

Request for Quotation (RFQ)

For the Provisioning, Maintenance and Support of the Data Centre and Failover Site Cooling System for a period of three (3) years to the CSIR

RFQ No. 9328/25/11/2021

Date of Issue	Thursday, 11 November 2021	
Enquiries and submission of Quotations	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing Date and Time	Thursday, 25 November 2021 at 16h30 <i>(Late bids will not be accepted)</i>	

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's data centre and fail over site resides on the Pretoria campus. Both of these centres are being cooled by precision cooling systems. All of the cooling systems which consist of In-Row-Cooling (IRC) and HVAC technologies are of a redundant N+1 nature. This request for Quotation is being based on the two centres cooling systems mentioned above.

The request for Quotation is for the maintenance and repairs of these cooling systems as per the Quotation specification for a period of three (3) years.

3 INVITATION FOR QUOTATION

Quotations are hereby invited for the Maintenance and Support of the Data Centre and Failover Site Cooling Systems for the CSIR.

4 QUOTATION SPECIFICATION

All Quotations are to be submitted in a format specified in this enquiry.

This request for Quotation is for the maintenance and support of the CSIR's data centre and fail-over site's cooling systems. These systems are specified below. The Quotation should be separated into the two different venues as stated below.

4.1 CSIR Data Centre

Cooling System description

- 5 x Emerson Liebert CRV model CR020RA In-Row-Cooling units
- 3 x Emerson Liebert CRV model CR035RA In-Row-Cooling units
- 2 x Emerson Liebert HPM model L83UA001 HVAC down blow units

4.2 CSIR Fail-Over Site

Cooling System description

- 2 x Uniflair model SDA0601AD HVAC down blow units

Section	Service Area	Supporting Evidence (Mandatory requirements)
4.1	CSIR Data Centre Emerson Cooling System	<ul style="list-style-type: none"> a) Monthly maintenance and support schedule as per Appendix A. b) Provide completed catalogue pricing as per appendix B. c) Tenderers accreditation on Precision Data Centre Cooling System. d) Technical team must have the relevant certificate, diploma or degree in cooling systems (Submit copy of certification to this effect) e) 24/7 Call Centre- provide call logging procedure.
Section	Service Area	Supporting Evidence
4.2	CSIR Fail Over Site: Uniflair Cooling System	<ul style="list-style-type: none"> a) Monthly maintenance and support schedule as per Appendix A. b) Provide completed catalogue pricing as per appendix B. c) Tenderers accreditation on the Precision Data Centre Cooling System. d) Technical team must have the relevant certificate, diploma or degree in cooling systems (Submit copy of certification to this effect) e) 24/7 Call Centre- provide call logging procedure.

4.3 Additional Conditions and requirements

4.3.1 All the critical components listed on Appendix B should be ex-stock.

4.3.2 The existing status of the cooling units may have conditions that arose from previous maintenance schedules. These conditions should be re-identified and then rectified on the new maintenance schedule. All work will be done during normal working hours (CSIR working hours 08:00 – 16H30 weekdays) unless directly requested to perform work after hours.

4.3.3 The expected service delivery time for critical cooling system failure should be resolved within 4 hours. Any deviation from the above should be accepted and agreed upon by the CSIR Data centre staff.

4.3.5 The tender will be required to provide a monthly care report that states the status of the equipment, spares used, calls logged, and balance sheet of outstanding orders and spares and costs etc.

5 ELIMINATION CRITERIA

Quotations will be eliminated under the following conditions:

- Submission after the deadline
- Quotations submitted at incorrect email address
- If bidder is listed on National Treasury database of restricted suppliers.
- Failure to provide proof of Vertiv accreditation of the main contractor/vendor
- Failure to submit completed Appendix A,
- Failure to submit completed Appendix B.
- Failure to submit the technical team relevant certificate, diploma or degree in cooling systems.
- Failure to submit evidence of 24/7 Call Centre logging procedure.

6 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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 ;
- 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

7 PROCEDURE FOR SUBMISSION OF QUOTATION

- 7.1 All Quotations must be submitted electronically to tender@csir.co.za
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 7.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 7.4 The naming/labeling syntax of files or documents must be short and simple
- 7.5 All documents submitted electronically via e-mail must be clear and visible.
- 7.6 All Quotations, documents, and late submissions after the due date and time will not be evaluated.
- 7.7 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

8 RFQ PROGRAMME

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

- Issue of tender documents: 11 November 2021
- Last date for submission of queries: 17 November 2021
- Closing / Submission Date: 25 November 2021

9 SUBMISSION OF QUOTATIONS

- 9.1 All Quotations are to be submitted electronically to tender@csir.co.za . No late Quotations will be accepted.
- 9.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 9.3 All e-mailed Quotation submissions are to be clearly **subject referenced with the RFQ number**.
- 9.4 The CSIR will award the contract to qualified tenderer(s)' whose Quotation is determined to be the most advantageous to the CSIR, taking into consideration price, and B-BBEE.
- 9.5 Quotations submitted must be in the following file formats:
 - PDF

10 DEADLINE FOR SUBMISSION

Quotations shall be submitted at the email address mentioned above no later than the closing date of **Thursday, 25 November 2021** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a Quotation 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.

11 EVALUATION PROCESS

11.1 Evaluation of Quotations

All Quotations will be evaluated by an evaluation team on the elimination criterion, 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 criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

11.2 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.

12 PRICING QUOTATION

12.1 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 indicated.

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

12.3 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.

12.4 Bidders must quote as per the Pricing Catalogue (Appendix B)

**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.*

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

13 VALIDITY PERIOD OF QUOTATION

Each **Quotation** shall be valid for a minimum period of three (03) months calculated from the RFQ closing date.

14 APPOINTMENT OF BIDDER

- 14.1 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.
- 14.2 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.
- 14.3 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.

15 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFQ shall be submitted in writing to CSIR at tender@csir.co.za with "**RFQ No: 9328/25/11/2021 – For the Provisioning, Maintenance and Support of the Data Centre and Failover Site Cooling System to the CSIR**" as the subject.

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

16 MEDIUM OF COMMUNICATION

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

17 COST OF QUOTATION

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFQ before submitting Quotations. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of Quotation preparation and participation throughout the RFQ process. The CSIR is not responsible directly or indirectly for any costs incurred by bidders.

18 CORRECTNESS OF RESPONSES

- 18.1 The bidder must confirm satisfaction regarding the correctness and validity of their Quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 18.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

19 VERIFICATION OF DOCUMENTS

19.1 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.

19.2 Only one electronic copy of the Quotation (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one Quotation, 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 Quotation, but as a separate e-mail and no such information should be available in the technical Quotation.

20 SUB-CONTRACTING

20.1 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.

20.2 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.

21 ADDITIONAL TERMS AND CONDITIONS

21.1 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.

21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

21.3 In case of Quotation from a joint venture, the following must be submitted together with the 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

- 21.4 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.
- 21.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

22 CSIR RESERVES THE RIGHT TO

- 22.1 Extend the closing date;
- 22.2 Verify any information contained in a Quotation;
- 22.3 Request documentary proof regarding any tendering issue;
- 22.4 Cancel or withdraw this RFQ as a whole or in part.

23 DISCLAIMER

This RFQ is a request for Quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its Quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, 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.

24 APPENDIX C - DECLARATION BY TENDERER

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

RFQ No: 9328/25/11/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / Quotation specifications stipulated in **RFQ No: 9328/25/11/2021** 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 Quotation.

I confirm that I am satisfied with regards to the correctness and validity of my Quotation; that the price(s) and rate(s) quoted cover all the services specified in the Quotation 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 Quotation as the principal liable for the due fulfilment of this Quotation.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other Quotation.

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 Quotation.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

**25 APPENDIX D – SBD 1 FORM
PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFQ: 9328/25/11/2021	CLOSING DATE:	25/11/2021	CLOSING TIME:	16h30
DESCRIPTION	Request for Quotations for the Provisioning, Maintenance and Support of the Data Centre and Failover Site Cooling System to the CSIR				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS					
Bid response documents are to be submitted to this e-mail address: tender@csir.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
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	
SUPPLIER INFORMATION					
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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
25.1.1.1 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]		25.1.1.2 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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES 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.