



***Request for Quotation (RFQ) for the Architectural Services for the Security
Upgrade at access gates at the CSIR Pretoria campus***

RFQ No. 5551/22/11/2019

Date of issue	Friday, 08 November 2019
Compulsory briefing session	Thursday, 14 November 2019 Venue: CSIR Pretoria Campus, South Gate Reception area Time: 10h:00- 11h:00
Closing Date and Time	Friday, 22 November 2019 at 16:30
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited from reputable architectural firms to provide architectural services (from stage 1 to 6) for the security upgrade at the entrance gates of the CSIR Pretoria Campus.

2 QUOTATION REQUIREMENTS

The scope of work entails the architectural services for the installation of turnstiles, paving, fence, canopies, design of the search bays, spikes, booms gates, etc. at all access points to the CSIR campus. Services are required immediately after appointment. Architects to make provision for the following disbursements:

2.1 Traffic count at the access points

The staff is required to conduct a traffic and pedestrian count at all the access points into the campus. The survey will be conducted in the morning starting at 06:00 - 10:00, and in the afternoon from 14:00 - 18:00.

- 24 personnel - Located at 7 points
- Supervisor x 1 - Vehicle Required

2.2 Engineer

Architects to include engineer's fees as part of their disbursements to ensure that the architectural design is structurally sound.

2.3 Quantity Surveyor

Quantity surveyor's fees to be included as part of disbursements. The quantity surveyor is only required to complete the Bill of quantities and **not** for the full service.

A Standard CSIR letter of appointment will be signed and the PO will be created.

Consultants are required to submit, Price, Proof of professional registration and indemnity insurance.

3 ELIMINATION CRITERIA

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

- Bidders must submit 3 contactable references for previous work done (See appendix A).
- Bidders must submit certificate for proof of professional registration as a professional architect with SACAP (minimum of 5 years post registration experience)
- Bidders must submit their company profile
- Bidders must submit proof of indemnity insurance minimum of R 2 million

Additional quotation requirements:

1. The supplier must submit quotation on their official company letterhead.

2. The supplier must quote on all the items/services to be rendered or scope of work.
3. The pricing must be firm and inclusive of all costs required to render the required services to the CSIR

4 EVALUATION CRITERIA

Please note that, quotation will be evaluated on **Price** and **B-BBEE only**

- 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.

5 VENUE FOR PROPOSAL SUBMISSION

All responses must be forwarded to the following email address;

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.
- 6.4 **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 SACAP will not be paid for. **Tenderers must make provision for**

and include all such costs in their tender when calculating the rate. All disbursements in this regard will be deemed to be included in the bidder's price.

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.

APPENDIX A – Schedule of experience & contactable references

Firm: Contact Person, email and Telephone Number	Contacting Agent / Engineer (where applicable): Principal Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Completion Date

Signed _____ Date _____

Name	Position
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Bidder

9 THE CSIR RESERVES THE RIGHT TO

- 9.1** Extend the closing date of this RFQ.
- 9.2** Appoint one or more suppliers.
- 9.3** Award this RFQ as a whole or in part.
- 9.4** Cancel or withdraw this RFQ as a whole or in part.