



Request for Quotation No: 5247/23/06/207 for the Provision of Project Management Services for the Refurbishment of executive offices to the CSIR Pretoria campus

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| Date of issue | Monday, 12 June 2017 |
| Closing Date and Time | Friday, 23 June 2017 |
| Compulsory briefing session | Tuesday, 20 June 2017 Venue: CSIR Pretoria Campus, Steenbok boardroom, Building 35 Time: 10h00 – 11h00 |
| Contact details | Strategic Procurement Unit: E-mail: tender@csir.co.za |
| Category | Professional Services |

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of Project Management Services from Building Construction Project Management firms / consultant to the CSIR. The appointed Project Management firm / consultant will be responsible for the refurbishment of the executive offices project in CSIR Pretoria campus.

2 QUOTATION REQUIREMENTS

The CSIR requires the services of a professional Project Manager with a proven track record to provide project management services for the refurbishment of the executive offices in building 3. The services are required immediately from date of appointment.

The project must make optimal use of limited funds to renovate the reception area and bathrooms in line with CSIR standards and branding.

The scope of work includes carrying out essential maintenance and repair works only. The activities include:

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Maintenance and repairs to the offices and boardrooms

- Painting: Painting of the passages and offices
- Electrical reticulation/power skirting upgrade in line with safety requirements
- Repairs/replacement of inefficient air-conditioning on offices
- Blinds/curtaining: Replace all curtains with blinds in all offices

Establish a reception area on the ground floor foyer

- Reception counter with modern lighting
- New tiling to match CSIR design standards
- Painting
- Decorative wall paper in the foyer area: Modern wallpaper will be supplied and applied to the walls
- Directional signage: Directional signage to be updated in the entrance area near the lift.

The project construction budget to be used is estimated at R 2 million excluding Fees and VAT. The estimated amount will be adjusted based on the final design.

The PM Fees must be based on gazetted tariff of fees.

A Standard CSIR contract will be signed as a form of agreement.

3 ELIMINATION CRITERIA

Bidders will be eliminated if they fail to provide the following information;

- At least a minimum of 3 contactable references for previous work done (bidders must provide telephone numbers and email addresses).
- A certificate for proof of professional registration.
- Provide Company Profile
- Provide an Indemnity insurance of R 2 million or more.

- Provide confirmation in writing their availability to work after hours should there be a need.
- Provide proof of professional registration of the firm/ consultant in the relevant disciplines.

4 EVALUATION CRITERIA

- 4.1 Suppliers that are eliminated on the basis of the elimination criteria set above, will not be evaluated on price and B-BBEE.
- 4.2 Selection of suppliers will be based on the 80/20 preference point system.
- 4.3 Submit a valid B-BBEE status with the quotation. No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.

5 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

CSIR GATE 03 - Main Reception Area (in the Tender box) at the following address

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

OR

Emailed to: tender@csir.co.za

6 PRICING QUOTATION

- 6.1 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.
- 6.2 Payment will be according to the CSIR Payment Terms and Conditions.
- 6.3 Price should be based on gazetted tariff of fees.
- 6.4 The price should be firm and inclusive of all services required to complete the project including disbursements. Please note that most of the work will be done after hours, therefore bidders must confirm their availability.

7 OTHER TERMS AND CONDITIONS

- 7.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives.
- 7.2 Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

8 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.