



**Request for Quotation (RFQ) for the Coating of Workshop/laboratory floors using Polyurethane and/or Epoxy at CSIR building 12 C**

**RFQ No. 5797/10/02/2022**

|   |   |
|---|---|
| Date of issue                                 | Thursday, 27 January 2022   |
| Compulsory Briefing Session / Site inspection | <u>Date:</u> Thursday, 03 February 2022<br><u>Time:</u> 10h00 to 11h00<br><u>Venue/Place:</u> Outside the entrance of Building 12C, CSIR Scientia Campus, Pretoria.       |
| Closing Date and Time                         | Thursday, 10 February 2022 at 16:30   |
| Contact details                               | For submission of quotations or any other enquiries:<br>Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b>Please use RFQ No. as subject reference</b> ) |

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the coating of workshop floors at building 12C at the CSIR Scientia campus, Pretoria.

## 2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The bidder is required to quote the CSIR on **two (2) options**.

### A. OPTION 1:

Apply polyurethane coating to workshop floors. Works entail the removal of existing floor coatings, prepare substrate surface, and apply new 4mm thick self-levelling Polyurethane as per the BOQ below.

| Item                              | Description   | Unit           | Quantity | Rate | Amount |
|-----------------------------------|---|----------------|----------|------|--------|
| 1                                 | Prepare the surface area by means of diamond headed grinding in order to remove existing coatings and provide a suitable level surface profile for the new application,<br>Note: Preparations of the existing floor must ensure that the substrate is free of irregular indentations, trowel marks or bulges and free of all grease, oils, chemicals, cement, and dust particles before application of the polyurethane coats | m <sup>2</sup> | 400      |      |        |
| 2                                 | Repair broken concrete surface as required.   | Item           | 1        |      |        |
| 3                                 | Repair cracks in concrete surface as required using epoxy putty   | Lm             | 60       |      |        |
| 4                                 | Open all existing expansion joints and repair as required   | Lm             | 81       |      |        |
| <b>Polyurethane coated Floors</b> |   |                |          |      |        |
| 5                                 | Apply primer then Apply 4mm self-levelling Polyurethane<br><b>Note:</b> to be installed as per manufacturer's specification   | m <sup>2</sup> | 400      |      |        |
| 6                                 | Mark demarcation lines with reflective yellow paint not exceeding 80mm wide,<br><b>Note:</b> Paint to be suitable for use on Polyurethane floors  | Lm             | 150      |      |        |
| 7                                 | 150mm high Skirting in polyurethane, matching the new surface material.   | Lm             | 158      |      |        |
| 8                                 | Allow rubble removal and disposal at an approved dump site.   | item           | 1        |      |        |
| 9                                 | Allow for Safety file.<br>Copy of safety file to be kept on site, at all times during construction  | Item           | 1        |      |        |

|    |   |      |   |  |  |
|----|---|------|---|--|--|
| 10 | Allow for Site establishment and travel | Item | 1 |  |  |
|    |   |      |   |  |  |
|    | Sub-Total                               |      |   |  |  |
|    |   |      |   |  |  |
|    | Add 10% contingency                     |      |   |  |  |
|    |   |      |   |  |  |
|    | Sub- Total                              |      |   |  |  |
|    |   |      |   |  |  |
|    | Add 15% VAT                             |      |   |  |  |
|    |   |      |   |  |  |
|    | <b>Grand total</b>                      |      |   |  |  |

### **B. OPTION 2:**

Apply polyurethane coating to workshop floors, works entailing the removal of existing floor coatings, prepare substrate surface and apply new 4mm thick self-levelling Polyurethane and 2mm self-levelling Epoxy as per the below BOQ.

| <b>Item</b> | <b>Description</b>  | <b>Unit</b>    | <b>Quantity</b> | <b>Rate</b> | <b>Amount</b> |
|-------------|---|----------------|-----------------|-------------|---------------|
| 1           | Prepare the surface area by means of diamond headed grinding in order to remove existing coatings and provide a suitable level surface profile for the new application, Note: Preparations of the existing floor must ensure that the substrate is free of irregular indentations, trowel marks or bulges and free of all grease, oils, chemicals, cement and dust particles before application of the epoxy and polyurethane coats | m <sup>2</sup> | 400             |             |               |
| 2           | Repair broken concrete surface as required.   | Item           | 1               |             |               |
| 3           | Repair cracks in concrete surface as required using epoxy putty   | Lm             | 60              |             |               |
| 4           | Open all existing expansion joints and repair as required   | Lm             | 81              |             |               |
|             | <b>Polyurethane coated Floors</b>   |                |                 |             |               |
| 5           | Apply primer then Apply 4mm self-levelling Polyurethane<br><b>Note:</b> to be installed as per manufacturer's specification   | m <sup>2</sup> | 185             |             |               |
|             | <b>Epoxy coated Floors</b>  |                |                 |             |               |

|    |  |                |     |  |  |
|----|--|----------------|-----|--|--|
| 6  | Apply Epoxy primer then Apply 2mm self-levelling Epoxy (StonKote 723 or equivalent)<br><b>Note:</b> to be installed as per manufacturer's specification    | m <sup>2</sup> | 215 |  |  |
| 7  | Mark demarcation lines with reflective yellow paint not exceeding 80mm wide,<br><b>Note:</b> Paint to be suitable for use on Polyurethane and Epoxy floors | Lm             | 150 |  |  |
| 8  | 150mm high Skirting in Epoxy or polyurethane, matching the new surface material.   | Lm             | 158 |  |  |
| 9  | Allow rubble removal and disposal at an approved dump site.  | item           | 1   |  |  |
| 10 | Allow for Safety file.<br>Copy of safety file to be kept on site, at all times during construction   | Item           | 1   |  |  |
| 11 | Allow for Site establishment and travel  | Item           | 1   |  |  |
|    | Sub-Total  |                |     |  |  |
|    | Add 10% contingency  |                |     |  |  |
|    | Sub- Total   |                |     |  |  |
|    | Add 15% VAT  |                |     |  |  |
|    | <b>Grand total</b>   |                |     |  |  |

### 3 QUOTATION REQUIREMENTS

- The supplier must submit quotation on their official company letterhead.
- The supplier must price on all the items/services listed in the above BOQ or scope of work.
- The bidder must quote on both **Option 1** and **Option 2**.
- It is estimated that the tenderers should have a CIDB contractor grading of **1GB or higher**.
- The pricing must be firm and inclusive of all costs required to deliver the required goods and/or services to the CSIR.

- The Service Provider must submit a valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA).
- The Service Provider must submit a minimum of five (5) projects completed for similar work done between 2015 and 2021 and must be accessible for vetting purposes. The projects must be submitted in the format as provided on Annexure B.
- The services or works are required at CSIR, Scientia Campus, Pretoria, **Building 12c**.

#### 4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a SANAS accredited B-BBEE Certificate or sworn affidavit indicating the B-BBEE Status level.
- 4.3 No B-BBEE status 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](http://www.csd.gov.za) to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.
- 4.6 Provide proof of valid registration for COIDA.
- 4.7 No order will be issued, or no contract will be signed without a valid COIDA.
- 4.8 Provide a CIDB proof/certification of **1GB or higher**. No contract or PO will be issued without a valid CIDB certification.
- 4.9 **Elimination Criteria:**  
Suppliers will be eliminated under the following conditions:
- Late submission
  - Submission to the incorrect email address
  - Proof of CIDB registration of 1GB or higher not submitted
  - Non-submission of 3 references/projects for similar work done- similar= ***Polyurethane and epoxy flooring.***

## 5 PRICING QUOTATION

- 5.1 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. The pricing proposal should be itemised as per BOQ.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 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 deliver the goods and/or services.**

## 6 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: [tender@csir.co.za](mailto: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 25 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**

## 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 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*

## **8 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)**

**8.1** 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 **1GB or higher** class of construction works, will be considered.

**8.2** 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 **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 **1GB or higher** class of construction work.

## **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 supplier must also indicate the name(s) of the company / contractor.
- 9.4** All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 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 CORRECTNESS OF RESPONSES**

- 10.1** 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 RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 10.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **11 ADDITIONAL TERMS AND CONDITIONS**

- 11.1** 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.
- 11.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 11.3** 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.
- 11.4** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

## **12 OTHER TERMS AND CONDITIONS**

- 12.1** 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.
- 12.2** 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.

## **13 CSIR RESERVES THE RIGHT TO**

- 13.1** Extend the closing date;
- 13.2** Verify any information contained in a proposal;
- 13.3** Request documentary proof regarding any tendering issue;
- 13.4** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 13.5** Award this RFQ as a whole or in part;
- 13.6** Cancel or withdraw this RFQ as a whole or in part

## **14 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.

- 15 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.**

**DECLARATION BY TENDERER**

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

**RFQ No: 5797/10/02/2022**

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. 5797/10/02/2022** 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 .....

|                  |       |
|------------------|-------|
| <b>WITNESSES</b> |       |
| 1                | ..... |
| 2                | ..... |
| DATE: .....      |       |

**16 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 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** \_\_\_\_\_

**17 ANNEXURE B – PROJECT LIST**

The bidder must list relevant projects completed between 2015 to 2021. Duplications of this schedule may be completed and attached to this document.

| Company Name | Contact Person | Telephone Number & E-mail Address | Scope of Work | Value of Work (Inclusive of Vat) | Completion Date |
|--------------|----------------|-----------------------------------|---------------|----------------------------------|-----------------|
|              |                |                                   |               |                                  |                 |
|              |                |                                   |               |                                  |                 |
|              |                |                                   |               |                                  |                 |
|              |                |                                   |               |                                  |                 |
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|              |                |                                   |               |                                  |                 |
|              |                |                                   |               |                                  |                 |
|              |                |                                   |               |                                  |                 |

Signed ..... Position