

Request for Proposals (RFP)

For the Provision of Construction Services for the Construction of a New UPS & Generator Building at CHPC CSIR Rosebank Campus, Cape Town

RFP No. 3401.01/04/03/2021

Date of Issue	Wednesday, 17 February 2021	
Last date for submission of intent to bid form (Appendix P)	Monday, 22 February 2021 at 16H30	
Compulsory Briefing Session and Site Inspection	Date: Thursday, 25 February 2021 Venue: CSIR Rosebank Campus, 15 Lower Hope Rd, Cape Town (See Annexure O – Site Map) Time: 11H00	
Last date for submission of queries / clarifications	Tuesday, 02 March 2021 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing Date and Time	Date: Thursday, 04 March 2021 Time: 16H30 (Late bids will not be accepted)	
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.

2 BACKGROUND

The CSIR Rosebank Campus in Cape Town is in need of a new UPS and generator building to be constructed for CHPC which will be on an existing site which will involve new construction as well as alteration works.

2.1 CENTRE FOR HIGH PERFORMANCE COMPUTING

The Centre for High Performance Computing (CHPC) is a national facility managed by the CSIR and one of the three primary pillars of the National Integrated Cyber-Infrastructure System (NICIS) supported by the Department of Science and Innovation (DSI). The South African National Research Network (SANReN) and the Data Intensive Research Initiative of South Africa (DIRISA) complement the CHPC through the provision of low latency, high-bandwidth connectivity, and the effective curation of a variety of notably large and critical databases. The CHPC infrastructure is upgraded and maintained to comply with international standards.

The **mission** of the CHPC is to provide a world-class High Performance Computing (HPC) facility that enables cutting-edge research with high impact on the South African Economy.

In its **vision**, the centre wants to become an accomplished and preferred partner for High Performance Computing solutions.

The main objectives of the centre are to enable South Africa to become globally competitive and to accelerate Africa's socio-economic upliftment through the effective application of high-end cyberinfrastructure.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from contractors who are registered with the Construction Industry Development Board (CIDB) for the construction of a new UPS and generator building at the CSIR Rosebank Campus in Cape Town.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this enquiry.

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 (Part A)

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

- Covering letter on company letterhead
- List of similar projects completed between 2010 and 2020, contract value and scope of work
- Reference letters for work completed between 2010 and 2020 from previous clients. (No letters from other contractors and completion certificates will be accepted as these do not elaborate on bidder's workmanship and work ethic)
- CV's clearly indicating experience of key personnel (Contracts Manager, Site Agent, Site Foreman and Safety Officer)
- Detailed construction programme with realistic time frames, key tasks and critical path, in Microsoft Project (PDF). The project duration must be six (6) months or less.

4.2 Financial Proposal (Part B)

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

- Cover Letter;
- Proposed financial offer on an official company letterhead as per the attached BOQ, Annexure H
- Completed BOQ - Annexure H
- The pricing must be firm for 90 days and inclusive of all costs to render the required service
- Copy of valid B-BBEE certificate or valid sworn Affidavit; and
- CSD registration report (RSA suppliers only).

4.3 **Mandatory Documents**

The following must be submitted as part of the mandatory requirements:

- 4.3.1 A valid letter of good standing from the Department of Labour (COIDA) or a letter from an Insurance Company;
- 4.3.2 Provide proof of public liability cover or a letter of intent from Insurance Company of a minimum Five Million rand (R 5 000 000.00). In the event that the successful bidder who submitted a letter of intent is appointed, proof of cover will be required within five (5) working days of appointment.
- 4.3.3 Valid CIDB registration certificate/proof, level 4GB or higher grading designation
- 4.3.4 Technical Proposal (Part A)
- 4.3.5 Financial Proposal (Part B)
- 4.3.6 Completed and signed Local Content Annexure C and production declaration form SBD 6.2, where applicable
- 4.3.7 Completed and Signed SBD 1 form, Annexure G
- 4.3.8 Signed Bidder Declaration Form, Annexure A.

5 **SCOPE OF WORK**

The Scope of Work is as is stated in the attached Bill of Quantities, Annexure H. This includes, but is not limited to, the following:

- Site establishment, contractual requirements, quality control, labour, supervision and testing as required.
- Breaking up and removing existing paved road/parking and carport structures.
- Construction of new brick UPS & generator building including concrete flat roof, all as per attached drawings and specifications as per attached Drawing List Issue (Annexure I).
- Minor alterations to existing structures.
- Minor external works.

5.1 **Documents enclosed in the RFP tender**

- 5.1.1 Annexure A - Declaration Form by Bidder
- 5.1.2 Annexure B – Reference Letter Form
- 5.1.3 Annexure C – Local Content Annexure C
- 5.1.4 Annexure D – Local Content Annexure D
- 5.1.5 Annexure E – Local Content Annexure E
- 5.1.6 Annexure F – Scoring Sheet

- 5.1.7 Annexure G – SBD 1 Form
- 5.1.8 Annexure H – BOQ
- 5.1.9 Annexure I – Drawing List
- 5.1.10 Annexure J – Site Layout
- 5.1.11 Annexure K – Foundation Details
- 5.1.12 Annexure L – Ground Floor Plan
- 5.1.13 Annexure M – Roof Plans Details
- 5.1.14 Annexure N – Sections and Details
- 5.1.15 Annexure O – Map
- 5.1.16 Annexure P – Intention to Bid Form
- 5.1.17 Annexure Q – Attendance Certificate
- 5.1.18 Local Content Guidelines
- 5.1.19 National Treasury Instruction Note 1 of 2019/2020, Plastic Pipes
- 5.1.20 National Treasury Instruction Note 15 of 2016/2017, Steel Products

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 attach a list of completed projects between 2010 and 2020 as the main contractor. • Projects listed must be similar in scope and contract value. • Completed projects sites must be accessible for vetting purposes. 	30
Client References	<ul style="list-style-type: none"> • Reference letters or reference forms (Annexure B) from contactable references for projects of similar scope and contract value, completed between 2010 and 2020 • NB: No letters of appointment or completion certificates will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic. 	30
Experience of Key Personnel	<ul style="list-style-type: none"> • Bidders to attach CV's of the Contracts Manager, Site Agent, Site Foreman and Safety Officer 	20
Construction Programme	<ul style="list-style-type: none"> • Detailed programme with realistic time frames, key tasks clearly defined and critical path depicted. 	20

6.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 70% for each individual criteria will be eliminated from further evaluation.

6.3 Refer to Annexure F 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;
- Failure to attend the compulsory briefing session / site inspection;
- Proposals submitted at incorrect email address;
- Failure to submit a valid and active CIDB Grade 4GB or higher certificate;
- Failure to submit a valid letter of good standing from the Department of Labour (COIDA) or a letter from an Insurance Company;
- Failure to submit valid proof of public liability cover or letter of intent from an Insurance Company with a minimum of Five Million Rand (R 5 000 000.00) ;
- If the supplier fails to meet the Local Production and Content requirements and does not submit local content Annexure C and SBD 6.2 declaration certificate for Local Production and Content;
- Failure to submit completed SBD 1 form (Annexure G); and
- Failure to submit the Bidder's Declaration of Interest Form (Annexure A).

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION & B-BBEE CERTIFICATE

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

9 APPLICABLE CONTRACT

Upon appointment, the appointed contractor will be required to enter into an agreement with the client, CSIR. JBCC Principal Building Agreement Edition 4.1 March 2005 will be utilised.

SECTION B – TERMS AND CONDITIONS

10 INTENT TO BID

Prospective bidders are requested to complete the intent to bid form (Appendix P) published with this RFP and confirm their intention to submit a bid. All interested bidders MUST submit the completed intent to bid form by not later than Monday, 22 February 2021 at 16:30 to tender@csir.co.za. The RFP Number must be used on the email subject.

11 BRIEFING SESSION PROTOCOL

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

a. **Prior to site visit**

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
- *All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).*
- *All bidders must watch the COVID-19 Visitors induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).*
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

b. **Entrance to a CSIR site**

- i) *All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) *All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*

c. **Conduct during site visit**

- i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*

- ii) *Masks must be worn for the duration of the visit*
- iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
- iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc to avoid sharing or passing of items*
- v) *Social distancing of at least 2m must be maintained at all times*
- vi) *Where items for inspection need to be handled, sanitizer must be used by the delegate prior to and after handling/touching the item*
- vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific site may be limited to allow for social distancing*
- viii) *No refreshments will be served during the site inspection*
- ix) *Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance*

d. Confirmation / Certificate of Attendance of Briefing session

- i) *All bidders attending the compulsory briefing session will be required to complete and sign the certificate of attendance. The certificate of attendance, Annexure Q, must be submitted on the day of the compulsory briefing session.*
NB: Non-submission of certificate of attendance, Annexure Q, may result in disqualification as there would be no proof of attendance.

12 PROCEDURE FOR SUBMISSION OF PROPOSALS

12.1 All proposals must be submitted electronically to tender@csir.co.za

12.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

12.3 The e-mail and file sizes should not exceed a total of 30MB per e-mail.

12.4 The naming/labeling syntax of files or documents must be short and simple

12.5 All documents submitted electronically via e-mail must be clear and visible.

12.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

13 TENDER PROGRAMME

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

- Issue of tender documents: Wed. 17 February 2021
- Last date for submission of intent to bid form Mon. 22 February 2021
- Compulsory briefing session / site inspection, etc. Thu. 25 February 2021
- Last date for submission of queries: Tue. 02 March 2021
- Closing / Submission Date: Thu. 04 March 2021
- Estimated contract duration: 6 months

14 SUBMISSION OF PROPOSALS

14.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

14.2 Responses submitted by companies must be signed by a person or persons duly authorised.

14.3 All e-mailed proposal submissions are to be clearly **subject-referenced with the RFP number**. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 3401.01/04/03/2021

PART 2: Pricing Proposal RFP No.: 3401.01/04/03/2021

14.4 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.

14.5 Proposals submitted must be in the following file formats:

- PDF

15 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of **Thursday, 04 March 2021** 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.

16 AWARDING OF TENDERS

16.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

17 EVALUATION PROCESS

17.1 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 bidders.

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.

17.2 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.

18 PRICING PROPOSAL

18.1 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.

18.2 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 indicated.

18.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

18.4 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.

18.5 Bidders must quote as per the Bill of Quantities (Annexure H).

**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.*

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

19 VALIDITY PERIOD OF PROPOSAL

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

20 APPOINTMENT OF BIDDER

- 20.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 20.2 Appointment as a successful bidder 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 bidder.
- 20.3 Awarding of contracts will be announced on the National Treasury website or the CSIR's tender website and no regret letters will be sent to unsuccessful bidders.

21 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: 3401.01/04/03/2021 – For the Provision of Construction Services for the Construction of a New UPS & Generator Building at CHPC CSIR Rosebank 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.

22 MEDIUM OF COMMUNICATION

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

23 COST OF PROPOSAL

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each bidder 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 bidders.

24 CORRECTNESS OF RESPONSES

- 24.1 The bidder 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.
- 24.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

25 VERIFICATION OF DOCUMENTS

- 25.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 25.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

26 SUB-CONTRACTING

- 26.1 A bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a bidder 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 bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 26.2 A bidder 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.

27 LOCAL CONTENT

- 27.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.

- 27.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI should there be a need to import such raw material or input and;
- 27.3 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI should there be a need to import such raw material or input and;
- 27.4 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the DTI at telephone 012 394 3717/1390.
- 27.5 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTI website. Guidance on the calculation of local content and manufacturing can be assessed on the DTI's official website – <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- 27.6 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR. If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 27.7 The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed and submitted by the bidder at the closing date and time of the tender; and
- 27.8 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 27.9 The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
- 27.10 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 27.11 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 27.12 Applicable local production and content minimum thresholds for this tender are as per the table below:

Sector	Local Content	Minimum Local Content Threshold
1. National Treasury Instruction Note 1 of 2019/2020 - Plastic Pipes	Applicable	100%

2. National Treasury Instruction Note 15 of 2016/2017 - Steel Products & Components	Applicable	100%
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28 ADDITIONAL TERMS AND CONDITIONS

- 28.1 A bidder 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.
- 28.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 28.3 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;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates
- 28.4 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.
- 28.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- 28.6 ***SANS 1200 will be referred to for any assessment of contractor's claims.***

29 CSIR RESERVES THE RIGHT TO

- 29.1 Extend the closing date;
- 29.2 Verify any information contained in a proposal;
- 29.3 Request documentary proof regarding any tendering issue;
- 29.4 Give preference to locally manufactured goods;
- 29.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 29.6 Award this RFP as a whole or in part;
- 29.7 Cancel or withdraw this RFP as a whole or in part.

30 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, bidders 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 bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

31 ANNEXURE A - DECLARATION BY TENDERER

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

RFP No: _____

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: _____ 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:	

32 SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 10 years must be provided.

Company Name, Contact Person and Telephone Number	Consulting Principal Agent / Engineer (where applicable): Contact Person and Telephone Number	Nature Of Work/Project description	Value of Work (Inclusive of Vat)	Date Completed

Signed:

Date:

Name:

Position:

Bidder:

33 COMPETENCY OF CONTRACTS MANAGER AND KEY STAFF MEMBERS

The Bidder shall attach the CV's of the Contracts Manager being in control of the project implementation. In addition to this, the CV's of four key staff members being responsible for the construction and safety shall be attached. The CV's shall provide information on their track record and details of similar projects.

Category of Employee	Name of key Personnel, Part of the Contractor's Organization	Years of Experience
Contract Manager		
Site Agent		
Site Foremen		
Safety Personnel		

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

34 RETURNABLE CHECKLIST

The bidder must complete the following returnable documents:

PART A: TECHNICAL RETURNABLES			
<i>ONE ELECTRONIC COPY</i>			
Description		Submitted (Please tick)	
		Yes	No
1	Cover letter		
2	Company experience (list of completed projects)		
3	Reference letters		
4	CVs of key personnel		
5	Detailed programme		
6	Letter of good standing with the Department of Labour (COIDA) or a letter of intent from Insurance Company		
7	Proof of public liability cover or letter of intent of a minimum of R5 Million		
8	Proof of a valid and active CIDB certificate with 4GB grading or higher		
9	Completed and signed Local Content and production forms <ul style="list-style-type: none"> ▪ Annexure C ▪ SBD 6.2 Declaration Certificate 		
10	Completed and duly signed SBD 1 form		
11	Completed and duly signed Bidder Declaration form		
12	Part A - Technical Proposal		
PART B: PRICING PROPOSAL			
<i>ONE ELECTRONIC COPY</i>			
13	Cover letter		
14	Pricing on official company letterhead		
15	Completed BOQ as per attached Annexure H		
16	Valid B-BBEE certificate or valid sworn Affidavit		
17	CSD registration report		
18	Part B – Pricing Proposal		

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.

ANNEXURE B - REFERENCE LETTER (TO BE COMPLETED BY BIDDERS' REFERENCE)

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:**

ANNEXURE F – SCORING SHEET

No.	Criteria	Proof required		Points allocation			Weight
1	Company Experience	<ul style="list-style-type: none"> The bidder must provide a list of completed and current projects between 2010 and 2020. Projects must be similar in scope and contract value. 		Non submission 1 – 4 projects 5 – 8 projects 9 – 12 projects >12 projects	– 0 point – 5 points – 7 points – 9 points – 10 points	30%	
2	Performance on Past Projects (Only relevant references)	<ul style="list-style-type: none"> Contactable references for similar work/projects undertaken between 2010 and 2020. Dated reference letters <u>or</u> reference forms (Annexure B) must be submitted for projects completed. Completed projects / sites of similar projects must be accessible for vetting purposes. 		Non submission 1 – 4 letters 5 – 8 letters 9 – 12 letters >12 letters	– 0 point – 5 points – 7 points – 9 points – 10 points	30%	
3	Experience of Key Personnel	Contracts Manager	Contracts Manager must have a minimum of 5 years' experience in managing construction projects.	Non submission 1 – 4 years 5 – 8 years 9 – 12 years >12 years	– 0 point – 5 points – 7 points – 9 points – 10 points	5%	
		Site Agent	Site Agent must have a minimum of 5 years' experience managing construction sites.	Non submission 1 – 4 years 5 – 8 years 9 – 12 years >12 years	– 0 point – 5 points – 7 points – 9 points – 10 points	5%	
		Site Foreman	Site Foreman must have a minimum of 5 years' experience working at construction sites.	Non submission 1 – 4 years 5 – 8 years 9 – 12 years >12 years	– 0 point – 5 points – 7 points – 9 points – 10 points	5%	

		Safety Officer	Safety Officer must have a minimum of 5 years relevant experience.	Non submission 1 – 4 years 5 – 8 years 9 – 12 years >12 years	– 0 point – 5 points – 7 points – 9 points – 10 points	5%									
4	Preliminary Programme	<ul style="list-style-type: none"> Project plan with realistic time frames, key tasks, clear critical path, sub-tasks, distribution of resources, and cost projects with a project duration of 6 month or less 		<table border="1"> <tr> <td>Non-submission of preliminary construction programme.</td> <td>0 points</td> </tr> <tr> <td>The activity schedule omits important tasks, the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.</td> <td>5 points</td> </tr> <tr> <td>The work plan fits the project deliverables well; all important activities are indicated in the activity schedule as per the scope of work and their timing and sequencing is appropriate and consistent with project objectives and requirements.</td> <td>7 points</td> </tr> <tr> <td>The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.</td> <td>10 points</td> </tr> </table>		Non-submission of preliminary construction programme.	0 points	The activity schedule omits important tasks, the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.	5 points	The work plan fits the project deliverables well; all important activities are indicated in the activity schedule as per the scope of work and their timing and sequencing is appropriate and consistent with project objectives and requirements.	7 points	The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	10 points	20%	
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TOTAL						100%									