



Request for Proposals (RFP)

Electrical Contractors Services for the Supply and Installation of Medium Voltage Transformers and Switchgear at the CSIR Pretoria Campus

RFP No: 3363/09/03/2020

Date of Issue	Friday, 21 February 2020	
Compulsory briefing session	Date: Monday, 02 March 2020 Venue: CSIR Pretoria Campus - Building 37 Waterbok Time: 10h00am	
Closing Date	Friday, 09 March 2020	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

Proposals are hereby invited from suitably-qualified service providers for the Supply and Installation of Medium Voltage Transformers and Switchgear at the CSIR Pretoria Campus, Buildings 03 and 33.

2 BACKGROUND

The CSIR main Campus has 5 medium voltage ring networks supplying a combination of 31 11Kv mini-substations and substations, due to the age of the transformers and certain tests carried out it has become evident that certain transformers are at their end of life period.

On the 11Kv side there is 2 Sub-Stations that have been identified.

- Building 3.
- Building 33.

NB: Please note that the funding is only available for the execution of one building. The second building would be executed in the next financial year as funding becomes available.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably qualified service providers for the Supply and Installation of Medium Voltage Transformers and Switchgear at the CSIR Pretoria Campus, Buildings 03 and 33.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 **Technical Proposal**

The following must be submitted as part of the **technical** proposal:

- Covering letter;
- Company profile clearly stipulating the number of years rendering similar construction/electrical services;
- Provide at least five (5) reference letters for similar work required;
- Provide detailed CV of a Technician with a minimum of five (5) years' experience in similar electrical installation services;
- Provide a proof of electricians registration document with Department of Labour (DOL) of Technician;
- Provide three (3) Phase installation certificate of the Technician;
- Provide a valid letter of good standing with the Department of Labour (COID);
- Provide a proof of public liability cover of a minimum of R 5m;
- Provide a proof of active and valid CIDB registration with **4EP** or higher CIDB grading.
- Provide CSD summary report;

4.2 **Financial Proposal:**

The following must be submitted as part of the **financial** proposal:

- Cover letter
- Proposed cost/ commercial offer as per attached Engineers specifications and design;
- Certified copy of B-BBEE certificate or sworn affidavit; and registration report (RSA suppliers).

5 **SCOPE OF WORK**

The following services will be performed by the contractor as duties and responsibilities in terms of the specifications provided:

- Supply and Installation of Medium Voltage Transformers and Switchgear at the CSIR Pretoria Campus, Buildings 03 and 33. All as per attached Engineers specifications and design.

6 FUNCTIONAL EVALUATION CRITERIA

6.1. The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Functional Factor	Criteria Description	Weighting (%)
Company Experience	<ul style="list-style-type: none"> The service provider must have a minimum of 5 years installation experience on similar Medium Voltage Transformers and Switchgear systems. The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar construction/electrical services. 	20
Client References	<ul style="list-style-type: none"> A minimum of 5 contactable references letters for similar work is required. Reference letters must be provided to substantiate such claims from different cliental. 	50
Staff Capability	<ul style="list-style-type: none"> The Technician(s) must have a minimum of 5 years' experience in similar electrical installation services. Detailed CV(s), indicating the number of years the technicians have been installing similar electrical installation services. Proof of Electricians registration Document with DOL Proof of three Phase Installation Certificate 	30
TOTAL POINTS FOR FUNCTIONALITY		100

6.2. Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** will be eliminated from further evaluation.

6.3. Refer to *Annexure A* for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to attend the briefing session;
- Failure to submit a letter of good standing with the Department of Labour (COID)
- Failure to submit proof of public liability cover of a minimum of R 5m
- Failure to submit proof of **4EP** or higher CIDB grading

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- Be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;

SECTION B – TERMS AND CONDITIONS

9 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area (in the Tender box) at the following address**
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

10 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: **Friday, 21 February 2020**
- Compulsory briefing session / site inspection: **Monday, 02 March 2020**
- Last date for submission of queries: **Friday, 06 March 2020**
- Closing / submission Date: **Monday, 09 March 2020**

11 SUBMISSION OF PROPOSALS

11.1 All proposals are to be sealed. No open proposals will be accepted.

11.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

11.3 **PART 1:** Technical Proposal:

RFP No. 3363/09/03/2020

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No. 3363/09/03/2020

The proposals must be clearly labelled.

11.4 Proposals submitted by companies must be signed by a person or persons duly authorised.

11.5 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Monday, 09 March 2020** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal tender website. No regret letters will be sent out.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

14.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

15 PRICING PROPOSAL

- 15.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 15.2 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.
- 15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 15.5 Payment will be according to the CSIR Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a period of three (3) months calculated from the closing date.

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 17.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.
- 17.4 A Standard CSIR contract will be signed as a form of agreement.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with “**RFP No. 3363/09/03/2020 – “Electrical Contractors Services for the Supply and Installation of Medium Voltage Transformers and Switchgear at the CSIR Pretoria Campus”**” as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

19 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

20 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

21 CORRECTNESS OF RESPONSES

- 21.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 22.2 **ONE HARD COPY AND ONE ELECTRONIC COPY (USB MEMORY KEY) OF EACH PROPOSAL MUST BE SUBMITTED.** In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

- 22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 22.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 24.3 Prescribed by the body - regulating the profession of the consultant

25 TRAVEL EXPENSES

- 25.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
- 25.1.1 Only economy class tickets will be used.
 - 25.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
 - 25.1.3 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 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;
- 26.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

29 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No. 3363/09/03/2020

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 3363/09/03/2020**

at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

30 RETURNABLE DOCUMENTS

PART A: TECHNICAL RETURNABLES			
<i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i>			
Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	Company Profile		
2	Reference Letters and completed reference forms. Annexure B		
3	Proposed Construction Team organogram, CVs (Including qualifications and any affiliation registrations)		
4	Proof of Electricians registration Document with DOL		
5	Proof of three Phase Installation Certificate		
6	Letter of good standing with the Department of Labour (COID) or equivalent		
7	Proof of Public Liability Cover, R 5 million.		
8	Electronic copy of technical proposal		
9	B-BBEE Certificate		
10	Health and Safety Specification: Annexure E		
PART B: PRICING PROPOSAL			
<i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i>			
Returnable Schedules that will be incorporated into the Contract			
11	Pricing BOQ: Annexure C		
10	Electronic copy of priced BOQ.		
12	SBD 1: Annexure D		

NOTES:

1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

31 ANNEXURE A: SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<p>Company Experience:</p> <ul style="list-style-type: none"> The service provider must have a minimum of 5 years installation experience on similar Medium Voltage Transformers and Switchgear systems. The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar construction/electrical services. 	<ul style="list-style-type: none"> The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services 	<p>< 5 years – 0 points 5 – 7 years – 5 points 7– 9 years – 7 points >9 years – 10 points</p>	20%
2	<p>Client References (Only relevant references)</p> <ul style="list-style-type: none"> A minimum of 5 contactable references for similar work is required. Reference letters must be provided to substantiate such claims from different cliental. 	<ul style="list-style-type: none"> Contactable References for similar work/projects undertaken in the last 5 years. Completed reference form for each reference 	<p>< 5 references – 0 points 5 – 7 references – 5 points 7 – 9 references – 7 points >9 references – 10 points</p>	50%
4	<p>Staff Capability</p> <ul style="list-style-type: none"> The Technician(s) must have a minimum of 5 years' experience in similar electrical installation services. 	<ul style="list-style-type: none"> Detailed CV(s), indicating the number of years the electrician has been installing similar Medium Voltage Transformers and Switchgear systems. 	<p>< 5 years – 0 points 5 – 7 years – 5 points 7 – 9 years – 7 points >9 years – 10 points</p>	30%

	Detailed CV(s), indicating the number of years the technicians have been installing similar electrical installation services.	<ul style="list-style-type: none"> • Electricians qualifications certificates • Proof of Electricians registration Document with DOL • Proof of three Phase Installation Certificate 		
TOTAL				100

32 ANNEXURE B REFERENCE FORM: TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER)

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: Project End Date:

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: Date: