



***Request for Quotations (RFQ) for the removal, refurbishment, installation and certification of the electrical services on the First Floor, Building 2 at CSIR Rosebank in Cape Town.***

***RFQ No. 9214/05/02/2020***

Date of issue	Tuesday, 21 January 2020
Compulsory briefing session and site inspection	Date: Wednesday, 29 January 2020 Venue: Building 2, 15 Lower Hope Street, Rosebank CSIR (CPT) Time: 14:30 to 15:30
Closing Date and Time	Wednesday, 05 February 2020 @ <b>16h30(Late tenders will not be considered)</b>
Contact details	For submission of quotations or any other enquiries: Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b>Please use RFQ No. as subject reference</b> )
CSIR Hours	08h00 – 16h30

## 1 INVITATION FOR QUOTATION

Quotations are invited from suitably qualified and experienced electrical contractors for the removal, refurbishment, installation and certification of the electrical services on 1<sup>st</sup> Floor, Building 2, 15 Lower Hope Street, CSIR Rosebank in Cape Town.

All work to should be carried out strictly in accordance with the applicable (Latest) SANS regulations and local and municipal regulations and by-laws.

## 2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

**The scope of works entails the following:**

- Strip existing and outdated electrical services like light fittings, power skirtings, cabling and wiring,
- Remove unused enclosures and wire ways and make safe,
- Refurbish and service all three Distributions Boards to be compliant,
- Balance supply phases in each DB, label all circuits and DB's,
- Install lightning arrestors as per SANS 62305,
- Install surge protection as per SANS 61643,
- Install new wire ways inside ceiling space as per Annex B (Drawings),
- Install new light fittings as per Attached BOQ as per Annex B (Drawings),
- Install power skirting's and socket outlets meeting latest SANS regulations as per Annex B (Drawings),
- Install cables and wiring to all loads to all mechanical loads as per Annex B (Drawings),
- Install basic extractions systems for the ablutions and kitchenette,
- Test and commission installation and issue Certificate of Compliance.

The supplier must quote as per the below Bill of Quantities (BOQ):

Item	Description	Unit	Qty.	Rate	Amount
1	<b>ELECTRICAL SERVICES INSTALLATION:</b> Total cost (excl. VAT) of electrical services installation as priced in the detailed Bill of Quantities (Ref: 32874.00E-2019-01) ( <b>Annex A</b> ). Insert the total final amount here.	Sum	1		
2	<b>ACCESS EQUIPMENT:</b> Allow for access equipment and/or scaffolding as per O.H.S.A. requirements to reach a height of the balcony in the quart yard. "Working at height" certificates required for all on site staff.	Sum	1		
3	<b>SAFETY FILE:</b> Allow for all health and safety requirements as per Occupational Health and Safety Act 85 of 1993 and CSIR Health and Safety Specifications	Sum	1		
4	<b>BUILDERS RELATED WORK:</b> Allowance for making good of all openings (walls, ceilings and slab), waterproofing slab openings and cleaning up relating to this works.	Sum	1		
5	<b>Sub-Total (excl. VAT)</b>				
6	<b>Add 10% Contingencies</b>				
7	<b>Sub-Total, including Contingencies</b>				
8	<b>Add 15% VAT</b>				
9	<b>TOTAL (incl. VAT)</b>				

***Pricing to be valid for 4 months and work to be completed before the end of Feb 2020***

**Additional Requirements:**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the attached BOQ (Ref: 32874.00E-2019-01) **Annex A**, drawings **Annex B** and above scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- Only SANS approved material and fittings will be allowed.
- Delivery is to be made at: The CSIR Rosebank, 15 Lower Hope Street, Cape Town.

**Mandatory documents required / returnable:**

- Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in supplying and installing Electrical systems. It must also include a minimum of three (3) Electrical projects done in the last 2 to 3 years.
- Detailed CV of the installation supervisor who will be responsible for this installation (the number of years the installation electrician with a valid DOL registration has been installing electrical installations of this magnitude).
- The service provider must provide a minimum of three (3) Contactable references for similar work or services done in the last 2 to 3 years.  
**NB - (Similar = supplying and performed electrical installations)**
- Proof of compliance with the Compensation for Occupational Injuries and Disease Act (COID). Please submit proof.
- Proof of Liability Insurance (Minimum R5m)
- Bidder must submit proof of CIDB grading of 2EB or higher.

**NB:** *Non-submission of the above-mentioned documents may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBEE evaluation.*

### **3 EVALUATION CRITERIA**

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 3.3 No B-BBEE status will equal zero points.
- 3.4 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.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.

### **3.6 Elimination Criteria:**

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items in the original BOQ;
- If supplier does not submit quotation on their official company letterhead;
- Submission at wrong location or incorrect email address (***Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***);
- Non-submission of relevant company profile;
- Non-submission of at least a minimum of three (3) testimonial letters on similar work done;
- If the supplier fails to submit any of the mandatory/returnable documents.

## 4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 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.**

## 5 SUB-CONTRACTING

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 5.5 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.

## **6 OTHER TERMS AND CONDITIONS**

6.1 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.

6.2 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.

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