

Request for Quotations (RFQ) for printing, construction and installation of Educational sign Boards at the Albertina Sisulu Science Centre Cofimvaba Eastern Cape

Date of issue:	Thursday, 28 April 2022
Closing Date and Time:	Tuesday, 17 May 2022 @16:30
RFQ Number	RQF 9375/17/05/2022
Contact details and tender submissions	tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited for supplying the following works:

- 1) Printing, Construction and Installation of twelve (12) external outdoor Education Story Boards.

- 2) Printing and Installation of one (1) internal Education Story Boards.

2 BACKGROUND

Transaction Background: CSIR has recently completed the construction of the Albertina Sisulu Science Centre (ASSC) at Cofimvaba. Eastern Cape for the Department of Science and Innovation (DSI). The ASSC serves as both a science centre providing exhibits for students to experience and learn science, but it also responds to environmental education to students and community. In response to the environmental awareness education directive by the DSI the ASSC will be educating student and community on erosion, wetland, and related environmental factors. The DSI indicated the need for integrated site landscape master plan, minor planting development, storyboards and a practical learning experience for visitors to the Science Centre. The CSIR thereby issued this RFQ to interested service providers to achieve a portion of this goal.

3 QUOTATION REQUIREMENTS

Task 1

The Service Provider will be required to perform the full services for the printing, installation and construction of external weather proof outdoor educational storyboards on the site in Area (A) as per figure 1.

See Figure 2 below for Board Layout

1. Quantity

- 12 Boards

2. Materials

- Boards:
 - 1800mmx1200mm (Refer to Figure 1) per Board
 - Light weight colour coated galvanised steel sheets. Sheets are twice primed in manufacture process.
 - UV Laminate printing material – full colour. Print-ready storyboards for each of the themes will be provided by the CSIR to the service provider. Service provider to specify digital format required for printing.
- Structure
 - CCA-treated Gumpoles
 - Vertical pole diameter: 150mm
 - Horizontal pole diameter: 100mm

3. Construction

- Poles to be placed in the ground in appropriate concrete foundation and minimum depth 500mm into the ground. Specification to be provided by service provider.
- Maximum height above ground to top of signage board 1800mm

4. Installation

Signage steel board fitted to gumpole with appropriate material and weatherproof. Specification to be provided by service provider. Service provider to provide final detail for approval prior installation.

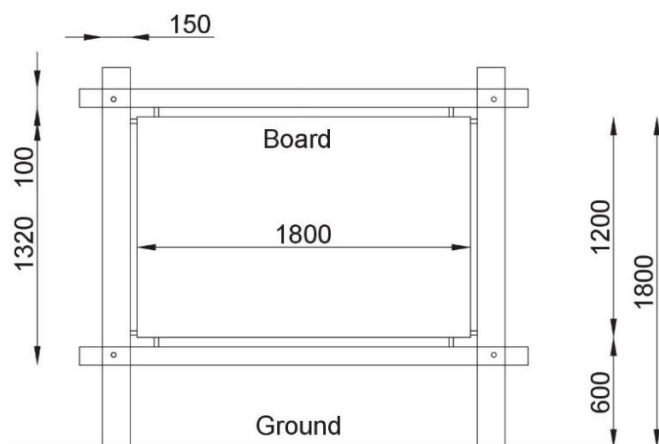


Figure 1 External Board and structure dimensions (mm)

Task 2

The Service Provider will be required to perform the full services for the printing and installation of an educational storyboard in the main internal exhibition area of the Science Centre.

1. Quantity
 - 1 Board
2. Materials
 - Board
 - 2500mmx2500mm
 - Wall mounted interior exhibition area
 - Supplier to propose appropriate material, either vinyl, canvas or wallpaper. Full colour print. Print-ready storyboard will be provided by the CSIR to the service provider. Service provider to specify digital format required for printing.

3. Installation

- Service provider to provide appropriate installation to the existing wall surface. The wall surface in exhibit area is drywall construction with water-based paint finish.

The Proposal must include:

- 1) Profile of the Service Provider outlining the relevant skills, experience, and track record in support of the required competencies.
- 2) A brief description of the approach to addressing the objectives and specific requirements. This should demonstrate an understanding of the technical concepts.
- 3) A work plan/programme should be developed that indicates the relative level of effort (time, phasing & cost) towards activities and deliverables, and provide a clear allocation of roles, responsibilities, and resources towards the deliverables.
- 4) Implementation program to be provided.
- 5) Locally based Companies in the Eastern Cape will be preferred
- 6) Contact details for at least 3, preferably 5 recent clients/references.

Project Handover

Completion of implementation and Project Handover to the client completed by 01 March 2021”

4 EVALUATION CRITERIA

The evaluation of the functional / technical detail of the quotation will be based on the following criteria:

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Indicate valid B-BBEE status on quotation.
- 4.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use **www.csd.gov.za** to register.
- 4.4 No order will be issued or no contract will be signed without a valid CSD number.

Evaluation Criteria Points

Description	Weight	Score 0	Score 5	Score 8	Score 10
Experience and evidence of the Service Provider of previous undertaken projects in External weather boarding and implementation, duration and project values	10	No information provided	2 projects Value up to R 100 000	3+ projects Value over R 100 000	4+ projects Value over R 100 000
Relevant qualification and experience	10		Evidenced Experience but no formal qualification	n/a	Evidenced Experience with formal qualification (diploma, course, degree)
Evidence of design and printing of external branding	10		3 projects	4 Projects	5+ Projects
Evidence of implementation of external branding	10		Involved in planning but no implementation	n/a	At least 2 project planning and implementation
Three page CV	10		CV provided	n/a	Three page CV
Technical merit of proposal (layout of the proposal and information flow as per table of content,) Layout of the proposal)	10		n/a	n/a	layout of the proposal and information flow as per table of content, Layout of the proposal
Planned Project Program	10		n/a	n/a	Project Program
Planned Project Implementation plan	10		n/a	n/a	Project Implementation plan
Base Location of service provider	10		n/a	Other Province	Eastern Cape
References: Five traceable references	10		3 references	4 references	5 or more references

Attachments

1. Site Plan (pdf)
2. Image_ Cofimvaba Site A+B (jpeg)
3. Sample board size

5 ELIMINATION CRITERIA

- 5.1 Submission after the stipulated date and time.

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

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. 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.
- 7.2 A validity period of 90 days will apply to all quotations except were indicated differently on the quote.
- 7.3 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.

DECLARATION BY TENDERER

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 / quotation 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 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

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

DATE: