



Request for Proposals (RFP)

Provision of Interior Design Services to the CSIR

RFP No. 815/02/02/2018

Date of Issue	Friday, 12 January 2018	
Compulsory briefing session	Friday, 19 January 2018 Venue: CSIR Building 3A Reception Area Time: 10:00 – 11:00	
Closing Date	Friday, 02 February 2017	
Place	Tenders can be submitted at either: CSIR Tender box, CSIR Main Reception, Gate 3 (North	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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 Facilities Management department is responsible for the provision of fit for purpose infrastructure for the CSIR sites. The CSIR requires services of an experienced interior design / architectural firm to do interior designs for the CSIR Executive Boardrooms and a living area.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of interior designs services for the CSIR. The Scope is limited to the Executive Boardrooms and a living area.

4 PROPOSAL SPECIFICATION

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

The scope of work and specifications are provided as annexures to this document.

5 PRE-QUALIFYING CRITERIA TO ADVANCE CERTAIN GROUPS

Only Service providers having a level 1 or 2 B-BBEE status contributor may respond.

6 EVALUATION

CSIR will apply a multi-criteria approach in evaluating the prospective tenders.

6.1 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Non-attendance of the compulsory briefing session / site inspection; and
- Failure to submit B-BBEE Certificates or Sworn Affidavits. Only Levels 1 and 2 will be considered.

6.2 FUNCTIONAL EVALUATION

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

	Evaluation criteria	Weighted score
1	Service Provider's track record	40
2	Conceptualisation of interior designs	60
	Total	100

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 70% on any of the individual criteria will be eliminated from further evaluation.
- Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

7 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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted either 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

9 TENDER PROGRAMME

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

- Issue of tender documents: 12 January 2018
- Compulsory briefing session 19 January 2018
- Last date for submission of queries: 24 January 2018
- Closing / submission Date: 02 February 2018
- Estimated contract duration (in months/years) 8 weeks

10 SUBMISSION OF PROPOSALS

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

10.2 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:

PART 1: Technical Proposal: **RFP No.: 815/02/02/2018**

PART 2: Pricing Proposal and B-BBEE Documentation: **RFP No.: 815/02/02/2018**

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

10.4 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.

10.5 All proposals must be properly indexed for ease of referencing.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 02 February 2018** 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.

12 AWARDING OF TENDERS

12.1 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.

13 EVALUATION PROCESS

13.1 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.

13.2 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.

14 PRICING PROPOSAL

- 14.1 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.
- 14.2 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.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 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.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 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.
- 16.2 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.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 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. 815/02/02/2018 – Provision of Interior Design Services to the CSIR”*** 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.

18 MEDIUM OF COMMUNICATION

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

19 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.

20 CORRECTNESS OF RESPONSES

20.1 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.

20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1** 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.
- 21.2** **ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR 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.
- 21.3** 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.
- 21.4** 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.

22 SUB-CONTRACTING

- 22.1** 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.
- 22.2** 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.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:

24.1.1 Only economy class tickets will be used.

24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 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.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 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.

25.4 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.

25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

- 26.1** Extend the closing date;
- 26.2** Verify any information contained in a proposal;
- 26.3** Request documentary proof regarding any tendering issue;
- 26.4** Give preference to locally manufactured goods;
- 26.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6** Award this RFP as a whole or in part;
- 26.7** Cancel or withdraw this RFP as a whole or in part.

27 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.

DECLARATION BY TENDERER

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

RFP No: 815/02/02/2018

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. 815/02/02/2018** 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

RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

As a minimum the bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –			
PART 1: TECHNICAL RETURNABLES			
<i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i>			
Returnable Schedules required only for Tender Evaluation Purposes			
1	Client references (Completed Annexure B)		
2	At least three (3) 3D designs of work done previously-as the clients referenced above, On A3 page (each)		
3	At least 3 concepts / mock ups for the CSIR		
PART 2: 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			
3	Pricing Proposal		
4	Certified B-BBEE Certificate or Sworn Affidavit, confirming B-BEE credentials		

The bidder must also refer to the RFP document for any other relevant documents that need to be submitted with this request.

THE DOCUMENTS MUST BE CLEARLY ANNEXURED IN THE SUBMISSION FOR EASE OF REFERENCE.

28 ANNEXURE A – DETAILED SCORING

Competence Criterion	Key Aspects of Criterion	Proof	Points Allocation	Weight		
Service Provider's track record	Experience and technical capability in interior designs Service provider to provide contactable references where interior design services were rendered	Client references (As per Annexure B)	Did not provide track record	0	10	
			Less than 3 references	5		
			3 – 5 references	7		
			More than 5 references	10		
	Creativity, professionalism on the similar work done previously Service provider to provide samples of previous work	At least 3 3D designs of work done previously-as the clients referenced above	On A3 page (each)	Pictures of work done previously not provided	0	30
				3 D designs provided are inferior and unsuitable in terms of creativity and professionalism	5	
				Concepts provided are adequate in terms of creativity and professionalism	7	
				Concepts provided are highly creative and professional	10	

Conceptualisation of CSIR's Design	Creativity and, professionalism displayed in execution of a interior designs Service provider to provide Concepts / Mock ups	At least 2 concepts / mock ups for the CSIR	Did not provide concepts for CSIR Design	0	60
			Concepts provided are inferior and unsuitable in terms of creativity and professionalism	5	
			Concepts provided are adequate in terms of creativity and professionalism	7	
			Concepts provided are highly creative, professional	10	

29 ANNEXURE B – REFERENCES

TO BE COMPLETED FOR EACH REFERENCE SUBMITTED

BIDDER PERFORMANCE ASSESSMENT AND REFERENCE: EXPERIENCE ON CONSTRUCTION PROJECTS

NB: This document forms part of the returnable schedules. Information has to be provided by the client – the beneficiary for the project

Project number (): Project name:

Type of project **e.g. Laboratory, offices, roads, school, clinic, houses, etc.**
.....

Type of work **e.g. maintenance, refurbishment, renovations, new construction, etc.**
.....

Name of organization where the project is done.....

Contract Amount:Contract duration:

Project start date:.....Project finish date

RATE SERVICE PROVIDER (put a mark (√) next to the relevant score)

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

Comments related to the given score.....
.....
.....

Bidder’s client contact person:
.....

Office number:Cell number.....

Email address.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Bidder’s client Signature.....Date:

30 ANNEXURE C – PRICING

Room number	Size	Description	Price (Excl. VAT)
A222	83 292 sq/m	Main boardroom	
A209	62 109 sq/m	Bar	
A215	33 750 sq/m	Meeting room	
A217	26 657 sq/m	Meeting room	
Sub-Total			
VAT			
Total (Incl. VAT)			

The proposal must be inclusive of all costs including travelling and accommodation. These costs must be in line with the CSIR’s travel policy (Refer to Section 24 of this RFP)