



**Request for Quotation (RFQ) for Town Planning Services for the CSIR campus
in Rosebank, Western Cape**

RFQ No. 5307/22/02/2018

Date of issue	Monday, 12 February 2018
Compulsory briefing session	Thursday, 15 February 2018 Venue: CSIR Rosebank Campus, 15 Lower Hope Road, Rosebank, Western Cape Time: 10h:00- 11h:00
Closing Date and Time	Thursday, 22 February 2018
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of Town Planning services to the CSIR Rosebank site.

2 QUOTATION REQUIREMENTS

Quotations are requested from Town Planning services firms with a proven track record. The services are required immediately from date of appointment. The scope of work entails the preparation of the rezoning application for the Rosebank CSIR site in the Western Cape.

The Fees will be based on gazetted tariff of fees.

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

Consultants are required to submit, Price, Proof of professional registration, Indemnity Insurance, Company Profile and BBBEE certificate.

The professional fees must be time based as stipulated the activity schedule.

ACTIVITY SCHEDULE FOR TIME BASED FEES				
Tenderer's Rates for Time Based Fees				
	(c) Tenderer's rates for rendering town planning Services @ Time Based Fees	X	(d) Estimated hours for each level	(c)x(d) Financial Offer by Tenderer for Time Based Fees
Task 1: Inception and Planning				
Category A	R	X	h	= R (1)
Category B	R	X	(ditto) h	= R (2)
Category C	R	X	(ditto) h	= R (3)
Category D	R	X	(ditto) h	= R (4)
Task 2: Site Feasibility or Audit				
Category A	R	X	h	= R (5)
Category B	R	X	(ditto) h	= R (6)
Category C	R	X	(ditto) h	= R (7)
Category D	R	X	(ditto) h	= R (8)
Task 3: Statutory Town Planning processes and finalisation				
Category A	R	X	h	= R (9)
Category B	R	X	(ditto) h	= R (10)
Category C	R	X	(ditto) h	= R (11)
Category D	R	X	(ditto) h	= R (12)
Disbursement and project management				(13)
Sub-total Time Based Fees ⁽¹⁺²⁺³⁺⁴⁾				R (14)

Quotations to be emailed to: tender@csir.co.za

3 ELIMINATION CRITERIA

Bidders will be eliminated and not evaluated on Pricing and B-BBEE if they fail to provide the following information / documents:

Criteria	Submission by the bidder
3.1 List of similar projects done with contactable references	Bidder to submit at least 3 previous projects done for the past 2 years with contact numbers and email addresses - At least 3 projects done not earlier than the year 2016 (i.e. 2016, 2017)
3.2 Bidders must be compliant and registered with professional institution	Provide a certificate as proof of compliance with professional institution
3.3 Bidders must have an Indemnity Insurance	Provide letter as proof
3.4 Bidder must attend the compulsory briefing session	Complete the attendance register at the briefing session

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 Payment will be according to the CSIR Payment Terms and Conditions.
- 4.3 Price should be based on gazetted tariff of fees.
- 4.4 **The price should be firm and inclusive of all services required to complete the project including disbursements.**

Disbursements in respect of all travelling and related expenses (including all travelling costs, time charges and subsistence allowances related thereto) as may be described in fee scale documents issued by the SACPLAN will not be paid for. Tenderers must make provision for and include all such costs in their tender when calculating the rate.

The site, and/or venues for meetings, and/or offices for applications must be visited as often as the Services require for the execution of all duties on the Project. All disbursements in this regard will be deemed to be included in the applicable.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.
- 5.2 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.

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