



Request for Quotation (RFQ) for the Provision of Architectural services for the Refurbishment of the existing Bathrooms in the CSIR Pretoria Campus

RFQ No. 5256/18/08/2017

Date of issue	Friday, 11 August 2017
Closing Date and Time	Friday, 18 August 2017
Contact details	Strategic Procurement Unit: E-mail: tender@csir.co.za
Category	Professional Services

1 INVITATION FOR QUOTATION

The CSIR requires the services of a professional architect to provide architectural services (stage 1 to stage 6) and also act as principal agent for the renovation of existing bathrooms for all the building allocated at the CSIR in the Pretoria Campus.

2 QUOTATION REQUIREMENTS

Quotations are hereby invited from architectural firms with a proven track record. The services are required immediately from date of appointment.

The project must make optimal use of limited funds to renovate the bathrooms.

The scope of work entails refurbishment of existing ablution facilities. The activities include:

- **Building 44** - Defence Peace Safety and Security (DPSS) with 6 Bathrooms - 3 male and 3 female.
- **Building 33** - Natural Resources and Environment Unit (NRE) with 4 Bathrooms - 2 male and 2 female.
- **Building 14** – Materials Science and Manufacturing (MSM) Bathrooms -1 male and female.

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This is not a Purchase Order.

- **Building 8** –
Bathrooms - 1 paraplegic and 1 male
- **Building 20** – Biosciences
Bathrooms – 1 male and 1 female

The project construction budget to be used is estimated at **R 2 million** excluding Fees and VAT. The estimated amount will be adjusted based on the final construction cost of the projects

The architect's Fees must be based on gazetted tariff of fees.

A Standard CSIR contract will be signed as a form of agreement.

3 ELIMINATION CRITERIA

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

- At least a minimum of 3 contactable references for previous work done (bidders must provide telephone numbers and email addresses).
- A certificate for proof of professional registration.
- Provide Company Profile
- Provide an Indemnity insurance of R 2 million or more.
- Provide examples of 3 previous projects worth R 2 million or more.

4 EVALUATION CRITERIA

- 4.1 Suppliers that are eliminated on the basis of the elimination criteria set above will not be evaluated on price and B-BBEE.
- 4.2 Selection of suppliers will be based on the 80/20 preference point system.
- 4.3 Submit a valid B-BBEE status with the quotation. No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.

5 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

CSIR GATE 3 - Main Reception Area (in the Tender box) at the following address

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

OR

Emailed to: tender@csir.co.za

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 Payment will be according to the CSIR Payment Terms and Conditions.
- 6.3 Price should be based on gazetted tariff of fees.

The price should be firm and inclusive of disbursements and all services required to complete the project. Bidders are to include cost of compiling estimates and BOQ's for tender purposes as part of their disbursements.

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.
 - 7.2 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.
- 8 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.**