

## Request for Proposals (RFP)

### Installation of back-up generator and upgrade of the existing MLV distribution board at the CSIR Pretoria Campus

**RFP No. 3514/11/03/2022**

Date of Issue	Friday, 25 February 2022	
Compulsory Briefing Session and Site Inspection	<b>Date:</b> Thursday, 03 March 2022 <b>Venue:</b> CSIR Pretoria Campus - Building 9 site <b>Time:</b> 10H00	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing Date and Time	Friday, 11 March 2022 at 16h30 <i>(Late bids will not be accepted)</i>	

## TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>4</b>
<b>1 INTRODUCTION</b>	<b>4</b>
<b>2 BACKGROUND</b>	<b>4</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>4</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>5</b>
<b>5 SCOPE OF WORK</b>	<b>5</b>
<b>6 FUNCTIONAL EVALUATION CRITERIA</b>	<b>6</b>
<b>7 ELIMINATION CRITERIA</b>	<b>7</b>
<b>8 LOCAL CONTENT</b>	<b>7</b>
<b>9 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)</b>	<b>8</b>
<b>10 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION &amp;</b>	<b>8</b>
<b>B-BBEE CERTIFICATE</b>	<b>8</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>10</b>
<b>11 BRIEFING SESSION PROTOCOL</b>	<b>10</b>
<b>PLEASE TAKE NOTE OF THE FOLLOWING SAFETY PROTOCOLS TO FOLLOW WHEN VISITING THE CSIR SITE FOR THE BRIEFING SESSION/SITE INSPECTION:</b>	<b>10</b>
<b>12 PROCEDURE FOR SUBMISSION OF PROPOSALS</b>	<b>11</b>
<b>13 TENDER PROGRAMME</b>	<b>11</b>
<b>14 SUBMISSION OF PROPOSALS</b>	<b>11</b>
<b>15 DEADLINE FOR SUBMISSION</b>	<b>12</b>
<b>16 AWARDING OF TENDERS</b>	<b>12</b>
<b>17 EVALUATION PROCESS</b>	<b>12</b>
<b>18 PRICING PROPOSAL</b>	<b>13</b>
<b>19 VALIDITY PERIOD OF PROPOSAL</b>	<b>13</b>
<b>20 APPOINTMENT OF BIDDER</b>	<b>13</b>
<b>21 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>13</b>
<b>22 MEDIUM OF COMMUNICATION</b>	<b>14</b>
<b>23 COST OF PROPOSAL</b>	<b>14</b>
<b>24 CORRECTNESS OF RESPONSES</b>	<b>14</b>
<b>25 VERIFICATION OF DOCUMENTS</b>	<b>14</b>
<b>26 SUB-CONTRACTING</b>	<b>15</b>
<b>27 ADDITIONAL TERMS AND CONDITIONS</b>	<b>15</b>
<b>28 CSIR RESERVES THE RIGHT TO</b>	<b>15</b>
<b>29 DISCLAIMER</b>	<b>16</b>
<b>30 ANNEXURE A - DECLARATION BY TENDERER</b>	<b>17</b>
<b>31 SCHEDULE OF BIDDER'S REFERENCE INFORMATION</b>	<b>18</b>
<b>32 ANNEXURE E REFERENCE FORM: TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER)</b>	<b>19</b>

<b>33</b>	<b>RETURNABLE CHECKLIST</b>	<b>20</b>
<b>34</b>	<b>PRICE SCHEDULE</b>	<b>21</b>
<b>35</b>	<b>ANNEXURE B – SCORING SHEET</b>	<b>22</b>
<b>36</b>	<b>ANNEXURE C – INVITATION TO BID</b>	<b>24</b>
	<b>SBD 1 FORM - PART A</b>	<b>24</b>
	<b>PART B</b>	<b>25</b>
	<b>TERMS AND CONDITIONS FOR BIDDING</b>	<b>25</b>
<b>37</b>	<b>ANNEXURE D – BOQ</b>	<b>26</b>
<b>38</b>	<b>ANNEXURE F – DETAILED DESIGN (F1), GENERATOR SPECIFICATION (F2), DIESEL GENERATOR PLINTH EARTH GRID LAYOUT (F3), DIESEL GENERATOR PLINTH LAYOUT &amp; DETAIL (F4), DIESEL GENERATOR PLINTH, DRAINAGE &amp; CONTAINMENT DETAILS (F5), P181-TD-100 MAIN LV BOARD DB LAYOUT (F6), P181-TD-PH1A-101 DATA CENTRE BOARD DB LAYOUT (F7)</b>	<b>27</b>
<b>39</b>	<b>ANNEXURE G – LOCAL PRODUCTION AND CONTENT REQUIREMENTS AND GUIDELINES</b>	<b>28</b>

## **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 back-up generator and upgrade of the existing MLV distribution board at the CSIR Pretoria Campus, Buildings 09.

### **2 BACKGROUND**

The data center up-stream existing electrical infrastructure consists of the following:

- 1 x 1000kVA transformer
- 1 x 1000kVA generator
- 1 x 25kA MLV board with change over MOCB's located in this board

The project aims at upgrading this infrastructure where the proposed arrangement will be as follows:

Existing 1 MVA generator will be removed from the data centre IT load, and two new generators will be installed as data centre back up electrical supplies in an N+1 redundancy scenario. Existing MLV board will be replaced with new, CSIR envision an almost maintenance free MLV board where the board will have online thermal scanning and some of the MCCB's will have micro logics to enable CSIR to monitor power quality and consumption alike further the new MLV board will feed the whole of building 9 and the data center.

All infrastructure will have early warning using the most appropriate technology where notification will be sent to CSIR maintenance personnel using existing CSIR SMS system.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from suitably qualified service providers for the Supply and Installation of Diesel Generators and Distribution Boards at the CSIR Pretoria Campus, Buildings 09.

## 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

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 a list of at least five (5) contactable references not older than five years, for similar work provided;
- Provide detailed CV of a Technician with a minimum of five (5) years' experience in similar electrical installation services;
- Provide proof of the electrician's 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)/private assurer and should be related to scope of RFP;
- 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;
- Valid copy of B-BBEE certificate or sworn affidavit (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 2 x 350kVA Diesel Generators
- Supply and installation of 2 x Change over panels (ATS)
- Upgrade of existing 1000kVA Generator Control gear

- Replace existing MDB 9 Distribution Board with new one
- Re-routing of some services from MDB9 to Data centre Distribution Board
- Install new Data Centre Main Distribution Boards
- Construction of Generator Plinths
- Installation of ClearVU Fence around Generator plinths with a lockable entry gate
- Supply and installation of Chromadeck sheet roof over Generators

The above will be supplied and installed at the new Generator station at the CSIR Pretoria Campus, Building 09. All as per attached Engineers specifications and design.

(Kindly refer to Annexure F for detailed design and specifications)

## 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 (%)
<b>Company Experience</b>	<ul style="list-style-type: none"> <li>• The service provider must have a minimum of 5 years installation experience or similar Generator installation.</li> <li>• The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar construction/electrical services.</li> </ul>	20
<b>Client References</b>	<ul style="list-style-type: none"> <li>• A list of a minimum of 5 contactable references not older than 5 years, for similar work is required.</li> </ul>	50
<b>Staff Capability</b>	<ul style="list-style-type: none"> <li>• The Technician(s) must have a minimum of 5 years' experience in similar electrical installation services.</li> <li>• Detailed CV(s), indicating the number of years the technicians have been installing similar electrical installation services.</li> <li>• Proof of Electricians registration Document with DOL</li> <li>• Proof of three Phase Installation Certificate</li> </ul>	30
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

6.2. The evaluation of the functional / technical detail of the proposal will be based on the scoring criteria provided in Annexure B

6.3. Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criterion will be eliminated from further evaluation.

6.4. Refer to Annexure B 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 email address
- Failure to attend the compulsory briefing session.
- Failure to submit a letter of good standing with the Department of Labour (COID)
- Failure to provide proof of electricians registration document with Department of Labour (DOL) of Technician;
- Failure to submit priced, completed, and signed Bill of Quantities
- Failure to submit proof of public liability cover of a minimum of R 5m
- Failure to submit proof of **4EP** or higher CIDB grading
- If bidder is listed on National Treasury's database of restricted suppliers.
- If the supplier fails to meet the Local Production and Content requirements and does not submit valid and signed local content Annexure C and SBD 6.2 declaration certificate for Local Production and Content.

## 8 LOCAL CONTENT

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

- The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 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.
- Only the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2011 must be used to calculate local content.
- Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- Applicable local production and content minimum thresholds for this tender are as per the table below:

<b>Tender Item No. as per BOQ</b>	<b>Designated Sector</b>	<b>Item, Product, or Service Description</b>	<b>Minimum Applicable Local Content Threshold</b>
# 3	Electrical Cables	LOW VOLTAGE CABLES (MV) TERMINATIONS	90%

## **9 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)**

- 9.1** Only those tenderers who are registered with the CIDB or are capable of being so prior to the closing date and time of this RFP submissions, with a grading of **4EP and higher** class of construction works, will be considered. (NB: If the CIDB status is not active at the time of tender closing date, the bidder will be disqualified)
- 9.2** Joint ventures are eligible to submit proposals provided that:
- Every member of the joint venture is registered with the CIDB;
  - The lead partner has a contractor grading designation in the **4EP and higher** class of construction work; or not lower than one level below the required grading designation in the class of works construction works under consideration and possess the required recognition status;
- 9.3** The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to **4EP and higher**

## **10 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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](http://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).

## SECTION B – TERMS AND CONDITIONS

### 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 Visitor's 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 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 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*

## **12 PROCEDURE FOR SUBMISSION OF PROPOSALS**

- 12.1** All proposals must be submitted electronically to [tender@csir.co.za](mailto: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 25MB 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** The subject of the email must clearly reference the bidder's name and RFQ number – (E.g., *Dell- RFQ No. 0000/12/06/2020 email 1 of 2*)
- 12.7** All proposals, documents, and late submissions after the due date and time will not be evaluated.
- 12.8** The CSIR will not consider submissions on any other platform(s), including cloud not provided for in the RFQ document.

### **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: 25 February 2022
- Compulsory briefing session / site inspection, etc. 03 March 2022
- Last date for submission of queries: 07 March 2022
- Closing / Submission Date: 11 March 2022

## **14 SUBMISSION OF PROPOSALS**

- 14.1** All proposals are to be submitted electronically to [tender@csir.co.za](mailto: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.: 3514/11/03/2022

**PART 2:** Pricing Proposal RFP No.: 3514/11/03/2022  
CSIR RFP NO. 3514/11/03/2022

**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 **11 March 2022** 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 **mandatory requirements, Local Content and Production, 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 and 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 E).

*\*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 five (05) 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](mailto:tender@csir.co.za) with "**RFP No: 3514/11/03/202 – "Installation of back-up generator and upgrade of the existing MLV distribution board 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.

## **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](mailto: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 ADDITIONAL TERMS AND CONDITIONS**

- 27.1** 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.
- 27.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 27.3** 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
- 27.4** 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.
- 27.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **28 CSIR RESERVES THE RIGHT TO**

- 28.1** Extend the closing date;
- 28.2** Verify any information contained in a proposal;
- 28.3** Request documentary proof regarding any tendering issue;
- 28.4** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.5** Cancel or withdraw this RFP as a whole or in part.

**29     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.



**30 ANNEXURE A - DECLARATION BY TENDERER**

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

**RFP No: 3514/11/03/2022**

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: 3514/11/03/2022** 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 .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	



**32 ANNEXURE E 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: .....

### 33 RETURNABLE CHECKLIST

The bidder must complete the following returnable documents:

<b>PART A: TECHNICAL RETURNABLES</b>			
<b><i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i></b>			
<b>Returnable Schedules required only for Tender Evaluation Purposes</b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Company Profile		
2	List of reference or completed reference forms. Annexure E		
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 in the name of the company		
6	Letter of good standing with the Department of Labour (COID) or equivalent		
7	Proof of Public Liability Cover, R 5 million or letter of intent from insure in respect of the project.		
8	Electronic copy of technical proposal		
9	Health and Safety Specification		
10	Bidder declaration Annexure A		
11	Local Content declaration form SBD 6.2 and Annex C		
<b>PART B: PRICING PROPOSAL</b>			
<b><i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i></b>			
<b>Returnable Schedules that will be incorporated into the Contract</b>			
12	Pricing BOQ: Annexure D		
13	Electronic copy of priced BOQ.		
14	SBD 1: Annexure C		
15	B-BBEE Certificate		

**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.

**34 PRICE SCHEDULE**

	<b>Description</b>	<b>Unit</b>	<b>Amount</b>
	Installation of back-up generator and upgrade of the existing MLV distribution board as per BOQ	Lot	
<b>Sub-Total (excl.) VAT</b>			
<b>15% VAT</b>			
<b>Total</b>			

35 ANNEXURE B – SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<p><b>Company Experience:</b></p> <ul style="list-style-type: none"> <li>The service provider must have a minimum of 5 years installation experience on similar Generators and Distribution Boards.</li> <li>The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar construction/electrical services.</li> </ul>	<ul style="list-style-type: none"> <li>The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services</li> </ul>	<p>&lt; 5 years – 0 points                      5 – 7 years – 5 points                      &gt;7– 9 years – 7 points                      &gt;9 years – 10 points</p>	20%
2	<p><b>Client References (Only relevant references)</b></p> <ul style="list-style-type: none"> <li>A minimum of 5 contactable references for similar work is required.</li> <li>List of reference must be provided to substantiate such claims from different cliental.</li> </ul>	<ul style="list-style-type: none"> <li>Contactable References for similar work/projects undertaken in the last 5 years. OR</li> <li>Completed reference form for each reference (Annexure E)</li> </ul> <p>Provided references may be contacted for verification</p>	<p>&lt; 5 references – 0 points                      5 – 7 references – 5 points                      &gt;7 – 9 references – 7 points                      &gt;9 references – 10 points</p>	50%
4	<p><b>Staff Capability</b></p> <ul style="list-style-type: none"> <li>The Technician(s) must have a minimum of 5 years' experience in similar electrical installation services.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed CV(s), indicating the number of years the electrician has been installing similar electrical installations and generators.</li> </ul>	<p>&lt; 5 years – 0 points                      5 – 7 years – 5 points                      &gt;7 – 9 years – 7 points                      &gt;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"> <li>• Electricians qualifications certificates</li> <li>• Proof of Electricians registration 0Document with DOL</li> <li>• Proof of three Phase Installation Certificate</li> </ul>		
<b>TOTAL</b>				<b>100</b>

**36 ANNEXURE C – INVITATION TO BID**

**SBD 1 FORM - PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR</b>					
BID NUMBER:	RFP:3514/11/03/2022	CLOSING DATE:	11/03/2022	CLOSING TIME:	16h30
DESCRIPTION	Request for Proposal (RFP) For Installation of back-up generator and upgrade of the existing MLV distribution board				
<b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS</b>					
Bid response documents are to be submitted to this e-mail address: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mmatabane Hlapisi		CONTACT PERSON	Mmatabane Hlapisi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
36.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		36.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO					



IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION:**
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
  - 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
  - 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
  - 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
  - 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
  - 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
  - 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
  - 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
  - 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
  - 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

### **37 ANNEXURE D – BOQ**

The bidder shall submit a complete and signed (A copy of excel version attached).

**38 ANNEXURE F – Detailed design (F1), Generator Specification (F2), Diesel Generator Plinth Earth Grid Layout (F3), Diesel Generator Plinth Layout & Detail (F4), Diesel Generator Plinth, Drainage & Containment Details (F5), P181-TD-100 Main LV Board DB layout (F6), P181-TD-PH1A-101 Data Centre Board DB layout (F7)**

Kindly refer to enclosed separate PDF documents (F1-F7).

### **39 ANNEXURE G – Local Production and Content requirements and guidelines**

- Guidelines (G1)
- Instruction note - Instruction Note No 10 of 2019-20-Electrical Cable Products (G2)
- SBD 6.2 (G3)
- LC Annexures (C, D and E) (G4)