



***Request for Quotation (RFQ) for the provision of Health and Safety Services
to the CSIR***

RFQ No. 5454/05/04/2019

Date of issue	Friday, 22 March 2019
Closing Date and Time	Friday, 05 April 2019 at 16:30 (<i>Late tenders will not be considered</i>)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1 INVITATION FOR QUOTATION

Quotations are hereby invited in terms of the Construction Regulations 5 (2014) to appoint a Competent Health and Safety Agent on the Model Hall Roof Replacement Project for the CSIR, 11 Jan Celliers Street, Stellenbosch.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The CSIR seeks to appoint a Competent Health & Safety Agent for the duration of the Model Hall roof replacement Project (8 months). The agent will represent the CSIR to ensure compliance with the Construction Regulation 5 (1) requirements. They will be responsible for ensuring that any non-compliance, unsafe acts or conditions are stopped and rectified immediately and the CSIR informed thereof.

Note: Bidders to quote as per the break down given below:

Item	Description	Campus	Unit Cost	Total Cost
	Pre- Construction Phase			
1	Conduct a Health & Safety Baseline Risk Assessment	Stellenbosch		
3	Review, update and sign off CSIR Health & Safety Specification for the Construction Work (Model Hall Roof Replacement)	Stellenbosch		
4	Assess Principal Contractors Health & Safety Plan	Stellenbosch		
4	Apply for the necessary permits	Stellenbosch		
	Construction Phase			
	Conduct monthly Health & Safety Audits	Stellenbosch		
	Ensure unsafe conditions are identified and corrective action is taken immediately	Stellenbosch		
	Attend one site monthly meeting	Stellenbosch		
	Manage Health & Safety on behalf of the client (including attendance of site progress meetings)	Stellenbosch		
	Sub-Total			
	Add 15% VAT			
	Grand total			

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

Mandatory documents required / returnables:

- Current company profile clearly showing the company's core activities
- The service provider must provide a minimum of three (3) **written** testimonial letters for similar services done in the last 5 years. The letters must include telephone numbers and email addresses of the referees. **NB- (Similar= providing health and safety services an agent)**
- Proof of professional registration. The agent must be registered with the South African Council for Project and Construction Management Profession

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 to register.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.
- 4.6 Elimination Criteria:
Suppliers will be eliminated under the following conditions:
 - Late submission of Quotes
 - Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***)
 - Non-submission of at least a minimum of three (3) testimonial letters on similar work done
 - Non-submission of proof of professional registration
 - 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.**