



Request for Proposals (RFP)

For the supply, delivery, installation and commissioning of emergency generator set, alterations to distribution boards and cabling at CSIR Cottesloe Regional Campus in Johannesburg.

RFP No. 3357/04/03/2020

Date of Issue	Monday 17 February 2020	
Compulsory briefing session	Date: 25 February 2020 Time: 11H00 Venue: CSIR Cottesloe Campus in Johannesburg.	
Closing Date	Wednesday 04 March 2020 at 16H30	
Tender submission location	Tender box, CSIR Main Reception, CSIR Pretoria Campus.	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Electrical Construction	

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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 Cottesloe Campus in Johannesburg requires a new emergency generator set. The new emergency generator set should be supplied, delivered, installed and commissioned at the CSIR Cottesloe Campus in Johannesburg.

The work will include alterations on the distribution board and electrical cabling.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from CIDB registered contractors for the implementation of emergency generator sets, alterations to electrical supply cables and distribution boards at the Cottesloe Campus in Johannesburg.

4 PROPOSAL SPECIFICATION

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

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

4.1 **Technical Proposal**

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

- Covering letter;
- Company profile clearly stipulating the number of years rendering similar services;
- Provide qualifications of Project Manager and three (3) key staff members in managing similar projects;
- Provide a detailed CV of the Project Manager and three (3) key staff members indicating the number of years and experience in similar projects;
- Provide a minimum of three (3) contactable references from previous clients for similar work done;
- Provide a list of completed projects/sites of similar projects and must be accessible for vetting purposes;
- Provide a valid CIDB registration certificate, Grade 3EB or higher grading designation;
- Provide a proof of registration and Compliance with COID act;
- Original completed Bills of Quantities (BOQ) (Annexure F);
- Schedules of technical information (Annexure B)
- Detailed brochures of all equipment offered shall be presented together with the tender documents.

4.2 **Financial Proposal:**

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

- Cover letter
- Proposed cost/ commercial offer as per attached BOQ (Annexure F). Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit; and registration report (RSA suppliers).

Additional Requirements:

- The supplier must also submit quotation on their official company letterhead.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR. Anything outside the scope of this RFP must be quoted separately.
- Pricing information must be provided separately from the technical requirements.

5 THE SCOPE OF WORK

The Scope of work is stated in the attached Bill of Quantities (BOQ). This includes, but is not limited to, the following:

Main LT Room Cottesloe Regional Campus, Johannesburg:

- Site establishment, contractual requirements, quality control, labour, supervision and testing as required.
- Installation of 1 x 250kVA, 400V outdoor emergency generator set complete with change over panel, 68dB at 7meter sound and weatherproof canopy. ***THIS IS A CUSTOM MADE SET MANUFACTURED TO MEET THE SPECIFICATION REQUIREMENTS.***
- Installation of custom made concrete plinth for generator set.
- Earth math for generator set.
- Alteration of the main LT board, busbar system, new 400V circuit breaker etc.
- Alterations to existing 400V cabling and installation of new 400.230V cabling including new cable routes, trenching and cable ladders.
- Test, commission and compliance of electrical bulk supply infrastructure.
- Liaising with City of Johannesburg and ensuring all by-laws are adhered to.

General

Intent of Document

The specification is intended to cover the complete installation of the generator plant. The minimum equipment requirements are outlined, but do not cover all the details of design and construction. Such details are recognised as being the exclusive responsibility of the contractor.

In all cases where a device or part of the equipment is referred to in the singular, it is intended that such reference shall apply to as many devices as are required to complete the installation.

Standards and Codes

All work and equipment shall be in accordance with the requirements of BS5514 and shall comply with the Occupational Health and Safety Act, No 85 of 1993 and current regulations of all other codes applicable to this work.

Scope of Supply

Supply, delivery, installation and commissioning of the complete emergency generator set specified in this document.

The emergency generator set will be a soundproof/waterproof/outdoor unit. A suitable plinth must be cast by the contractor to ensure that environmental conditions are adhered to. Alterations are required to the existing electrical infrastructure and distribution boards to allow for the installation of the generator set.

The scope of the work will be carried out while the premises, buildings and workshops are fully occupied and in a live and operational condition. The sequence in which the work must be carried out must be established in consultation with the CSIR Representative.

All interruptions of the electrical supply that may be necessary for the execution of the work

will be subject to prior arrangements between the Contractor, the end user, and the CSIR Representative.

Co-ordination

Due to the nature of the installation, a fixed sequence of operation is required to properly install the complete generator plant. The work shall be closely scheduled and monitored, in order not to delay the entire project.

The contractor shall familiarise himself with the requirements of the other trades and shall examine the plant and specification covering each of these sections.

The space requirements shall be carefully checked with the other trades to ensure that his equipment can be installed in the proper sequence in the space allocated.

Test Certificates and Inspections

The following tests are to be carried out:

- (a) At the supplier's premises, before the generator set will be delivered to site, Representatives of the CSIR may be present during the test to satisfy them that the generating set complies with the specification and delivers the specified output. The test must be carried out in accordance with BSS 5514, Part 2 and 3. The CSIR must be timeously advised of the date for the test.

- (b) After completion of the works and before first delivery is taken, a full test will be carried out on the installation for a period of sufficient duration to determine the satisfactory working thereof. During this period the installation will be inspected and the contractor shall make good, to the satisfaction of the Representative, any defects which may arise.

- (c) The Contractor shall provide all instruments and equipment required for testing and any water, power and fuel required for the commissioning and testing of the installation at completion.
- (d) Test reports of both tests as specified under (a) and (b) are to be submitted to the CSIR.

Guarantee and Maintenance

The Contractor shall guarantee the complete plant for a period of twelve (12) months after the first delivery has taken place.

If during this period the plant is not in working order, or not working satisfactorily owing to faulty material, design or workmanship, the Contractor will be notified and immediate steps shall be taken by him to rectify the defects and/or replace the affected parts on site at his own expense.

The Contractor shall maintain the plant in good working condition for the full twelve month period to the final delivery of the installation. However, should the Contractor fail to hand over the plant in good working order on the expiry of the specified twelve months, the Contractor shall be responsible for further monthly maintenance until final delivery is taken.

During this period the contractor will undertake to arrange that the plant be inspected at least once per month by a qualified member of his staff who shall: -

- (a) Report to the Officer-in-charge, keeping the maintenance records, and enter into a log book the date of the visit, the tests carried out, and the adjustments made, and any further details that may be required.
- (b) Grease and oil moving parts, where necessary.
- (c) Check the air filter and, when necessary, clean the filter and replace filter oil.
- (d) Check the lubricating oil and top-up when necessary.
- (e) After the plant has run one oil change for the number of hours stipulated by the manufacturers, drain the sump and refill with fresh lubricating oil. The reading of the

hour meter on the switchboard will be taken to establish the number of hours run by the plant.

Under this heading only the cost of the actual oil used, shall be charged as an extra on the monthly account.

- (f) Clean the lubricating oil filter and/or replace the filter element at intervals recommended by the engine manufacturer, the cost of a new filter element to be charged as an extra on the monthly account.
- (g) Check and when necessary adjust the valve settings and the fuel injection equipment.
- (h) Check the battery and top-up the electrolyte when necessary.
- (i) Test-run the plant for 0,5 hour and check the automatic starting with simulated faults on the mains, the proper working of all parts, including the electrical gear the protective devices with fault indicators, the changeover equipment and the battery charger. Make the necessary adjustments.
- (j) Report to the Department and to the Contractor on any parts that become unserviceable through fair wear and tear, or damaged by causes beyond the control of the Contractor.

The Contractor on receiving the report shall immediately submit a detailed quotation for the repair or replacement of such parts to the CSIR.

- (k) Advise the CSIR when it has become necessary to de-carbonise the engine and submit a quotation for this service.
- (l) Top up the water of the radiator, if applicable.
- (m) Clean the plant and its components.

Materials and Workmanship

- (a) The work throughout shall be executed to the highest standards and to the entire satisfaction of the Representative who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgement, are not in full accordance therewith. All condemned material and workmanship shall be replaced or rectified as directed and approved by the Engineer.

- (b) All work shall be executed in a first-class manner by qualified tradesman.
- (c) The Contractor shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether or not shown or described in the Contract Document.
- (d) The Contractor shall thoroughly acquaint himself with the work involved and shall verify on site all measurements necessary for proper installation work. The Contractor shall also be prepared to promptly furnish any information relating to his own work as may be necessary for the proper installation work and shall co-operate with and co-ordinate the work of others as may be applicable.
- (e) All components and their respective adjustment, which do not form part of the equipment installation work, but influence the optimum and safe operation of the equipment shall be considered to form part of, and shall be included in the Contractor's scope of works.
- (f) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- (g) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the installation and guarantee periods to ensure the safety of the public and the User Client.
- (h) The Contractor is to include for all scaffolding required to complete the work required.

Brochures

Detailed brochures of all equipment offered shall be presented together with the tender documents.

6 FUNCTIONAL EVALUATION CRITERIA

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

#	Evaluation criteria	Criteria Description	Weighted score
1	Company experience	<ul style="list-style-type: none"> The service provider must have a minimum of 5 years' experience on similar projects. 	40
2	Client references	<ul style="list-style-type: none"> Bidders to submit a minimum of 3 contactable references from previous clients for similar work done. Completed projects/sites of similar projects must be accessible for vetting purposes. 	30
3	Project Manager capability	<ul style="list-style-type: none"> Competency of Project Manager and key staff members in managing similar projects. Bidders to attach CV of the Project Manager indicating the number of years and experience in similar projects. 	15
4	Staff capability	<ul style="list-style-type: none"> Detailed CVs of 3 key persons who do installation. 	15
TOTAL			100

Note: Past projects used to substantiate the bidder's experience should ideally be located in the Gauteng region so that site visits to verify the quality of the bidder's workmanship is viable.

6.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and sub section of **50%** will be eliminated from further evaluation.

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

7 ELIMINATION CRITERIA

7.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to attend the compulsory briefing session / site inspection;
- Failure to submit schedule of technical information (Annexure B);
- Failure to provide a valid and active CIDB certificate; and
- Failure to submit a letter of good standing issued by the Department of Labour (COIDA).

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

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.

SECTION B – TERMS AND CONDITIONS

9 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- CSIR Main Reception Area (in the **Tender box**) at the following address
Meiring Naude Road
Brummeria
Pretoria

10 TENDER PROGRAMME

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

- Issue of tender documents: 17 February 2020
- Compulsory briefing session / site inspection: 25 February 2020
- Last date for submission of queries: 28 February 2020
- Closing / submission Date: 04 March 2020

11 SUBMISSION OF PROPOSALS

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

11.2 All proposals are to be clearly marked with the RFP number and the name of the bidder 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 (Both packages need to state the particulars of the tendering entity):

PART 1: Technical Proposal: **RFP No.: 3357/04/03/2020.**

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

RFP No.: 3357/04/03/2020.

11.3 *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.

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

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

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Wednesday 4 March 2020 at 16H30**.

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

13 AWARDING OF TENDERS

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

14 EVALUATION PROCESS

14.1 Evaluation of proposals

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

14.2 Preference points system

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

15 PRICING PROPOSAL

15.1 The Pricing Proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

15.2 The price needs to be provided in South African Rand (excl. VAT). Note that this is a fixed price contract and not subject to escalation.

15.3 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

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

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

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

16 VALIDITY PERIOD OF PROPOSAL

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

17 APPOINTMENT OF SERVICE PROVIDER

17.1 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.

17.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with "***RFP No: 3357/04/03/2020 – For the supply, delivery, installation and commissioning of generator set, alterations to distribution boards and cabling at CSIR Cottesloe Regional Campus in Johannesburg***" as the subject.

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

19 MEDIUM OF COMMUNICATION

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

20 COST OF PROPOSAL

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.

21 CORRECTNESS OF RESPONSES

- 21.1 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.
- 21.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 22.2 *One hard copy and one electronic copy (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.
- 22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 22.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

23 SUB-CONTRACTING

- 23.1 A 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.
- 23.2 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.

24 ADDITIONAL TERMS AND CONDITIONS

- 24.1 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.
- 24.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 24.3 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
- 24.4 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.
- 24.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- 24.6 SANS 1200 will be referred to for any assessment of contractor's claims.

25 CSIR RESERVES THE RIGHT TO

- 25.1 Not to appoint the lowest tenderer;
- 25.2 Extend the closing date;
- 25.3 Verify any information contained in a proposal;
- 25.4 Request documentary proof regarding any tendering issue;
- 25.5 Give preference to locally manufactured goods;
- 25.6 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 25.7 Award this RFP as a whole or in part;
- 25.8 Cancel or withdraw this RFP as a whole or in part.

26 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.

27 RETURNABLE DOCUMENTS

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.

The bidder must complete and or submit the following returnable documents:

RETURNABLE DOCUMENTS			
PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes.			
Description		Submitted (please tick)	
		Yes	No
1	Cover letter		
2	Company profile		
3	Curriculum Vitae		
4	Contactable references		
5	Completed sites / projects		
6	Valid and active CIDB certificate		
7	Valid COIDA certificate		
8	Completed technical information (Annexure B)		
9	Electronic copy of technical proposal		
10	Brochures with product specifications		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract.			
11	Cover letter		
12	Proposed cost / commercial offer		
13	Valid B-BBEE certificate or sworn affidavit		



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28 SCHEDULE OF THE BIDDER’S EXPERIENCE & CIDB RATING

The bidder must list relevant projects completed in the last five years (minimum of three) and attach hereto their CIDB Certificate. Duplications of this schedule may be completed and attached to this document.

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

Signed: _____ Date: _____

Name: _____ Position: _____

Bidder: _____

SIGNATURE: DATE:

(Of person authorised to sign on behalf of the Bidder)

29 PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

 Rand (in words); R (in figures),

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the Bidder

Name and

signature of

witness

Date

.....



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30 ANNEXURE A 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:



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31 ANNEXURE B - SCHEDULE OF TECHNICAL INFORMATION



32 ANNEXURE C - DECLARATION BY BIDDER

Only bidders 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 bidder 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	

33 ANNEXURE D – SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Company experience <ul style="list-style-type: none"> ▪ The service provider must have experience on similar projects. ▪ The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services. 	<ul style="list-style-type: none"> ▪ The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services ▪ The bidder must demonstrate the experience of the firm with respect to specific aspects of the project. 	<ul style="list-style-type: none"> < 5 years – 0 points 5 – 7 years – 7 points 8 – 10 years – 9 points >10 years – 10 points 	40%
2	Client references (only relevant references) <ul style="list-style-type: none"> ▪ A minimum of 3 contactable references for similar work is required. ▪ Reference letters must be provided to substantiate such claims from different client. ▪ Completed projects/sites of similar projects must be accessible for vetting purposes. 	<ul style="list-style-type: none"> ▪ Contactable references for similar work/projects undertaken in the last 5 years. ▪ Completed reference form for each reference letter. 	<ul style="list-style-type: none"> < 3 references – 0 points 3 – 5 references – 5 points 6 – 8 references – 7 points >8 references – 10 points 	30%
3	Project Manager capability <ul style="list-style-type: none"> ▪ The Project Manager must have a minimum of 5 years' experience in managing similar projects. 	<ul style="list-style-type: none"> ▪ Detailed CV indicating the number of years and experience the Project Manager has in managing similar projects. 	<ul style="list-style-type: none"> < 5 years – 0 points 5 – 7 years – 5 points 8 – 10 years – 7 points >10 years – 10 points 	15%
4	Staff capability <ul style="list-style-type: none"> • Detailed CVs of key persons indicating the number of years and experience in similar projects. • The combined experience on the key personnel will be evaluated. 	<ul style="list-style-type: none"> • Detailed CVs of 3 key persons who do installation. 	<ul style="list-style-type: none"> < 5 years – 0 points 5 – 7 years – 5 points 8 – 10 years – 7 points >10 years – 10 points 	15%
TOTAL				100%



34 ANNEXURE E - EQUIPMENT REQUIREMENTS



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35 ANNEXURE F – BILL OF QUANTITIES



36 ANNEXURE G – SBD FORM 1