Request for Quotation (RFQ) for the Provision of Maintenance service to Building 2 floor re-tiling at CSIR Pretoria.

<table>
<thead>
<tr>
<th>RFQ No</th>
<th>5592-25-02-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of issue</td>
<td>Tuesday, 11 February 2020</td>
</tr>
<tr>
<td>Closing Date and Time</td>
<td>Tuesday, 25 February 2020, 16:30</td>
</tr>
<tr>
<td>Contact details</td>
<td>Procurement Unit: E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a></td>
</tr>
<tr>
<td>Working Hours</td>
<td>08:00 – 16:30</td>
</tr>
</tbody>
</table>

1 INVITATION FOR QUOTATION

Quotations are hereby invited from suitably qualified and experienced service providers to perform maintenance work on floor re-tiling at CSIR building 2 as detailed in the BOQ.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The supplier must quote as per the below Bill of Quantities (BOQ):
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>QTY</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remove the carpet</td>
<td>m²</td>
<td>255</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Remove vinyl tiling and prepare the floor to receive new tiles</td>
<td>m²</td>
<td>255</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>600 x 600 mm - Full bodied double pressed porcelain complying with SANS 1449/13006 fixed to floor creed with approved tile adhesive mixed with bonding liquid in lieu of water joints grouted with tile grout with minimum 5mm expansion joints at perimeter. Grey colour</td>
<td>m²</td>
<td>275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Installations of 100 mm tile skirting</td>
<td>m</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Allow for Safety file</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Allow rubble removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Sub-Total | |
| VAT @ 15% | |
| Total | |

**Additional Requirements:**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
Mandatory documents required / returnable:

- Current company profile clearly showing the company’s core activities. The profile must highlight the expertise of the contractor performing maintenance work on Re-tiling the floor. The service provider must provide a minimum of three (3) written contactable references for similar work or services done in the last 5 years.
- Proof of compliance with COID Act.
- Bidders should have a CIDB grading of 1GB or higher

3 EVALUATION CRITERIA

3.1 Selection of suppliers will be based on the 80/20 preference point system.
3.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status
   - Only the following documents shall be accepted as proof of a bidder’s B-BBEE Status:
     - Valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo;
     - Valid sworn affidavits made on dti designed templates; or
     - dti issued sworn affidavit; or
     - CIPC issued B-BBEE certificate.

3.3 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.
3.6 Current company profile clearly showing the company’s core activities. The profile must highlight the expertise of the contractor performing maintenance work on Floor Tiling. The service provider must provide a minimum of three (3) written testimonial letters for Floor Tiling work done in the last 2 to 5 years. The letters must include contactable telephone numbers and email addresses of the references work

Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supply does not submit quotation on their official company letterhead;
- Submission at wrong location or incorrect email address *(Please submit electronically to tender@csir.co.za)*;
- Non-submission of relevant company profile;
- Non-submission of at least a minimum of three (3) testimonial letters on similar work done as per point 3.6
- If the supplier fails to submit any of the mandatory/returnable documents.

4 PRICING QUOTATION

4.1 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.

4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

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

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

5 SUB-CONTRACTING
5.1 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.

5.2 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.

5.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.

5.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.

5.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:

- 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.

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.
Annexure A – SBD 1 Form

(The Completed SBD 1 form must be submitted with the quotation)