



**Request for Quotation (RFQ) for the provision of Architectural Consulting Services for the establishment of a Food Service Model to the CSIR**

**Request for Quotation (RFQ) No: 5392/05/10/2018**

Date of issue:	21 September 2018
Closing Date and Time:	05 October 2018 at 16:30
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> )

## 1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of Architectural Consulting Services for the establishment of a Food Service Model to the CSIR.

*NB: Please note services required are not for the construction of the Food Service model.*

## 2 QUOTATION REQUIREMENTS

Quotations are invited from Professional Design Architects with the proven track record to provide a full architectural service (stage 1 to stage 6) to the CSIR.

### **The scope of work includes but not limited to the following:**

A full design proposal to be done to address the following:

- New food Service model that will include containers
- Design of decking space and furniture arrangement
- All other services within this scope will be as per section 34 (2) of the South African Council for the Architectural Profession Act, no 44 of 2000 Board Notice 122 of 2015.

The project construction budget to be used is estimated at R 2.0 million excluding VAT. The estimated amount will be adjusted based on the final construction cost of the project.

The Architect fees will be based on gazetted tariff of fees.

A Standard CSIR contract will be signed as a form of agreement.

Request for Quotation No: 5392/05/10/2018

This is not a Purchase Order.

### 3 ELIMINATION CRITERIA

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

- At least a minimum of 3 contactable references for previous work done (bidders must provide telephone numbers and email addresses).
- A certificate for proof of professional registration (SACAP or SAIA).
- Provide Company Profile
- Provide an Indemnity insurance of R 2 million or more.
- Provide examples of 3 similar previous projects

### 4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points (**RSA suppliers only**). *Please submit valid BBBEE certificate or sworn affidavit.*
- 4.3 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. *(Please ensure that tax status is updated on CSD)*
- 4.4 No order will be issued or no contract will be signed without a valid CSD number.
- 4.5 Elimination criteria;

Suppliers will be disqualified under the following conditions:

- Late submission;
- If lead time is not indicated on quotation;
- Quotation submitted at wrong location or email address (**Quote must submitted via email to [tender@csir.co.za](mailto:tender@csir.co.za) before the closing date and time**);
- Non-submission of SACAP or SAIA certificate (Lead consultant or project manager must be registered with a professional body for architects)
- Non-submission of indemnity insurance (Provide indemnity insurance of R2 Million or more)
- If the supplier does not provide three contactable references for doing similar work;
- If no company profile is submitted with quote.

### 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.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

Request for Quotation No: 5392/05/10/2018

This is not a Purchase Order.

5.3 Payment will be according to the CSIR Payment Terms and Conditions.

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

## **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. 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.

6.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

**7 No goods and/or services should 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 supplier.**

**Note: This is not a Purchase Order.**