



**Request for Quotation (RFQ) for Cleaning and Repairs of Hazmat Sumps
at Building 18, CSIR Pretoria Campus**

RFQ No.5595/26/02/2020

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| Date of issue | Wednesday 12 February 2020 |
| Compulsory Site Briefing | Date: Wednesday 19 February 2020 at 10H00 Venue: CSIR Pretoria, Building 18 |
| Closing Date and Time | Wednesday 26 February 2020 at 16H30 |
| 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 suitably qualified and experienced contractors to carry out cleaning and repair work on sumps containing Hazmat, at building 18 at the CSIR Scientia Campus.

CSIR has 2 sumps in which lab waste is collected. These sumps are treated before the treated waste is discharged into the Municipal waste drainage system. The sumps are currently not functional and therefore need to be emptied, cleaned and the dosing boxes repaired.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The scope of work is as follows;

- 1) Clean the sumps
- 2) Treatment and disposal in accordance with Hazmat regulatory requirements
- 3) Repair the dosing containers
- 4) Make the sump and surrounding areas well
- 5) Recommission the sumps
- 6) Provide risk assessment safety file according to CSIR's requirements. Ensure all insurance including public liability and workman's compensation is in place prior to commencement of work. A copy of the safety file is to be kept on site at all times during work execution.

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

Mandatory documents required / returnable:

- Bidder must submit their company profile clearly showing their core activities. The profile must highlight the expertise of the contractor in Hazmat Services. The profile must include a minimum of three (3) Hazmat projects done in the last two (2) to three (3) years.
- Bidder must provide a minimum of three (3) contactable references for similar work or services done in the last two (2) to three (3) years. The references must include contactable telephone numbers and e-mail addresses of the referees.
- Bidder must submit proof of compliance for the Compensation for Occupational Injuries and Disease Act (COIDA).

Cleaning and Repairs of Hazmat Sumps at Building 18, CSIR Pretoria Campus

| Item | Description | Unit | QTY | Rate | Amount |
|------|--|------|-----|------------------|--------|
| 1. | Cleaning of the sumps | Ea | 2 | | |
| 2. | Treatment and disposal in accordance with Hazmat regulatory requirements | Ea | 2 | | |
| 3. | Repair the dosing containers | Ea | 2 | | |
| 4. | Recommission the sumps | Ea | 2 | | |
| 5. | Prepare a safety file | Ea | 1 | | |
| | | | | Sub-Total | |
| | | | | VAT @ 15% | |
| | | | | Total | |

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 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.

Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- If supplier does not provide an itemised quote;
- Non-submission of relevant company profile;
- Non-submission of valid COIDA certificate;
- Non-submission of at least a minimum of three (3) contactable references on similar work done in the last (two) 2 to three (3) years;
- If the supplier fails to submit any of the mandatory/returnable documents.

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 SUB-CONTRACTING

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 5.5 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.

6 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 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.

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

8 ANNEXURE A – SBD 1 (Completed form to be submitted with the quotation)