



Request for Quotation

Request for Quotation (RFQ) for the servicing and maintenance of Fire Fighting Equipment at the CSIR Stellenbosch and Rosebank (Cape Town) Campus for a period of three (3) years.

RFQ No. 5622/13/10/2020

Date of issue:	Tuesday, 29 September 2020
Closing Date and Time:	Date: Tuesday, 13 October 2020 Time: 16H30 <i>(Late tenders will not be considered)</i>
Submission and Contact details:	For submission of quotations or any other enquiries: Email: tender@csir.co.za <i>(Please use RFQ No. as subject reference)</i>

1 INVITATION FOR QUOTATION

Quotations are hereby invited from suitably qualified service providers for Servicing and Maintenance of firefighting protection equipment at the CSIR Stellenbosch and Rosebank (CPT) campus on an “as and when required basis” for a period of three years.

2 SCOPE OF WORK

The following services will be performed by the service provider as duties and responsibilities in terms of the service level agreement:

2.1 Maintenance on Fire Fighting Systems

2.1.1 Fire Hydrants, Fire Hose Reels and Lay Flay hoses with nozzles.

- Perform inspection and service annually in line with the latest SANS 10400 & 1475-2 regulations and manufacturer's requirements. Confirming that the buildings on both Campuses meet the minimum requirements for compliance with part T (Fire Protection) of the National Building Regulations. Recommendations, motivations with costs should be included in the RFQ if found that buildings do not comply with the minimum requirements for compliance.
- Perform fault - finding.
- Reporting of all faults and faulty equipment found during the inspection and service immediately.
- Perform repairs and refurbishment as and when required.
- Submit periodic reports and certificates of compliance on all planned and reactive work carried out within 3 days.
- Draft and submit building Fire Registers after inspection and service was carried out.

2.1.2 Fire Extinguishers

- Perform inspection and service annually in line with the latest SANS 10400 & 1475-1 regulations and manufacturer's requirements. Confirming that the buildings on both Campuses meet the minimum requirements for compliance with part T (Fire Protection) of the National Building Regulations. Recommendations, motivations with costs should be included in the RFQ if found that buildings do not comply with the minimum requirements for compliance.
- Perform five (5) yearly pressure testing in line with the latest SANS 10400 & 1475-1 regulations and manufacturer's requirements.
- Reporting of all faults and faulty equipment found during the inspection and service immediately.

- Perform other repairs as and when required.
- Submit service reports and certificates of compliance on all planned and reactive work carried out within three (3) days.
- Draft and submit building Fire Registers after inspection and service was carried out.

2.2 Mandatory Documents / Returnable Documents

Additional quotation requirements (These must be submitted with and/or indicated in quote):

- The supplier must submit quotation on their official company letterhead.
- The supplier must submit a detailed company profile, stipulating the number of years rendering similar services, please include a list and values of projects completed in the past five (5) years, 2015 to 2020. **(Similar = servicing and maintenance of fire equipment)**
- The supplier must quote on all the items/services listed in the below Bill of Quantities (BOQ), Annexure B or deliverables.
- The supplier must submit a valid letter of good standing issued by the Department of Labour.
- The supplier must submit a valid proof of public liability cover to the value of R 2 Million.
- The supplier must submit a valid SANS 1475 permit.
- The supplier must submit a valid South African Qualification & Certification Committee (SAQCC) certificate.
- The pricing must be firm and inclusive of all costs required to deliver the required goods and/or services to the CSIR.
- The supplier must submit proof of South African Qualification & Certification Committee (SAQCC) registration certificate for the technician who will be assigned to carry out the service and maintenance.

NB: *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and my thus result in your submission not being considered for Price and BBBEE evaluation.*

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a valid certified copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 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 **Elimination Criteria:**

Proposals will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items in the BOQ - Annexure B;
- If the supplier does not quote according to the stipulated specifications and requirements;
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***).
 - The RFQ reference number must be used as the subject of the e-mail
 - The quotation returnable documents must be clearly labelled;
 - Failure to provide a valid SANS 1475 permit;
 - Failure to provide a valid South African Qualification & Certification Committee (SAQCC) certificate;
 - Failure to submit a valid letter of good standing with the Department of Labour (COIDA);
 - Failure to submit valid proof of public liability cover of a minimum of R 2 Million;
 - If the supplier fails to submit any of the mandatory/returnable documents (as listed in 2.2 above).

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 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 5.1 All quotations must be submitted electronically to: tender@csir.co.za
- 5.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 5.3 The email and file sizes should not exceed a total of 30mb per email.
- 5.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 5.5 All documents submitted electronically via email must be clearly visible.
- 5.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

6 SUB-CONTRACTING

- 6.1 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.

- 6.2 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.
- 6.3 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.
- 6.4 All B-BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for B-BBEE.
- 6.5 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.

7 CORRECTNESS OF RESPONSES

- 7.1 The tenderer 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.
- 7.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

8 ADDITIONAL TERMS AND CONDITIONS

- 8.1 A tenderer 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.
- 8.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

- 8.3 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.
- 8.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

9 OTHER TERMS AND CONDITIONS

- 9.1 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.
- 9.2 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.

10 CSIR RESERVES THE RIGHT TO

- 10.1 Extend the closing date;
- 10.2 Verify any information contained in a proposal;
- 10.3 Request documentary proof regarding any tendering issue;
- 10.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 10.5 Award this RFQ as a whole or in part;
- 10.6 Cancel or withdraw this RFQ as a whole or in part.

11 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, tenderers 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 tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

12 OTHER TERMS AND CONDITIONS

12.1 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.

12.2 A validity period of 3 months will apply to all quotations except where indicated differently on the quote.

13 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

14 Annexure A – SBD 1 Form

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

15 Annexure B – Bill of Quantities

BILL OF QUANTITIES - STELLENBOSCH											
PROJECT NAME - ANNUAL SERVICE OF FIRE PROTECTION EQUIPMENT AT CSIR											
DEPARTMENT - FACILITIES DEPARTMENT											
#	Description	Capacity	Unit of measure	Quantity	Unit Price (Excl. VAT) (Year 1)	Total Price (Excl. VAT) (Year 1)	Unit Price (Excl. VAT) (Year 2)	Total Price (Excl. VAT) (Year 2)	Unit Price (Excl. VAT) (Year 3)	Total Price (Excl. VAT) (Year 3)	Service delivery lead times (In working days)
1	Perform annual service on DCP Fire extinguishers	4.5 kg	Ea	69							
2	Perform annual service on DCP Fire extinguishers	9 kg	Ea	15							
3	Perform annual service on DCP Fire extinguishers	1.5 kg	Ea	8							
6	Perform annual service on CO2 Fire extinguishers	2 kg	Ea	69							
7	Perform annual service on CO2 Fire extinguishers	5 kg	Ea	77							
8	Perform annual service on Lay Flat hoses and nozzles	60m	Ea	6							
9	Perform annual service on fire blankets (1.5 x 2.0)	–	Ea	3							
10	Perform annual service on hose reels	30m	Ea	31							
11	Perform annual service on fire hydrants	65mm	Ea	5							
12	Supply and attachment of inspection stickers	–	Ea	286							
13	Safety file. Provide risk assessment safety file according to CSIR's requirements. Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. Copy of safety file to be kept on site at all times										
SUB-TOTAL											
VAT (15%)											
TOTAL											

PROVIDE RATE ONLY FOR THE FOLLOWING ITEMS					
Item	Description	Unit of measure	Rate per unit (Year 1)	Rate per unit (Year 2)	Rate per unit (Year 3)
1	Travelling cost	KM			
2	Fire Extinguishers				
2.a	Gas recharge/refilling	Ea			
2.b	Major service which include powder and gas refill/recharge on used/discharged fire equipment	Ea			
2.c	Replacement of discharge pipe/ nozzle	Ea			
2.d	Replacement of pressure gauge	Ea			
3	Fire Hose Reels				
3.a	1. Hose reel leak repairs/seal replacement	Ea			
3.b	2. Hose reel nozzle repairs/ replacement	Ea			
3.c	3. Hose reel replacement (Condemned/scraped unit)- labour rate	Ea			
4	Fire Hydrants				
4.a	Leak repairs/seal replacement	Ea			
4.b	Hydrant valve replacement (Condemned/scraped valve)	Ea			
4.c	Nozzle/pumper cap replacement	Ea			
5	Lay Flat Hoses and Nozzles				
5.a	Leak repairs/seal replacement	Ea			
5.b	Hose replacement (Condemned/scraped valve)	Ea			
5.c	Nozzle replacement	Ea			

BILL OF QUANTITIES - ROSEBANK											
PROJECT NAME - ANNUAL SERVICE OF FIRE PROTECTION EQUIPMENT AT CSIR											
DEPARTMENT - FACILITIES DEPARTMENT											
#	Description	Capacity	Unit of measure	Quantity	Unit Price (Excl. VAT) (Year 1)	Total Price (Excl. VAT) (Year 1)	Unit Price (Excl. VAT) (Year 2)	Total Price (Excl. VAT) (Year 2)	Unit Price (Excl. VAT) (Year 3)	Total Price (Excl. VAT) (Year 3)	Service delivery lead times (In working days)
1	Perform annual service on DCP Fire extinguishers	4.5 kg	Ea	16							
2	Perform annual service on DCP Fire extinguishers	9 kg	Ea	10							
3	Perform annual service on CO2 Fire extinguishers	2 kg	Ea	27							
4	Perform annual service on CO2 Fire extinguishers	5 kg	Ea	8							
5	Perform annual service on hose reels	30m	Ea	11							
6	Perform annual service on fire hydrants	65mm	Ea	4							
7	Supply and attachment of inspection stickers	-	Ea	81							
8	Safety file. Provide risk assessment safety file according to CSIR's requirements. Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. Copy of safety file to be kept on site at all times										
SUB-TOTAL											
VAT (15%)											
TOTAL											

PROVIDE RATE ONLY FOR THE FOLLOWING ITEMS					
Item	Description	Unit of measure	Rate per unit (Year 1)	Rate per unit (Year 2)	Rate per unit (Year 3)
1	Travelling cost	KM			
2	Fire Extinguishers				
2.a	Gas recharge/refilling	Ea			
2.b	Major service which include powder and gas refill/recharge on used/discharged fire equipment	Ea			
2.c	Replacement of discharge pipe/ nozzle	Ea			
2.d	Replacement of pressure gauge	Ea			
3	Fire Hose Reels				
3.a	1. Hose reel leak repairs/seal replacement	Ea			
3.b	2. Hose reel nozzle repairs/ replacement	Ea			
3.c	3. Hose reel replacement (Condemned/scraped unit) - labour rate	Ea			
4	Fire Hydrants				
4.a	Leak repairs/seal replacement	Ea			
4.b	Hydrant valve replacement (Condemned/scraped valve)	Ea			
4.c	Nozzle/pumper cap replacement	Ea			
5	Lay Flat Hoses and Nozzles				
5.a	Leak repairs/seal replacement	Ea			
5.b	Hose replacement (Condemned/scraped valve)	Ea			
5.c	Nozzle replacement	Ea			

BILL OF QUANTITIES						
PROJECT NAME - PRESSURE TESTING OF FIRE PROTECTION EQUIPMENT AT CSIR						
DEPARTMENT - FACILITIES DEPARTMENT						
Item	Description	Capacity	Unit of measure	Rate per unit Excl. Vat (Year 1)	Rate per unit Excl. Vat (Year 2)	Rate per unit Excl. Vat (Year 3)
1	Perform 5 yearly pressure testing on DCP Fire extinguishers	4.5 kg	Ea			
2	Perform 5 yearly pressure testing on DCP Fire extinguishers	9 kg	Ea			
3	Perform 5 yearly pressure testing on DCP Fire extinguishers	1.5 kg	Ea			
4	Perform 5 yearly pressure testing on CO2 Fire extinguishers	2.0 kg	Ea			
5	Perform 5 yearly pressure testing on CO2 Fire extinguishers	5 kg	Ea			
6	Supply and attachment of inspection stickers	-	Ea			
7	Travelling cost	-	KM			

16 Annexure D – Reference letters

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: **Project End Date:**

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: **Date:**

17 RETURNABLE DOCUMENTS CHECKLIST

PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	Company Profile		
2	Quotation on company letterhead		
3	Contactable references - reference Letters		
4	Technicians' SAQCC certificate		
5	Valid SANS 1475 permit		
6	Valid SAQCC certificate		
7	Valid proof of public liability cover		
8	Letter of good standing with the Department of Labour (COID) or equivalent		
9	SBD 1 Form		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract			
10	Pricing Proposal on Company Letterhead		
11	Valid B-BBEE Certificate or Affidavit		