



Request for Quotation (RFQ) for the provision of Mechanical Engineering Consulting Services to the CSIR

Request for Quotation (RFQ) No: 9108/05/10/2018

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: tender@csir.co.za (Please use RFQ No. as subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of Mechanical Engineering Consulting Services for the redesigning and installation of a new HVAC and BMS system at the CSIR International Convention Centre (ICC).

NB: Please note services required are not for the actual procurement and supply of the HVAC and BMS system.

The CSIR International Convention Centre is one of the leading International Convention centres in Africa. It is a four – star establishment that hosts about 80 000 delegates annually, providing a venue for collaboration, networking and knowledge transfer.

The ICC was built in 1977 and the HVAC system is old and outdated and it has been proven to be energy inefficient as it is the highest consumer of energy in the CSIR.

The objective is to replace the old HVAC and BMS system by installing a new HVAC and a BMS system which will be exceedingly beneficial to the ICC and can save both time and money and will allow our building to maintain a comfortable and safe environment.

2 QUOTATION REQUIREMENTS

Quotations are invited from Professional Mechanical Engineering Consultants with the proven track record to provide a full mechanical engineering services (stage 1 to stage 5) to the CSIR. The mechanical engineer will be appointed as Principal Agent in this project.

Request for Quotation No: 9108/05/10/2018

This is not a Purchase Order.

Page 1 of 3

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

- Redesigning of the existing HVAC.
- Removal of the old one and installation of the new HVAC system.
- All other services shall be as per the Engineering Council of South Africa, under Section 34(2) of the Engineering Profession Act, 2000 (Act No. 46 of 2000).
- Any amount mentioned in or fee calculated in terms of this Schedule is exclusive of Value Added Tax.
- The project construction budget to be used is estimated at **R 16.0 million** excluding VAT. The estimated amount will be adjusted based on the final construction cost of the project.
- A Standard CSIR contract will be signed as a form of agreement.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 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.*
- 3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register. *(Please ensure that tax status is updated on CSD)*
- 3.4 No order will be issued or no contract will be signed without a valid CSD number.
- 3.5 Elimination criteria;

Suppliers will be disqualified under the following conditions:

- Late submission;
- Quotation submitted at wrong location or email address (**Quote must submitted via email to tender@csir.co.za before the closing date and time**);
- Non-submission of ECSA certificate (Lead consultant or project manager must be registered with ECSA)
- Non-submission of indemnity insurance (Provide indemnity insurance of R16 Million or more)
- If the supplier does not provide three contactable references for doing similar work;
- If no company profile is submitted with quote.

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.

Request for Quotation No: 9108/05/10/2018

This is not a Purchase Order.

Page 2 of 3

4.3 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.

5 OTHER TERMS AND CONDITIONS

5.1 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.

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

6 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.