



REQUEST FOR QUOTATION (RFQ)

For the inspection and servicing of the CSIR Stellenbosch and Rosebank standby generator sets including ad hoc services on an as and required basis for five (5) years.

RFQ No. 5969/25/11/2022

Date of issue	Friday, 11 November 2022
Compulsory Briefing and Site Inspection	None
Closing Date and Time	Date: Friday, 25 November 2022 Time: 16H30 (Late tenders will not be considered)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (Please use RFQ No. as subject reference)

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 CSIR currently has 5 generators in the Western Cape that provide critical back up power to our facilities and these units needs to be maintained and serviced.

The scope of work includes refuelling as and when required depending on load shedding stages.

3 SCOPE OF WORK AND QUOTATION REQUIREMENTS

Quotations are hereby invited for the inspection servicing and repairs of the CSIR Stellenbosch and Rosebank standby generator sets including any ad hoc services and auxiliary equipment on an as and required basis for five (5) years.

3.1 Scope of work

The scope of work will be as followed.

3.1.1 Minor Service & Inspection Procedure – 6 monthly or 125 hours (whichever comes first)

- a) Check oil level
- b) Check water level and condition of coolant
- c) Check battery SG and water levels
- d) Check battery terminals
- e) Check operation of automatic battery charger
- f) Check operation of Jacket water heater and condition of heater hoses
- g) Check V-belt tensions and condition
- h) Check air cleaner element
- i) Check radiator core for blockages
- j) Run engine on no load and check the following:

- Oil pressure
 - Water temperature
 - D C Charge rate
 - Oil and water leaks
 - Exhaust gas leaks
 - Stop engine and select Auto Mode
- k) Disconnect main supply and witness the following (if applicable)
- Start delay
 - On load timing
 - A C Voltage
 - Engine speed in Hz
 - Load acceptance
 - All items under point 10 above
- l) Reconnect main supply and witness the following
- Mains return delay
 - Cool down timing
 - Engine stationary and in Auto
- m) Check safety shutdowns
- n) Clean plant and plant room floor

3.1.2 Major Service Procedure – 12 monthly or 250 hours (whichever comes first)

- a) Check oil and water levels
- b) Start and run unit in manual position until warm
- c) Isolate unit, not to start while working on engine and panel
- d) Drain lubricating oil and refill with clean oil
- e) Replace all oil, fuel, and water filters where applicable
- f) Remove and inspect air cleaner element. (Replace if necessary)
- g) Remove and check primary fuel strainer/fuel water separator filter (replace if necessary)
- h) Grease AC alternator bearings (if applicable)
- i) Check V-belt condition & tension if necessary (Replace if necessary)
- j) Check for hardened or perished cooling system hoses and tighten clamps if necessary (Replace if necessary)

- k) Check radiator core for blockages and add booster coolant conditioner when necessary (not applicable to air/oil cooled engines)
- l) Spray battery terminals with anti-corrosion sealant and check status of battery indicator or battery water levels
- m) Check operation of jacket water heater and condition of heater hoses. (If applicable)
- n) Start and run unit in manual position, on no load and check the following:
 - Run engine on no load and check the following (if applicable)
 - Oil pressure
 - Water temperature
 - D C Charge rate
 - Oil and water leaks
 - Exhaust gas leaks
 - Stop engine and select Auto Mode
- o) Recheck oil and water levels
- p) Disconnect mains supply and witness the following:
 - Start delay
 - On load timing
 - A C Voltage
 - Engine speed in Hz
 - Load acceptance
 - All items under point 15 above
- q) Reconnect main supply and witness the following:
 - Mains return delay
 - Cool down timing
 - Engine stationary and in Auto
- r) Check safety shutdowns
- s) Clean plant and plant room floor
- t) Report faults requiring attention

3.1.3 Refuelling and Call outs; - as and when required; including during periods of load shedding and within 6 hours of notification received.

- a) Call out to refuel the generators. Call out Charges – Fixed call out rate per site
- b) Refuel travelling cost - R per kilometre (Fixed agreed rate) (Indicate distance between diesel depot/bowser (nearest) and each campus – distance to be fixed)

- c) Diesel to be charged per litre at the going pump rate at the time of refuelling as published by the DOE (Department of Energy).
- d) Call out to repair the generators. Call out Charges – Fixed call out rate per site
- e) Repairs travelling cost for - R per kilometre (Fixed agreed rate) (Indicate distance between diesel depot/bowser (nearest) and each campus – distance to be fixed)
- f) Labour rate per hour to repair the generators. Labour Rate – Fixed labour rate per hour.

3.1.4 Generator Monitoring Equipment – 6 months

- a) Check and test all monitoring functions ensuring correct status is given through to end users

3.2 Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the Bill of Quantities, Annexure B
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The Bidder must complete the Bill of Quantities (BOQ) on Annexure B. Bidder would be evaluated using Part A: Minor and Major Services of the BOQ for pricing.
- The bidder must indicate their experience by providing a list of similar projects in the inspection and servicing of standby generator sets, from 2015 to 2022. The list should be submitted in the prescribed format as indicated on Annexure C.
- The bidder must provide at least one proof of registered fuel vehicles/bowsers and/or fuel trailers to be used for the refuelling with proof of registration papers and that the fuel vehicles/bowsers and/or fuel trailers are equipped with electric fuel pumps, nozzles, fuel discharge meters and spill kits.
- The bidder must indicate the lead time on spares if required.

4 MANDATORY DOCUMENTS REQUIRED / RETURNABLES

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
1	Completed and duly signed Invitation to Bid, SBD 1 - Invitation to bid, Annexure A	
2	Completed Bill of Quantities, Annexure B	
3	A minimum of three (3) completed projects similar in nature (inspection and servicing of standby generator sets) is to be submitted for projects completed between 2015 and 2022. Bidders must complete Annexure C for submission of their list	
4	Proof of registered fuel vehicles/bowsers and/or fuel trailers to be used for the refueling with proof of registration papers and that the fuel vehicles/bowsers and/or fuel trailers are equipped with electric fuel pumps, nozzles, fuel discharge meters and spill kits	
5	Completed and Signed Standard Bidding Document, SBD 4, Annexure D	
6	Completed and Signed Bidders' Declaration Form, Annexure E	

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 B-BBEE evaluation.

5 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- 5.1 Bidders that submit late bids will not be considered
- 5.2 Bidders that submit to the incorrect e-mail address will be eliminated
- 5.3 Bidders that are listed on the NT databased of restricted suppliers will not be considered
- 5.4 Bidders that are registered on the NT Register of Tender defaulters will not be considered
- 5.5 Bidders that do not submit a fully completed and signed SBD 1 will not be considered
- 5.6 Bidders that do not submit a fully completed and signed SBD 4 will not be considered
- 5.6 Non-submission of any of the mandatory documents stipulated in **section 4** above.

6 EVALUATION CRITERIA

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
- 6.2 Provide a copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only)
- 6.3 No B-BBEE status will equal zero points.
- 6.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 6.5 No order will be issued, or no contract will be signed without a valid CSD number.

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 7.1 All quotations must be submitted electronically to: tender@csir.co.za
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 7.3 The email and file sizes should not exceed a total of 25mb per email.
- 7.4 The naming / labelling syntax of files or documents must be short and simple (e.g., BBEE Certificate).
- 7.5 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 – (E.g., Dell-RFQ No. 0000/12/06/2020 email 1 of 2)
- 7.6 All documents submitted electronically via email must be clearly visible.
- 7.7 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

8 PRICING QUOTATION

- 8.1 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.
- 8.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 8.3 Payment will be according to the CSIR Payment.

- 8.4 The quotation shall be valid for a period of **90 calendar days** calculated from the RFQ closing date.

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

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 REPONSES

- 10.1 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.

- 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 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; and
- 12.6 Cancel or withdraw this RFQ as a whole or in part.

13 PERSONAL INFORMATION

- 13.1 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.

- 13.2 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).
- 13.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 13.4 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.
- 13.5 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.
- 13.6 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 13 (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.

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 OTHER TERMS AND CONDITIONS

- 15.1 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.
- 15.2 A validity period of **90 calendar days** will apply to all quotations except where indicated differently on the quote.

16 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.

Note: This is not a Purchase Order.

17 ANNEXURE A – SBD 1, INVITATION TO BID

(The Completed SBD 1 Form must be submitted with the proposal)

18 ANNEXURE B – BILL OF QUANTITIES

Notes

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the Bill of Quantities.
- Change in contracted labour rates will be subject to approved Bargaining Council directives. Proof to be submitted.
- Change in fuel and oil costs will be subject to approved fluctuations from the Central Energy Fund (CEF) on behalf of the Department of Energy (DOE). Proof to be submitted.

19 ANNEXURE C – 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 2015 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)

20 ANNEXURE D – SBD 4, BIDDERS’ DISCLOSURE

(The Completed SBD 4 Form must be submitted with the proposal)

21 ANNEXURE E – DECLARATION BY TENDERER

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

RFQ 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 **RFQ 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:	