

***Request for Quotation (RFQ) for the provision of Land Surveying Services at
the CSIR Cottesloe site in Johannesburg***

RFQ No. 5637/27/11/2020

Date of issue:	Friday, 13 November 2020
Closing Date and Time:	Friday, 27 November 2020 at 16h30 (<i>Late tenders will not be considered</i>)
Submission and Contact details:	For submission of quotations or any other enquiries: Email: tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)
CSIR business hours	08h00 – 16h30

1 BACKGROUND

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.

The Facilities Management department is responsible for the provision of fit for purpose infrastructure for the CSIR sites.

2 INVITATION FOR QUOTATION

Quotations are hereby invited from experienced firms for the provision of a topographic land survey at the CSIR Cottosloe site in Braamfontein, Johannesburg.

3 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The identified service provider will be required to conduct a survey on the following:

- Building footprint
- Perimeter fence (extent of palisade fence, vibracrete wall and heights of the fence)
- Gates
- Trees
- Internal roadways and parking areas
- Preparation of a CAD drawing with spot heights, contours and details specified above.

4 PRICING SCHEDULE

Bidders must quote based on the following pricing schedule:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Unit Price / Rate (Excl. VAT)	Price (Excl. VAT)
The provision of Land Surveying Services at the CSIR Cottesloe site in Johannesburg					
1	Topographic land survey at the CSIR Cottesloe site in Braamfontein, Johannesburg as outlined in the above scope of work	Each/ per episode	1	-	
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services, including any disbursement, travelling and accommodation costs.					
				Sub-total	
				VAT	
				Total	

Additional quotation requirements (These must be submitted with and/or indicated in quote):

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in scope of works or deliverables.
- The pricing must be firm and inclusive of all costs required to deliver the required services to the CSIR.

Mandatory documents required / returnables:

- 5 contactable relevant references for similar previous work done (See Annexure A- reference information sheet). **Similar = Building/Land surveying services**
- Proof of professional registration with (South African Geomatics Council) as a professional land surveyor with a minimum 5 years post registration.

NB: *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBBEE evaluation.*

5 EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Provide a B-BBEE Certificate, or 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.
- 5.6 Elimination Criteria:
Suppliers 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 supplier fails to submit any of the mandatory/returnable documents; and

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.

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

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 30mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder name and RFQ number
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

8 SUB-CONTRACTING

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 8.5 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.

9 CORRECTNESS OF RESPONSES

- 9.1 The tenderer must confirm satisfaction regarding the correctness and validity of their quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 9.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

10 ADDITIONAL TERMS AND CONDITIONS

- 10.1 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.
- 10.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 10.3 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.
- 10.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

11 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.
- 11.2 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.

12 CSIR RESERVES THE RIGHT TO

- 12.1 Extend the closing date;
- 12.2 Verify any information contained in a proposal;
- 12.3 Request documentary proof regarding any tendering issue;
- 12.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 12.5 Award this RFQ as a whole or in part;
- 12.6 Cancel or withdraw this RFQ as a whole or in part

13 DISCLAIMER

This RFQ is a request for quotations 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 quotation, tenderers 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 tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

14 OTHER TERMS AND CONDITIONS

14.1 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.

14.2 A validity period of 3 months will apply to all quotations except where indicated differently on the quote.

15 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

16 Note: This is not a Purchase Order.

ANNEXURE A: SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services.

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APPENDIX B

EXTENT OF THE CSIR SITE IN COTTESLO

