturing practice (cGMP) production and making production more automated, modular, cost-effective and responsive.

This proposal requires a Contractor to provide Engineering, Construction, Installation and Commissioning of the facilities to accommodate the needs of the Client.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from CIDB registered Contractors to provide the required Construction and Engineering services with the qualified technicians and suitable equipment for the successful completion of the work.

4 SCOPE OF WORK

The Contractor's scope of work is as follows:

- The complete renovation of the existing facilities with alterations to incorporate the new proposed lab on the ground floor for both facilities and offices to the first floor for both facilities.
- Civil and structural work comprises mainly the construction of the plinths for new equipment at both facilities including a sludge tank.
- Provide all labour, materials, equipment, and services and perform all operations required for the complete installation of all plumbing and drainage work.
- Provide all labour, materials, equipment, and services and perform all operations required for the complete installation of all HVAC work. Including the installation and validation of ISO CLASS 7 cleanroom facility.
- Overseeing the installation of fume hoods by specialist subcontractors.
- The supply of piped specialised gas, LPG and compressed air systems together with gas detection systems for the facilities.
- Stripping out of the existing electrical installation, the supply and installation of the new electrical installation at the facilities.
- Supply, installation, commissioning, testing, and handing over of the following systems for the facilities:
 1. Analogue addressable Fire Detection System
 2. Access Control System - The Contractor must ensure that the subcontracted security company will be required to submit proof of valid Private Security Industry Regulatory Authority (PSIRA) registration and National Key Point registration letter.
 3. CCTV System – The Contractor must ensure that the subcontracted security company will be required to submit proof of valid Private Security Industry Regulatory Authority (PSIRA) registration and National Key Point registration letter.
 4. Data network Infrastructure
 5. Critical Alarm System
 6. Gas Suppression System

NB: JBCC Building Principal Agreement form of contract will be used for the building contractor.

4.1 Supporting documents issued with RFP

Drawings will be shared with bidders who attend the compulsory briefing and site inspection, and complete and sign a Non-Disclosure Agreement will be issued with the drawings listed on the RFP document.

Section 1 - Contract Data EC

Section 2 - Contract Data CE

Section 3.1 - JBCC Principal Building Agreement

Section 3.2 - Changes Made to standard JBCC Document

Section 4 - ASAQs Preliminaries 5th Edition November 2007

Section 5.1 - Pricing Instructions

Section 5.2 – Preliminaries & General Bills of Quantities

Section 5.3 – Main Contract Bills of Quantities

Section 5.4 - Electrical Bills of Quantities

Section 5.5 - Electronic Bills of Quantities

Section 5.6 - HVAC Bills of Quantities

Section 5.7 – Wet Services Bills of Quantities

Section 5.8 - Fire Bills of Quantities

Section 5.9 - Gas Bills of Quantities

Section 5.10 - Final Summary

Section 7.1.1 - Architectural Drawings

Section 7.1.2 - Architectural Schedules

Section 7.1.3 - Architectural Specification Document

Section 7.1.4 - Lab Specialist Drawings

Section 7.1.5 - Lab Specialist Schedules

Section 7.1.6 - Lab Specialist Specification Document

Section 7.1.7 - Electrical Drawings

Section 7.1.8 - Electrical Specification Document

Section 7.1.9 - Electronic Drawings

Section 7.1.10 - Electronic Specification Document

Section 7.1.11 - HVAC Drawings

Section 7.1.12 - HVAC Specification Document

Section 7.1.13 - Wet Services Drawings
Section 7.1.14 - Wet Services Specification Document
Section 7.1.15 - Fire Drawings
Section 7.1.16 - Fire Specification Document
Section 7.1.17 - Gas Drawings
Section 7.1.18 - Gas Specification Document
Section 7.2.1 - Occupational Health and Safety Specifications
Section 7.2.2 - Minimum requirements - SHE file + COVID-19 requirements
Section 7.2.3 - Environmental Management Plan
Section 7.3.1 - Authority of Signatory
Section 7.3.2 - Provisional Program
Section 7.3.3 - Record of Addenda to tender documents
Section 7.3.4 - BBBEE Certificate
Section 7.3.5 - Company and Staff CV's
Section 7.3.6 - Company Registration Documents
Section 7.3.7 - Banking Details
Section 7.3.8 - Company Details
Section 8.1 - Schematic Diagrams
Section 8.2 - Stipulated minimum threshold for local production and content for cement

5 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this request.

Bidders are to submit responses in the format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

5.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal.

- 5.1.1 Bidders must submit a cover letter on company letterhead and a company profile limited to six pages.
- 5.1.2 Bidders must submit a reference letters or completion certificates for similar laboratory/research construction projects they have completed between 2012 and 2022 and should correlate with the list of similar projects as indicated in 5.1.3.

- 5.1.3 Bidders should submit a list of similar projects in terms of providing similar laboratory/ research construction EPC services executed between 2012 and 2022. The list should be submitted in the prescribed format as indicated on Annexure B.
- 5.1.4 Bidders should submit Curriculum Vitae, CVs of key resources indicating the relevant experience, relevant qualifications in the built environment and relevant registration with SACPCMP of the key resources
- Construction / Site Manager
 - Health and Safety specialist
- 5.1.5 Bidders should submit a Construction Program (CP) of not more than 8 months clearly showing activities and dependencies.
- The CP must be submitted on MS project format.

5.2 Financial Proposal (Part B)

The following must be submitted as part of the **financial** proposal.

- 5.2.1 Cover letter
- 5.2.2 Proposed cost / commercial offer in the provided Bill of Quantities (BOQ)
- Section 5.2 - Preliminaries & General Bills of Quantities
 - Section 5.3 - Main Contract Bills of Quantities
 - Section 5.4 - Electrical Bills of Quantities
 - Section 5.5 - Electronic Bills of Quantities
 - Section 5.6 - HVAC Bills of Quantities
 - Section 5.7 - Wet Services Bills of Quantities
 - Section 5.8 - Fire Bills of Quantities
 - Section 5.9 - Gas Bills of Quantities
 - Section 5.10 - Final Summary
- 5.2.3 The pricing must be firm for 120 calendar days and inclusive of all costs to render the required services.
- 5.2.4 Copy of valid B-BBEE certificate or valid sworn affidavit.
- 5.2.5 CSD registration report (RSA suppliers only).

The bidder must please note the following,

If a deposit / advance payment is required for any portion of the works under this contract, the tenderer should note to fully complete clause 2.1.3 and 2.1.4 in the PBA Contract Data CE. A deposit / advance payment will not be granted without the approval from the Client,

and an approved Advance Payment Guarantee. A draft Advance Payment Guarantee should be sent to the Principal Agent for approval, once the draft Advance Payment Guarantee has been approved, the deposit / advance payment required will be certified in the following Payment Certificate. Payment will be made as per the Client's payment cycle.

5.3 Mandatory / Returnable Documents

The following documents must be submitted as part of the mandatory requirement.

- 5.3.1 Bidders must submit a valid letter of good standing (COIDA) issued by the Department of Employment and labour, Compensation Fund.
- 5.3.2 Bidders must submit valid and active proof of all risk insurance cover of a minimum of R10m or Letter of Intent for cover from a registered financial policy insurer.
- 5.3.3 Bidders must submit proof of valid and active CIDB registration of 6GB or 6ME and higher.
- 5.3.4 Bidders must submit proof of South African Council for the Project and Construction Management Professions (SACPCMP), Construction / Site Manager.

6 FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria.

Functional Factor	Criteria Description	Weight (%)
Reference Letters or Completion Certificates	<ul style="list-style-type: none"> Bidders must submit a minimum of five (5) contactable reference letters for the completed projects or completion certificates for similar laboratory/ research construction projects they have completed between 2012 and 2022. Projects submitted must be accessible and will be vetted. 	30
Company Experience	<ul style="list-style-type: none"> Bidders must demonstrate the company's relevant experience in providing similar laboratory/research construction projects executed between 2012 and 2022. Bidders must use Annexure B to populate the information. The list of projects must be relevant to the project and be accessible for vetting. A minimum of five (5) projects must be listed/ submitted. 	20

Staff capability	<ul style="list-style-type: none"> Bidder must submit a detailed CV of the Construction / Site Manager to be assigned to the project. A minimum of 5 year' experience in the built environment is required. 	10
	<ul style="list-style-type: none"> Bidder must submit a detailed CV of a Construction Health and Safety Specialist to be assigned to the project. A minimum of 5 year' experience in the built environment is required. 	10
Construction Program	<ul style="list-style-type: none"> Bidders must submit a Construction Program (CP) of not more than 8 months clearly showing activities and dependencies. Bidders must submit the CP on MS project format. 	30
TOTAL POINTS FOR FUNCTIONALITY		100

- 6.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and a sub-minimum of **50%** for each individual criteria will be eliminated from further evaluation.
- 6.2 Refer to Annexure J for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions

- 7.1 Bidders that submit late bids
- 7.2 Bidders that submit to the incorrect email address
- 7.3 Bidders who fail to attend the compulsory briefing and site inspection
- 7.4 Bidders that are listed on the NT database of restricted suppliers will not be considered
- 7.5 Bidders that are registered on the NT Register of Tender Defaulters will not be considered
- 7.6 Bidders who fail to submit the Bidder's Declaration of Interest Form, Annexure A will not be considered
- 7.7 Bidders that do not submit a fully completed and signed SBD 1 Form, Annexure G will not be considered
- 7.8 Bidders that do not submit a fully completed and signed SBD 4 Form, Annexure H will not be considered

- 7.9 Bidders that do not meet local production and content requirements (bidder must submit a fully completed and signed SBD 6.2, Annexure F and its Annexure C), will not be considered
- 7.10 Bidders who fail to submit proof of all risk insurance cover of a minimum of R 10m or Letter of Intent for cover from a registered financial policy insurer
- 7.11 Bidders who fail to submit proof of active and valid letter of good standing with the Department of Employment and labour, Compensation Fund or any other private insurer will not be considered
- 7.12 Bidders who fail to submit proof of valid and active CIDB registration. It is estimated that the tenderers should have a CIDB contractor grading of 6GB or 6ME and higher
- 7.13 Bidders who fail to submit proof of South African Council for the Project and Construction Management Professions (SACPCMP) registration
- 7.14 Bidders who submit document via cloud (i.e., Dropbox, WeTransfer, Google Drive) will not be considered

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- 8.1 be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- 8.2 provide the CSIR of their CSD registration number; and
- 8.3 provide the CSIR with a valid copy of their SANAS accredited B-BBEE certificate or sworn affidavit. If no certificate or affidavit can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.
- 9.7 Bidder must use the RFP reference number as the subject of the email and must clearly indicate the number of e-mails submitting – (E.g., Dell- RFP No. 0000/12/06/2020 email 1 of 4, email 2 of 4, email 3 of 4, etc).
- 9.8 Documents submitted via cloud (i.e., Dropbox, WeTransfer, Google Drive) will not be considered.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Tue, 01 Nov 2022
- Briefing session / site inspection: Wed, 09 Nov 2022
- Last day for submission of clarification: Fri, 25 Nov 2022
- Closing / submission date: Fri, 09 Dec 2022
- Construction programme: 8 months

11 COMPULSORY BRIEFING SESSION / SITE INSPECTION LOGISTICS

Date	Wednesday, 09 November 2022
Time	10H00
Venue	CSIR Scientia, Pretoria, Building 18

12 SUBMISSION OF PROPOSALS

12.1 All proposals are to be submitted electronically to tender@csir.co.za

No late proposals will be accepted.

12.2 Responses submitted by companies must be signed by a person or persons duly authorized.

12.3 All e-mailed proposal submissions are to be clearly subject referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 3545/09/12/2022

PART 2: Pricing Proposal RFP No.: 3545/09/12/2022

12.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

12.5 Proposals submitted must be in the following file formats:

- PDF

13 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

13.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (DTIC or CIPC) will be awarded points for B-BBEE during evaluation.

13.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Add Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the

initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate

- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website (www.sanas.co.za). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

13.3 The following constitutes a valid **DTIC Sworn Affidavit:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

13.4 The following constitutes a valid **CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.

- Date of issue and expiry adding to twelve months (e.g., 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The DTIC logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

14 DEADLINE FOR SUBMISSION

14.1 Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of Friday, 09 December 2022, during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

14.2 Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

15 AWARDING OF TENDERS

15.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

16 EVALUATION PROCESS

16.1 Evaluation of proposals

An evaluation team will evaluate all proposals for functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderer/s.

A two-phase evaluation process will be followed:

16.1.1 The first phase includes the evaluation of **elimination, local content, and functionality criteria**.

16.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

16.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

17 PRICING PROPOSAL

17.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

17.2 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 indicated.

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

17.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

17.5 Bidders must quote as per the Bill of Quantities provided.

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

18 VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **120 calendar days** calculated from the closing date.

19 APPOINTMENT OF SERVICE PROVIDER

19.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

19.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.

19.3 Awarding of contracts will be announced on the National Treasury website and CSIR tender site, and no regret letters will be sent to unsuccessful bidders.

20 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **RFP No: 3545/09/12/2022 – “For the provision of Engineering, Construction, Installation and Commissioning of the CSIR Future PHARMA Facility, situated at CSIR Scientia campus)”** subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

21 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

22 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

23 CORRECTNESS OF RESPONSES

23.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the

RFP. The prices and rates quoted must cover all obligations under any resulting contract.

23.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

24 VERIFICATION OF DOCUMENTS

24.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

24.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za

The bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

24.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

25 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

25.1 Only those tenderers who are registered with the CIDB or are capable of being so prior to the closing date and time of this RFP submissions, with a grading of **6GB OR 6ME and higher** class of construction works, will be considered.

25.2 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 **6GB OR 6ME and 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 **6GB OR 6ME and higher** class of construction work.

26 LOCAL CONTENT

- 26.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 26.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorization from the DTi should there be a need to import such raw material or input.
- 26.3 A copy of the authorization letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the DTi at telephone 012 394 3717/1390.
- 26.4 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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- 26.5 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexes 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.
- 26.6 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
- 26.7 The rates of exchange quoted by the bidder in paragraph 26.8 below of the declaration certificate will be verified for accuracy.
- 26.8 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.
- 26.9 Only the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2011 must be used to calculate local content.
- 26.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 26.11 Applicable local production and content minimum thresholds for this tender are as per the table below:

Tender Item No. as per BOQ	Designated Sector	Item, Product, or Service Description	Minimum Applicable Local Content Threshold
Section 5.3	Steel Products	Profiled metal sheeting	100%
Section 5.3	Steel Products	Metal sheet accessories	100%
Section 5.3	Steel Products	Steel roof construction	100%
Section 5.3	Steel Products	Painted mild steel collapsible balustrade, including 42mm diameter mild steel top handrail and 4mm steel cables.	100%
Section 5.3	Steel Products	Steel sliding doors	100%
Section 5.3	Steel Products	Mild steel doors	100%
Section 5.3	Steel Products	Partitioning: screws, bolts, nuts, etc.	100%
Section 5.3	Steel Products	Flush pans	100%
Section 5.3	Steel Products	Seamless epoxy coated aluminium gutters and rainwater downpipes fixed to GMS rafter and face of inner wall and supported on steel roof structure to fall	100%
Section 5.3	Steel Products	Fire hose reel with 30m rubber hose, chromium plated stopcock, shut-off nozzle, wall bracket, nipples, flanges, etc to fix to water supply pipe. Complete.	100%
Section 5.3 Section 5.8	Plastic Pipes	uPVC Class 16 pipes	100%
Section 5.3 Section 5.8	Plastic Pipes	PVC Class 16 pipes for compression fittings	100%
Section 5.4 Section 5.5	Electrical Cables	LV Power Distribution Cables	90%
Section 5.3	Cement	All civil and building construction as appropriate	100%

All the sectors indicated below are designated at 100%:

- Steel Products and Components
- Plastic Pipes
- Electrical Cables
- Cement

Bidders are to declare any or additional item part of the scope of works that falls within the above designated sectors on Local content Annexes C, D, and E.

27 SUB-CONTRACTING

27.1 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.

27.2 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.

28 ADDITIONAL TERMS AND CONDITIONS

28.1 A tenderer 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.

28.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

28.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- 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

28.4 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.

28.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

29 PERSONAL INFORMATION

29.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.

29.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

29.3 The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.

29.4 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

29.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party

in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

29.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 29 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

30 CSIR RESERVES THE RIGHT TO

30.1 Extend the closing date.

30.2 Verify any information contained in a proposal.

30.3 Request documentary proof regarding any tendering issue.

30.4 Give preference to locally manufactured goods.

30.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

30.6 Award this RFP as a whole or in part.

30.7 Cancel or withdraw this RFP as a whole or in

31 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether about its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

32 ANNEXURE A - DECLARATION BY TENDERER

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

RFP 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

RFP 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

DATE:

33 ANNEXURE B - SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar service, for projects executed between 2012 and 2022. Duplications of this sheet may be created.

Company Name	Contact Person and contact details (email and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

34 ANNEXURE C, D, E – LOCAL CONTENT DECLARATION SUMMARY SCHEDULE

**35 ANNEXURE F – DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND
CONTENT FOR DESIGNATED SECTORS, SBD 6.2**

36 ANNEXURE G - INVITATION TO BID, SBD 1

37 ANNEXURE H - DISCLOSURE BY BIDDER, SBD 4

38 ANNEXURE I – SCHEMATIC DIAGRAM

39 ANNEXURE J - FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

No.	Criteria	Proof required	Points allocation		Weight
1	Reference Letters or Completion Certificates	<p>Bidders must submit a minimum of five (5) reference letters or completion certificates for laboratory/research construction projects they have completed between 2012 and 2022.</p> <p>References / completion certificates submitted must be accessible and will be vetted.</p>	<p>No submission - 0 point</p> <p>1 to 4 reference letters / Completion Certificates - 3 points</p> <p>5 to 6 reference letters / Completion Certificates - 5 points</p> <p>7 to 8 reference letters / Completion Certificates - 7 points</p> <p>> 9 reference letters / Completion Certificates - 10 points</p>		30%
2	Company Experience	<p>Bidders must submit a list of similar laboratory/research construction projects executed between 2012 and 2022, as indicated under Annexure B</p> <ul style="list-style-type: none"> Bidders must use Annexure B to populate the information. The list of projects must be relevant to the project and be accessible for vetting. A minimum of five (5) projects must be listed/ submitted. 	<p>No submission - 0 point</p> <p>1 to 4 relevant projects submitted - 3 points</p> <p>5 to 6 relevant projects submitted - 5 points</p> <p>7 to 8 relevant projects submitted - 7 points</p> <p>> 9 relevant projects submitted - 10 points</p>		20%
3	Curriculum Vitae of Staff Members	<p>Bidder must submit a detailed CV of the Construction / Site Manager to be assigned to the project. A minimum of 5 year' experience in the built environment is required.</p>	<p>No submission of CV - 0 point</p> <p>1 – 4 years' experience - 3 points</p> <p>5 – 6 years' experience - 5 points</p> <p>7 – 8 years' experience - 7 points</p> <p>> 9 years' experience -10 points</p>	10%	20%
		<p>Bidder must submit a detailed CV of a Construction Health and Safety Specialist to be assigned to the project. A minimum of 5 year' experience in the built environment is required,</p>	<p>No submission of CV - 0 point</p> <p>1 – 4 years' experience - 3 points</p> <p>5 – 6 years' experience - 5 points</p> <p>7 – 8 years' experience - 7 points</p> <p>> 9 years' experience -10 points</p>	10%	

4	Construction Program	<ul style="list-style-type: none">Construction program (CP) of not more than 8 months clearly showing activities and dependencies. NB: The CP must be submitted on MS project format.The service provider must submit a detailed project methodology to satisfy the scope of the project, together with project timelines and milestones.	Non-submission of construction programme	0 points	30%
			Construction programme is submitted and does not meet the requirements of the scope of work. The proposed time frames are longer than the prescribed 8 months' time frame	3 points	
			The construction programme is specifically tailored to address the specific project objectives and requirements. It is sufficiently flexible to accommodate changes that may occur during execution. The service provider provided a summary of project milestones and deliverables with a timeframe (8 months).	5 points	
			The construction programme is specifically tailored to address the specific project objectives and requirements. It is sufficiently flexible to accommodate changes that may occur during execution. The service provider provided a summary of project milestones and deliverables with a timeframe (7 months' time frame).	7 points	
			Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the Bidder has outstanding knowledge of the construction programme. The construction programme details ways to improve the Contract project outcomes and the quality of the outputs. Clear project milestones and deliverables are indicated and are less than 7 months.	10 points	
Total					100%

40 ANNEXURE K - RETURNABLE DOCUMENTS CHECKLIST

Description (please label your file dividers according to this table)		Submitted (Please	
		Yes	No
PART A: TECHNICAL PROPOSAL			
1	Company profile		
2	Reference letters / Completion Certificates		
3	CV of Site Construction Manager / Supervisor		
4	CV of Construction Safety Specialist		
5	Letter of good standing (COIDA) or equivalent		
6	Risk insurance cover of a minimum of R10m or Letter of Intent for cover from a registered financial policy insurer		
7	Proof of active and valid CIDB registration with 6GB or 6ME and higher CIDB grading		
8	Proof of registration, SACPCMP		
9	Declaration by Tenderer, Annexure A		
10	Schedule of Bidders Reference, Annexure B		
11	Local content declaration summary schedule, Annexures C, D and E		
12	Declaration certificate for local production and content for designated sectors, SBD 6.2, Annexure F		
13	Invitation to Bid, SBD 1, Annexure G		
14	Disclosure by Bidder, SBD 4, Annexure H		

PART B: FINANCIAL PROPOSAL			
15	Cover Letter		
16	Proposed cost/ commercial offer as per attached BOQs <ul style="list-style-type: none"> ○ Section 5.2 - Preliminaries & General Bills of Quantities ○ Section 5.3 - Main Contract Bills of Quantities ○ Section 5.4 - Electrical Bills of Quantities ○ Section 5.5 - Electronic Bills of Quantities ○ Section 5.6 - HVAC Bills of Quantities ○ Section 5.7 - Wet Services Bills of Quantities ○ Section 5.8 - Fire Bills of Quantities ○ Section 5.9 - Gas Bills of Quantities ○ Section 5.10 - Final Summary 		
17	Valid B-BBEE Certificate or valid Sworn Affidavit		
PROPOSAL FROM A JOINT VENTURE			
18	Joint Venture Agreement including split of work signed by both parties		
19	Certified copy of the B-BBEE certificate of the joint venture		
20	Tax Clearance Certificate of each joint venture member		
21	Proof of ownership/shareholder certificates/copies		
22	Company registration certificates		