



**Request for Quotation (RFQ) for the Refurbishment and Upgrading of
Laboratory facilities in building 15 at the CSIR Pretoria campus**

RFQ No. 5456/23/04/2019

Date of issue	Tuesday, 09 April 2019
Compulsory briefing session and site inspection	Tuesday, 16th of April 2019 Venue: CSIR Pretoria Campus Building 15 Reception area Time: 11:00
Closing Date and Time	Tuesday, 23 April 2019 at 16:30
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (Please use RFQ No. as subject reference)

1 INVITATION FOR QUOTATION

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

2 QUOTATION REQUIREMENTS

The refurbishment and upgrading of laboratory facilities in building 15. The scope of work entails the installation of work benches, fume extraction and plumbing.

The scope of work is as per the attached Bill of Quantities- Annex A.

- The supplier must quote on all the items listed on the BOQ
- Supplier must submit quotation on their official company letterhead
- The supplier must submit a detailed project plan and timelines.

Mandatory documents required/ Returnables:

- Three written testimonial letters for similar refurbishment work done recently- in the last 5 years. The letters must include **telephone numbers** and **email addresses** of the referees. It must also include the **value** of the project/contract. (***Similar= refurbishment of laboratory facilities and installing lab furniture and equipment***).
- Company profile indicating core company business activities.
- Proof of compliance with the Compensation for Occupational Injuries and Disease Act (COID). Please submit proof
- Project plan and timelines for the refurbishment works from date of receiving PO, which details the activities and completion dates of the various stages of works.

Supporting information/ Annexes:

1. Annex A: Bill of Quantities (BOQ).
2. Annex B: SBD1 form

3 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

- 3.1 Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2, will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.

- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 4.3 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.
- 4.6 Elimination Criteria:
Suppliers will be eliminated under the following conditions:
- Non-attendance of compulsory briefing session and site inspection;
 - Non-submission of at least a minimum three (3) testimonial letters on similar work done
 - Non-submission of company profile indicating core business activities
 - Non-submission of COID Act certification or registration

NB: Previous work done must be in Gauteng region to be accessible for site visits to verify quality of bidder's workmanship. If the quality of workmanship is not satisfactory, CSIR reserves the right not to appoint the bidder with the highest number of preferential procurement points.

5 PRICING QUOTATION

- 5.1 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. The pricing proposal should be itemised as per BOQ.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

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 BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 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 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.**