

Request for Quotation

Request for Quotation (RFQ) for the installation of handrails at the CSIR Scientia campus

RFQ: 9368/02/03/2022

Date of issue	Tuesday, 15 February 2022
Compulsory site inspection	Date: Tuesday, 22 February 2022 Venue: CSIR Pretoria Campus, Building 2 opposite North gate Time: 10h00
Closing Date and Time:	Date: Wednesday, 02 March 2022 Time: 16H30
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1. INVITATION FOR QUOTATION

Quotations are hereby invited from reputable general building contractors with a proven track record for the installation of handrails at the CSIR Pretoria campus. The service is required immediately from the date of appointment.

2. SCOPE OF WORK

The scope of work entails the removal/ demolition of existing handrails and the installation of the new handrails including making good in building 2, 3, 4, 5, 8, 10, 11, 12, 14B, 14C, 14E, 14G, 15, 20, 23, 34, 37, 49 and 50.

NB Contractors are to price in the Bill of Quantities provided, see Annexure G.

3. MANDATORY / RETURNABLE DOCUMENTS

Bidders will be required to submit the below;

- The bidder must submit proof of active and valid CIDB grading registration certificate of a minimum grade of 2GB or higher
- The bidder must submit proof of a valid Certificate of Good Standing (COIDA) issued by the Department of Employment and Labour
- Completed and signed Local Content Annexure C and Declaration Certificate for Local Production and Content for Designated Sectors form SBD 6.2, where applicable
- Completed and signed Declaration by Bidder Form, Annexure H

3.1 Annexures Contained in the RFQ Document

- Annexure A - Schedule of Experience & Contactable References
- Annexure B – SDB 1 Form
- Annexure C – Local Content Declaration Summary Schedule
- Annexure D – Local Content Declaration Supporting Schedule to Annex C
- Annexure E – Local Content Declaration Supporting Schedule to Annex C
- Annexure F – Pricing Proposal Form
- Annexure G – Bill of Quantities
- Annexure H – Declaration by Bidder
- Annexure I – Handrails Drawings
- SBD 6.2 – Declaration Certificate for Local Content Production and Content for Designated Sectors

4. ELIMINATION CRITERIA

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

- Late submission
- Submission at incorrect email address
- Failure to attend the compulsory briefing and site inspection
- Failure to submit a minimum of five (5) projects completed for similar work done between 2015 and 2021. See Annexure A for completion of the required information.
- Failure to submit a minimum of three (3) reference letters **or** completion certificates from previous clients for projects completed between 2015 and 2021
- Failure to submit proof of valid and active CIDB registration certificate with a minimum of grade 2GB or higher
- Failure to submit proof of valid Certificate of Good Standing (COIDA)
- Failure to meet the Local Production and Content requirements and does not submit local content Annexure C **and** SBD 6.2 Declaration Certificate for Local Production and Content
- Failure to submit a completed and signed Bidder' Declaration Form, Annexure H

NB: Previous work done must be accessible for site visits to verify quality of bidder's workmanship

5. EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system.
- 5.2 Provide a valid copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 5.3 No B-BBEE status will equal zero points.
- 5.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 5.5 No order will be issued, or no contract will be signed without a valid CSD number.

6. PROCEDURE FOR SUBMISSION OF QUOTATION

- 6.1 All quotations must be submitted electronically to: tender@csir.co.za
- 6.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 6.3 The email and file sizes should not exceed a total of 25mb per email.

- 6.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 6.5 All documents submitted electronically via email must be clearly visible.
- 6.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 6.7 Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc, will not be considered for evaluation.

7. PRICING QUOTATION

- 7.1 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.
- 7.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 7.3 Payment will be according to the CSIR Payment Terms and Conditions.

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.

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

8 OTHER TERMS AND CONDITIONS

- 8.1 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. 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.

- 8.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 8.3 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

Note: This is not a Purchase Order.

9 SUB-CONTRACTING

- 9.1 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.
- 9.2 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.

10 LOCAL CONTENT

- 10.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 10.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTi should there be a need to import such raw material or input and;
- 10.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFQ. For further information, bidders may contact the the DTi at telephone 012 394 3717/1390.
- 10.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTi website. Guidance on the calculation of local content and manufacturing can be assessed on the DTi's official website –

- 10.5 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR. If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 10.6 The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed and submitted by the bidder at the closing date and time of the tender; and
- 10.7 The rates of exchange quoted by the bidder in paragraph 10.8 below of the declaration certificate will be verified for accuracy.
- 10.8 The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
- 10.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 10.10 Applicable local production and content minimum thresholds for this tender are as per the table below:

Sector	Local Content	Minimum Local Content Threshold
National Treasury Designated Sectors, Instruction Note 15 of 2016/2017	Applicable	100%

11 ADDITIONAL TERMS AND CONDITIONS

- 11.1 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.
- 11.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 11.3 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.
 - Company registration certificates.
- 11.4 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.
- 11.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- 11.6 SANS 1200 will be referred to for any assessment of contractor's claims.

12. DISCLAIMER

This RFQ is a request for proposals 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 proposal, 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 about its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

13 ANNEXURE A – SCHEDULE OF EXPERIENCE & CONTACTABLE REFERENCES

Firm / Company Name	Contact Person, email and Telephone Number	Consulting Principal Agent / Engineer (where applicable): Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Completion Date

14. ANNEXURE B – SBD 1 FORM

15 ANNEXURE F - 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),
(firm)

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

17 ANNEXURE H – DECLARATION BY BIDDER

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

RFQ 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

RFQ 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 tenderer 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

18 ANNEXURE I - HANDRAILS PROPOSAL / DRAWINGS