



**Request for Quotations (RFQ) for the Supply, Installation and Commissioning  
of Air-conditioning Units for Building 3 Room 220 and Building 44 New TSO  
Offices at CSIR Scientia (Pretoria)**

**RFQ No.5529/09/10/2019**

Date of issue	Friday, 20 September 2019
Closing Date and Time	Monday, 09 October 2019 @16h30 ( <b>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 Business hours	08h00-16h30

**1 INVITATION FOR QUOTATION**

Quotations are invited from suitably qualified and experienced contractors for the supply, installation and commissioning of new air-conditioning units at buildings 3 and 44 CSIR Scientia campus (Pretoria).

## 2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

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

Item	Description	Unit	Qty	Rate	Amount
<b>1</b>	<b><u>Building 3</u></b> <b>Supply, delivery, installation and commissioning:</b>				
1.1	Samsung 12 000 Btu inverter type <b>mid-wall</b> split aircon units at building 3 room 220	Each	2		
1.2	Samsung 12 000 Btu inverter type <b>4-way ceiling cassette</b> aircon units at building 3 room 220	Each	2		
1.3	Samsung 36 000 Btu inverter type 4-way ceiling cassette aircon units at building 3 room 220	Each	3		
1.4	Samsung 48 000 Btu inverter type 4-way ceiling cassette aircon units at building 3 room 220	Each	1		
1.5	Allow for 10m pipe run and sundries.	Each	8		
1.6	Core drilling	Each	4		
1.7	Wall mounted / hard wired group controller complete with a 7 day timer <b>in a lockable enclosure.</b> For 8 aircon units as per attached drawing	Each	1		
1.8	Removal of existing old units	Each	5		
<b>1.9</b>	<b>Sub-Total Building 3</b>				
<b>3</b>	<b><u>Building 44</u></b>				

	<b>Supply, delivery, installation and commissioning:</b>				
3.1	Samsung 9 000 Btu inverter type mid-wall split air-conditioning units at building 44 new TSO area offices	Each	6		
3.2	Allow for 12m pipe run and sundries.	Each	6		
3.3	Core drilling	Each	6		
<b>3.4</b>	<b>Sub-Total Building 44</b>				
4	<b><u>Access equipment:</u></b> Allow for access equipment and/or scaffolding as per O.H.S.A. requirements to reach a height of 2 storeys and the roof. "Working at heights" certificates required for all on site staff	Each	1		
5	<b><u>Safety file:</u></b> Allow for all health and safety requirements as per Occupational Health and Safety Act 85 of 1993	Each	1		
6	Allowance for making good of all openings, waterproofing slab openings and cleaning up	Each	1		
	<b>Sub-Total</b>				
	<b>Vat (15%)</b>				
	<b>Total</b>				

**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 / returnable:**

- Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in supplying and installing HVAC systems. It must also include a minimum of three (3) HVAC projects done in the last 2 to 3 years.
- Detailed CV of the installation supervisor who will be responsible for this installation, indicating aircon installation qualification and/or HVAC installation experience (the number of years the technician has been installing air-conditioning units).
- The service provider must provide a minimum of three (3) written testimonial letters for similar work or services done in the last 2 to 3 years. These references must include recent contactable telephone numbers and email addresses of the referees. **NB - (Similar = supplying and installation of air-conditioning units)**
- Proof of compliance with the Compensation for Occupational Injuries and Disease Act (COID). Please submit proof.
- Proof of CIDB grading of 2ME 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 BBBEE evaluation.*

### **3 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS**

- 3.1 Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2 will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender.

#### 4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 4.3 No B-BBEE status will equal zero points.
- 4.4 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.
- 4.5 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;
- If supplier does not quote on all items in the BOQ;
- If supply 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;
- Non-submission of CIDB certificate/proof of 2ME or higher
- If the supplier fails to submit any of the mandatory/returnable documents.

## 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.
- 5.3 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.**

## 6 SUB-CONTRACTING

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 6.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:

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This is not a Purchase Order.

- 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.

## **7 OTHER TERMS AND CONDITIONS**

- 7.1 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.
- 7.2 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.

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