



**Request for Quotation (RFQ) for the Provision of Professional Architectural Services
for the Building 02 and building 10 in the CSIR Pretoria Campus**

RFQ No. RFQ No. 5385/21/09/2018

Date of issue	Friday, 07 September 2018
Closing Date and Time	Friday, 21 September 2018 at 16h30
Contact details	Strategic Procurement Unit: E-mail: tender@csir.co.za
Category	Professional Services

1 QUOTATION REQUIREMENTS

Quotations are invited from Professional Design Architects experienced in facade upgrade of old buildings with the proven track record to provide a full architectural service (stage 1 to stage 6) to the CSIR.

The scope of work includes but not limited to the following:

A full design proposal to be done to address the following:

- Façade upgrade of building 02 & building 10
- Upgrading of the entrance and the reception areas in both buildings
- All other services within this scope will be as per section 34 (2) of the South African Council for the Architectural Profession Act, no 44 of 2000 Board Notice 122 of 2015.

The project construction budget to be used is estimated at **R 3.0 million** excluding VAT. The estimated amount will be adjusted based on the final construction cost of the project.

The Architect fees will be based on gazetted tariff of fees.

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

RFQ No: RFQ 5385/21/09/2018

This is not a Purchase Order.

2 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 3 million or more.
- Provide examples of 3 previous projects (**specifically upgrading of buildings built in the early 1950's and beyond**)

3 EVALUATION CRITERIA

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

4 VENUE FOR PROPOSAL SUBMISSION

All proposals must be emailed to: tender@csir.co.za

5 PRICING QUOTATION

- 5.1 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.
- 5.2 Payment will be according to the CSIR Payment Terms and Conditions.
- 5.3 Price should be based on gazetted tariff of fees.

The price should be firm and inclusive of disbursements and all services required to complete the project.

6 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 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.

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