



Request for Quotation (RFQ)

For the repairs and restoration of external facades of a building situated at the CSIR Scientia Campus.

RFQ Number: 6090/24/07/2023

Date of issue	Monday, 03 July 2023	
Compulsory Briefing Session and Site Inspection	Date and Time	Date: Tuesday, 11 July 2023 Time: 10H00
	Address	CSIR Scientia Campus Meiring Naude Road Brummeria Building 18
Last date for submission of enquiries/clarifications	Monday, 17 July 2023 @ 16h30	
Closing Date and Time	Date: Monday, 24 July 2023 Time: 23H30 (Late submissions will not be accepted)	
RFQ Validity Period	90 calendar days (Commencing from the RFQ closing date)	
Enquiries and submission of proposals	For submission of quotations or any other enquiries: Email: tender@csir.co.za (Please use RFQ No and RFQ Description as subject reference)	
CSIR Hours	08h00 – 16h30	

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, the 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 INVITATION FOR QUOTATION

Quotations are hereby invited for the repairs and restoration of external facades to building 18 situated at the CSIR Scientia Campus.

3 SPECIFICATION / SCOPE OF WORK / TERMS OF REFERENCE

The detailed specification and scope of work is outlined under **Annexure A**.

4 PRICING REQUIREMENTS

- 4.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 4.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 4.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.4 Payment will be according to the [CSIR Payment Terms and Conditions](#).
- 4.5 Please provide a detail pricing using a Pricing Schedule/Bill of Quantities outlined under **Annexure B**.

Bidders are to price their quotations using the Pricing Schedule/Bill of Quantities. Explanatory notes must be provided in the quotation when deviating from the Pricing Schedule/Bill of Quantities

5 RETURNABLES

Returnables are required for evaluation purposes. Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

5.1 Essential Returnable Documents

Without limiting the generality of the CSIR's other critical requirements for this Bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s).

Please confirm submission of the Essential Returnable Documents detailed below by so indicating [Yes or No] in the table below:

Table 1

ITEM NO.	ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	Annexure C: Completed and signed Standard Bidding Document (SBD) 1 Form	
2	Annexure D: Completed and signed Standard Bidding Document (SBD) 4 Form	
3	Annexure E: Completed and signed Preference Points Award Form (Mandatory documents to claim preference points)	
4	Quotation on official company letterhead	

5.2 Mandatory Returnable Documents

Failure to submit **all** Mandatory Returnable Documents by the closing date and time of this RFQ will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their RFQ.

Please confirm submission of the Mandatory Returnable Documents detailed below by so indicating [Yes or No] in the table below:

Table 2

ITEM NO.	MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	Annexure B: Completed Bill of Quantities	
2	A valid and active CIDB registration of 3 GB or higher	
3	A valid letter of good standing relevant to the scope of work from the Department of Employment & Labour (COIDA) or any approved private Insurance firm	
4	Annexure F: Bidder must submit a minimum of three (3) contactable references for similar projects completed between 2015 and 2023. References must be accessible for vetting.	

5	Provide proof of valid public liability cover or letter of intent from an Insurance Firm, of a minimum of Five Million (R 5 000 000.00) or Letter of Intent for cover from a registered financial policy insurer. If a Letter of Intent is submitted the bidder would need to submit the confirmation of the cover within 7 days upon request.	
6	The Project Manager <u>or</u> Construction Manager to be assigned to the project must have valid and active registration with South African Council for the Project and Construction Management Professions (SACPCMP).	

6 EVALUATION PROCESS AND CRITERIA

The RFQ will be evaluated as per the following:

Phase 1 – Elimination Criteria

The bidders will be evaluated on the elimination criteria as stated in Point 6.1 below. Bidders that are eliminated during this phase will not be evaluated further on price and preference points.

Phase 2 – Price and Preference Points Evaluation

Bidders will be evaluated as per the preference points system stated in point 6.2 below.

6.1 Elimination Criteria

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

- a) Bidder that submits late bids will not be considered.
- b) Bidder that submits to the incorrect location or email address will not be considered.
- c) Bidder that fails to attend the compulsory briefing session and site inspection will not be considered.
- d) Bidder that is listed on the NT database of restricted suppliers will not be considered.
- e) Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- f) Bidder that did not submit mandatory returnable documents as listed on paragraph 5.2 (**Table 2**).
- g) Bidder that fails to meet the specification requirements will not be considered.

6.2 Preferential Points System Evaluation Criteria

Selection of suppliers will be based on the 80/20 preference point system as stipulated in **Annexure E: Preference Points Award Form**.

7 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.

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 **3GB 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 **3GB 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 **3GB or higher class** of construction work.

9 SUBMISSION REQUIREMENTS

- 9.1 All quotations must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFQ number and RFQ Description as the subject reference number when submitting their bids.
- 9.3 The email and file sizes must not exceed a total of 25MB per email.
- 9.4 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 9.5 The naming / labelling syntax of files or documents must be short and simple.

10 MEDIUM OF COMMUNICATION

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

11 CORRECTNESS OF RESPONSES

- 11.1 The bidder 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.
- 11.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

12 VERIFICATION OF DOCUMENTS

- 12.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising.
- 12.2 Pricing schedule and specific goals credentials should be submitted with the RFQ response.

13 PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

14 OTHER TERMS AND CONDITIONS

- 14.1 No bidder shall under any 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 Bidders 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.
- 14.3 Changes by a bidder to its submission will not be considered after the closing date and time.
- 14.4 Bidders confirm that by submitting a tender, they confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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.

- 14.5 Bidders further confirm that by submitting a tender, they accept to take accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under this RFQ as the principal liable for the due fulfilment of this RFQ process.
- 14.6 No goods and/or services shall 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 the supplier.

15 SPECIAL CONDITIONS

The CSIR reserves the right to

- 14.1. Extend the closing date of this RFQ;
- 14.2. Correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 14.3. Verify any information contained in the bidder's submission;
- 14.4. Request documentary proof regarding the bidder's submission;
- 14.5. Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFQ;
- 14.6. Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 14.7. Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 14.8. Award this RFQ as a whole or in part;
- 14.9. Award this RFQ to multiple bidders;
- 14.10. Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 14.11. Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 14.12. Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

16 CONFIDENTIALITY

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this RFQ. This confidentiality clause extends to bidder partners whom you may decide to involve in preparing a response to this RFQ.

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

17 PROTECTION OF PERSONAL INFORMATION

- 17.1 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.
- 17.2 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).
- 17.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 17.4 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.
- 17.5 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.

- 17.6 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 17 (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.

18 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

19 LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

20 MISREPRESENTATIONS DURING THE LIFECYCLE OF THE CONTRACT

- 20.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 20.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

21 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 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 with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

22 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

- 22.1 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database. Registrations can be completed online at: www.csd.gov.za;
- 22.2 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

Annexure A
Specification / Scope of Work / Terms of Reference

i. Scope of work

Repairs and restoration of external facades to a Building No. 18 situated at the CSIR Scientia Campus.

ii. Service delivery

CSIR Scientia Campus

Meiring Naude Road

Brummeria

Building 18

Annexure B
Pricing Schedule/ Bill of Quantities

#	REPAIRS AND RESTORATIONS BUILDING 18 FAÇADES	UOM	QTY	RATE	VALUE
	<u>ALTERATIONS</u>				
	REMOVAL OF EXISTING WORK				
1	Remove existing damaged Brage boards and soffits and cart away	m	72		R
	Concrete repair and reinforcement treatment				
	Repairs in various areas ne 500X500mm in size				
2	Clean existing and new concrete surfaces by high pressure water jetting	m2	20		R
3	Remove spalled concrete by mechanical means	m2	20		R
4	Clean substrate and exposed rebar by high pressure water	m2	20		R
5	Paint exposed rebar with cementitious epoxy resin	m2	20		R
6	Hand place polymer modified, fibre reinforced, low shrinkage structural repair mortar with corrosion inhibitor	m2	20		R
7	Cure as per material suppliers' requirements	m2	20		R
	<u>MASONRY</u>				
	REPAIR EXISTING BRICKWORKS				
8	Repair existing face brick, cleanout and fill existing cracked plaster brick joints with approved chemical mortar from ABE or Sika	m	30		R

	<u>CARPENTRY AND JOINERY</u>				
	EAVES, VERGES, ETC.				
9	Supply and install new "NUTEC BARGE BOARDS"	m	72		R
	Note ensure barge boards are the same profile and fitted as per standard building regulations, allow for all fittings and fixtures closer peace to ensure tight seal. For buildings D workshop				
	Timber support for the barge boards				
	Allow for the supply and installation of new timber sprockets, size to match existing Timber sprockets to be inserted under existing roof sheeting and fixed securely to existing battens				
10	Allow for minimum 1000mm into the roofing space and the brick wall width of 280mm including projection on external side	m	82		R
11	Allow for the 38X38mm treated battens that run along the length of the eave as well	m	144		R
	These battens will be for the fixing of the barge and soffit board				
	<u>PLASTERING</u>				
	<u>Removal of loose damaged plaster</u>				
12	Chop down and remove cracked and damaged plaster, cart off site to stockpile	m2	108		R
	Various areas around the building including				
	Raised platform in front of A				
	Raised platform in front of plantroom				
	Step behind A				
	To tops of storage sheds in front of C				
	External plant plinth 300mm high				
	EXTERNAL PLASTER in patching				
	Apply new steel trowelled plaster to allow for necessary preparations after removal, removal measured elsewhere				
	Note in various areas around the building				
	As per recommendations by AfriSam				

	It is good practice to pre-wet clay bricks before plastering. Cement brick/blocks do not require pre-wetting.				
	• Plaster should be protected from the sun.				
	• Plaster should be used within two hours of being mixed and never be re-tempered by adding additional water.				
	• Ensure that plaster is not continuous across the line of the damp-proof course as this will allow moisture to travel above the level of the damp-proof course.				
	• Plaster should be used within two hours of being mixed and never be re-tempered by adding additional water.				
	• Plaster should be cut through to the applied surface where different surface materials meet, e.g., masonry and concrete.				
13	Plaster to walls in patching	m2	108		R
	<u>TILING</u>				
	Repair external stoep tiles to match existing tiles in patching to match existing tiles				
14	Tiles in patching	m2	25		R
	Stair behind A and in front of block C west elevation				
	<u>GLAZING Putty replacement</u>				
15	Remove and replace window putty. Side of Block B 3000X2400 Vertical 3000X2400 Horizontal Side of Block C link vertical (roadside) Side of Block C link horizontal (roadside) Block C link courtyard side Block C link back side	m	1 262		R

	<u>APPLY DAMP SEAL TO EXTERNAL WALLS</u>				
	Areas to be predetermined and agreed on				
	<p>Remove all flaking and loose paint including the complete removal of all powdery sub straight, ensuring wall surfaces are free of all loose surface cover and sound for the application of damp seal. Also allow for cleaning out all cracks and fill with suitable exterior crack filler.</p> <p>First coat damp seal</p> <p>Apply Plascon damp seal or similar approved, with 1st coat diluted with mineral turpentine 1part mineral turpentine and 3 parts Plascon damp seal.</p> <p>Second coat damp seal.</p> <p>Finally apply the second coat damp seal, note this is undiluted over the treated surface.</p>				
16	<p>Prepare and apply Damp seal, (Only where required)</p> <p>Block A West</p> <p>Block A South and North.</p> <p>Block E</p> <p>Block C East</p> <p>Block C South</p> <p>18C South panel green</p> <p>18C West panel</p>	m2	950		R
	<p>Block C North</p> <p>Block C East</p> <p>Green walls</p> <p>18C South panel green</p> <p>18C South panel green</p> <p>Courtyard of the green walls</p>				
	<u>PAINT TO EXTERNAL WALLS</u>				
	Note Contractor to make allowance to work around external pipes, fittings and fixtures.				
	Remove all flaking and loose paint including the complete removal of all powdery sub straight, ensuring wall surfaces are free of all loose surface cover and sound for the application of damp seal. Also allow for cleaning out all cracks and fill with suitable exterior crack filler. Remove all dust and				

	grime, apply 1ct undercoat primer and 2cst final with Plascon Micatex exterior paint (or similar) surface preparation and paint application as per manufacturer's recommendations Paint to window frames included in wall area.				
	No external pipes fitting, or fixtures will be removed, they are to stay intact during the paint process				
	Pipework fittings and fixtures will be inspected before and after completion of paintworks				
	ALL DAMAGED pipes, fittings and fixtures to be reported before commencement of work in the area				
	or on the same wall elevation)				
	Contractor will need to make allowance for all works including working on heights (by means of secured scaffolding)				
17	Apply Plascon Micatex external paint with a minim 15year guarantee, Dirt, stain, water and fade resistant paint	m2	3 050		R
	(Or similar approved with 15-year guarantee)				
	Buildings 18 A, 18B, 18C, 18D, 18E food pie, stores and plant rooms				
	<u>PAINT TO SOFFITS</u>				
	Apply Plascon Micatex external paint with a minim 15year guarantee, Dirt, stain, water and fade resistant paint (or similar approved with 15-year guarantee)				
	Remove all loose and flaking pant, dust and grime, apply 1ct undercoat and 2cst final with Plascon Micatex paint				
	Allow for cleaning out all cracks and fill with suitable exterior crack filler				
	surface preparation and paint application as per manufacturer's recommendations				
18	Nutec Soffit	m2	224		R

	<u>PAINT TO METAL</u>				
	Remove rust by hand or mechanical means ensuring all surfaces are clean and free of process debris. Surface to be completely free of all loose and flaking paint and loose particles, including dust before application of paint				
	Apply rust inhibitor on all cleaned surfaces as per all as per manufactures instructions				
	Apply one coat primer and two coats of Plascon or Dulux "Epoxy Enamel" colour to be Battleship grey, all-in accordance with the manufacturer's recommendations.				
19	Block C Steel stairs, treads and risers, landing, and the walkway, allow for top and bottom to be treated and panted	m2	60		R
20	Steel handrails and balustrades	m2	16		R
21	Steel columns and metal gutters up to not exceeding 1000mm in girth	m	94		R
22	Steel gutters ne 500mm girth	m	127		R
23	Steel downpipes ne 500mm girth	m	216		R
24	Paint to steel windows	m2	374		R
	Side of Block B Side of Block C link vertical (roadside) Block C link courtyard side Block C link back side				
	<u>PRELIMINARIES</u>				
25	Scaffold supervisor and scaffold team	item	1		R

26	SCAFFOLD HIRE	item	1		R
27	Project SAFETY FILE (to be for the contractor's account)				
BILL SUBTOTAL					R
VAT @ 15%					R
FINAL ACCUMULATIVE VALUE INCLUDING VAT					R

Note: Please also submit the quotation on your official company letterhead.

Annexure C
Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	6090/24/07/2023	CLOSING DATE:	24 July 2023	CLOSING TIME:	23H30
DESCRIPTION	Repairs and restoration of external facades to a Building No. 18 situated at the CSIR Scientia Campus.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT CSIR SCIENTIA					
In light of the Covid-19 pandemic, the CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number 6090/24/07/2023 and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Strategic Procurement Unit		CONTACT PERSON	Strategic Procurement Unit	
TELEPHONE NUMBER	012 841-2911		TELEPHONE NUMBER	012 841-2911	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX					

COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

Annexure D Standard Bidding Document (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES ☐ / NO ☐

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES ☐ / NO ☐

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES ☐ / NO ☐

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

Annexure E
Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

2. POINTS AWARDED FOR PRICE

2.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Ownership	20
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1 Total preference points per specific goal to be awarded as follows:

3.3.1.1 Preferential points for black ownership will be awarded as follows:

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	0%

3.4 Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture³, will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. Only valid consolidated BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

3.5 Sub-contracting

A bidder must not be awarded preference points 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 EME that has the capability and ability to execute the sub-contract.

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 bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. BID DECLARATION

Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes √	No √
Valid copy of BBEE certificate/ sworn affidavit to claim Black Ownership preference points ⁴		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

⁴ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number.

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it must—
 - (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
 - (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

Annexure E
Schedule of Experience & Contactable References

Firm / Company Name	Contact Person, email, and Telephone Number	Description of the Project	Value of Project (Inclusive of Vat)	Start Date	Completion Date