

Request for Quotation

Request for Quotation (RFQ) for yearly servicing of air conditioning and refrigeration equipment at CSIR Durban for a period three (3) years

RFQ No. 9369/01/03/2022

Date of issue	Tuesday, 15 February 2022
Closing Date and Time	Date: Tuesday, 01 March 2022 Time: 16H30
Enquiries and submission of proposals	Submission of quotation or any other enquiries Email to: tender@csir.co.za (Late bids will not be accepted)
CSIR Business Hours	08:00-16:30

1 INVITATION FOR QUOTATION

Quotations are invited for a periodic service of air conditioning and refrigeration equipment at CSIR Durban for a period of three (3) years.

2 SCOPE OF WORKS

The full-service spectrum of air conditioning and refrigeration equipment over a period of three (3) years starting 01 April 2022 and ending 31 March 2025 will include:

- Fifteen (15) minor services
- Three (3) major services
- Ten (10) calibration of gas sensors

The service schedule will be as follows:

Month	Type of service
April	Minor service
June	Minor service
August	Minor service + calibration of sensors
October	Minor service
December	Minor service
February	Major services + calibration of sensors

A complete service report with diagnosed faults will be handed in after each service. Quotations for any repairs and/ or replacement of parts required will be attached to the final report.

No repairs and/or replacement of parts will be done without an official purchase order from CSIR.

2.1 LIST OF EQUIPMENT:

- VRV System:
 - 2x Condensers
 - 22x Cassette splits
 - 6x Ducted hide-away units
- 7 x Mid-wall splits – 1 x BIDE server room, 1 x Control room, 2 x Fridge room, 1 x Balance room and 2 x ICT and server room.
- 2 x Cassette units – Sharks boardroom
- 1x Close control split AC unit
- 1x Heat pump - BIDE
- 3x Air handling packaged units
- Fans
 - 1x Axial fan
 - 5x Tube fans
 - 3x Wall fans
 - 1x Ceiling fan
- 2 x Cold rooms (1 x BIDE and 1 x Coastal Systems TC laboratory)
- 5 Double door display fridges – B Block, 1st floor Laboratories

2.2 SCOPE OF MINOR SERVICE WORK WILL CONSIST OF THE FOLLOWING:

VRV, DX Split, Cassette Units & Close Control Units	Check controller settings and operations
	Check system operations – heating and cooling modes
	Check for imbalance, abnormal noise or vibration
	Check the operation of safety controls
	Check drive belt for correct tension and alignment
	Check sealing
	Remove and wash evaporator filters and refit
	Clean all indoor AC units that are exposed
	Check temperatures
	Check unit settings
	Report any problems

Air Handling Units	Remove and wash evaporator filters and refit
	Replacement of all Air Handling units Filters Annually
	Clean condensate tray and flush condensate drainpipe
	Analyse any faults recorded by controller
	Check the operation of safety controls
	Confirm communication between indoor & outdoor units
	Check unit for signs of oil stain and sign of refrigerant leakage
	Check electrical control for functionality
	Check electrical starters for correct sequence and over settings
	Check wiring and electrical switchgears for overhauling, contact pitting, loaded contacts, loaded cable, etc.
	Check crankcase heater.
	Check fan belt for proper alignment and belt tension where applicable
	Check fan sleeves, fan pulleys and set screws for tightness where applicable if loose, please check alignment prior to tightening
	Check motor bearings and shaft bearings for sign of overheating where applicable. Lubricate bearings as necessary
	Check & treat any corrosion on outdoor unit.
	Check & treat any corrosion on coil & frame
	Check heat transfer fins and com if necessary
	Check ductwork for air leakage and signs of condensation where applicable
	Inspect units and ducting for any signs of bacterial infection and spray with anti-bacterial disinfecting chemical
	Check compressor for signs of liquid slugging or sign of overheating

	Check compressor and refrigerant piping for signs of excessive vibration and abnormal noise.
	Monitor and record operating parameters, such as oil levels, refrigerant charge, system pressures, line amperage, line voltage, compressor running current, etc.
	Check overload settings
	Spray clean condenser fins (if necessary)
	Check the condenser coil and surrounding areas for obstruction to the airflow, hot air recirculation and short cycling. Check condenser fans assembly for obstruction to the fan blade movement. If surrounding areas are exposed to dusty, salty or sandy environment, flush condenser coils with cold water
Ventilation Equipment	Remove and wash filters
	Refit filters & check sealing
	Inspect fan and ducting for any signs of bacterial infection and spray with anti-bacterial disinfecting chemical
	Check for rotation
	Check for imbalance, abnormal noise or vibration
	Check duct work & flexible duct connection for air leakage
	Check fan operational hours if applicable
	Check controller setting & operation
	Inspect and clean VSD to extraction systems located in ceiling void
	Report any problems
Cold Rooms	Pressure clean / degrease condenser coils
	Clear condensates drain lines
	Check condition of door gaskets
	Monitor thermostat operation and adjust as needed
	Monitor temperature and cycling
	Check compressor operation and control wiring

	Check refrigerant level
	Oil motors if oil exists
	Check unit thermometer
	Check suction line insulation
	Inspect door hinges & door closers
	Check and adjust defrost timers

2.3 SCOPE OF MAJOR SERVICE WORK WILL CONSIST OF THE FOLLOWING:

VRV, DX Split, Cassette Units & Close Control Units <i>All the above minor service details and in addition:</i>	Chemical wash condenser units
	Check & treat any corrosion on coil and frame
	Check that condensate drains away
	Clean drip tray and drain, also check the trap seal
	Check condensate pump operation, where fitted
	Blow out evaporator coil
	Clean all diffusers and grilles where applicable
	Inspect BS boxes
	Check compressor amperage and fan motors – record unit pumps
	Check line voltage – record input voltage
	Check overload settings
	Check oil & refrigerant charge
	Check for refrigerant leaks
	Check crankcase heater
	Lubricate/grease motors and bearings where applicable
	Check evaporator and condenser fan motor blades for damage
	Check couplings
	Check filter driers where applicable
	Check refrigerant pressures
	Clean coil with medium pressure spray
Check and recalibrate safety controls	

	Document any noise or suspected wear and tear which may potentially cause technical failure
Air Handling	Clean unit and touch up all rusty parts
Packaged Units	Check fan alignment and replace damaged fan belts as necessary
All the above minor service details and in addition:	Check liquid line sight glass for sign of excessive moisture content and filter drier for sign of excessive pressure drop. Replace filter drier as necessary. Evacuate the system thoroughly prior to recharging and re-commissioning thereafter.
	Check evaporator coils and condenser coils for fouling surfaces. Clean evap. Coil with medium pressure spray
	Check and recalibrate safety controls
Ventilation Equipment	Record motor running amps (each phase)
All the above minor service details and in addition:	Record voltage (each phase)
	Check drive belts for correct tension & alignment (where fitted)
	Check belt guard
	Record temperature of motor with laser sensor
	Record temperature of bearings with laser sensor
	Check all bearings
	Oil / grease bearings if required
	Check overload setting
	Clean fan impeller & check for corrosion
	Tighten grub screws on pulleys & impeller
	Check all unit support and mountings
Cold Rooms	All the above minor service details
Calibration of Gas Detection System	Calibration of gas detection sensors

2.4 PRICE SCHEDULE

Item	Description	Unit	Qty.	Rate	Amount
1	April 2022, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
2	June 2022, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
3	August 2022, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
4	August 2022, Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
5	October 2022, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
6	December 2022, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
7	February 2023, Major Service (Including travelling, labour & cleaning consumables)	Sum	1		
8	February 2023, Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
9	April 2023, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
10	June 2023, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
11	August 2023, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
12	August 2023, Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
13	October 2023, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
14	December 2023, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
15	February 2024, Major Service (Including travelling, labour & cleaning consumables)	Sum	1		
1	February 2024, Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
18	April 2024, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
19	June 2024, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
20	August 2024, Minor Service	Sum	1		

	(Including travelling, labour & cleaning consumables)				
21	August 2024, Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
22	October 2024, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
23	December 2024, Minor Service (Including travelling, labour & cleaning consumables)	Sum	1		
24	February 2025, Major Service + Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
25	February 2025, Calibration of Gas Sensors (Including travelling, labour & cleaning consumables)	Sum	1		
26	Safety File. Allow for all health and safety requirements as per Occupational Health and Safety Act 85 of 1993 Provide risk assessment safety file. Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. Copy of safety file to be kept on site at all times	Sum	1		
Sub-Total					
15% VAT					
Grand total					

CALL OUT RATES				
Description	Sum	Year 1 2022	Year 2 2023	Year 3 2024
Breakdowns and call outs (Rate only) Monday to Fridays 08:00am to 16:30pm	Hour			
Breakdowns and call outs (Rate only) After hours and on public holidays	Hour			

2.5 ADDITIONAL NOTES:

Callouts would include the following:

- HVAC equipment in critical areas O/O/O (Out of Order) i.e., Server rooms, clean rooms, Laboratories.
- HVAC equipment posing a danger to employees and members of the public.
- HVAC equipment O/O/O (Out of Order).
- A/C units leaking water.
- A/C units not cooling.
- A/C units not heating.
- A/C units making noise.
- Smells coming from HVAC equipment.

Unless specifically agreed with the CSIR, Callouts logged at the CSIR office on a normal workday (Monday to Friday) will be attended to within 24 hours (1 day) of the call being logged.

2.6 EMERGENCY CALL – OUTS

These Callouts would include the following:

- A/C units in critical areas O/O/O (Out of Order) i.e., Server Rooms, Clean rooms, and Laboratories.
- A/C units posing a danger or health effects to staff and members of the public.

Unless specifically agreed with the CSIR, emergency Callouts logged at the CSIR offices will be attended to within 4 hours of receipt of the call out in writing or telephonically. If a call is logged after 13:00pm it must be attended to by 08:30 the following morning.

3 MANDATORY / RETURNABLE DOCUMENTS

- The bidder to submit a valid Certificate of Good Standing (COIDA) with the Department of Employment and Labour.
- The bidder must submit valid proof of public liability insurance, or a letter of intent issued by a Private Insurer to the minimum value of R1 Million.

4 ELIMINATION CRITERIA

Bidders will be eliminated under the following conditions:

- Late submission of tender documents
- Quotation submitted at wrong e-mail address
- Failure to submit 3 contactable references for similar maintenance contracts (services rendered between 2015 and 2021), see Annexure A for completion of information required
- Failure to submit a company profile
- Failure to submit the Certificate of Good Standing (COIDA) with the Department of Employment and Labour
- Failure to submit proof of public liability insurance cover or letter of intent issued by a private Insurance Firm to the minimum of R1 Million
- Failure to submit completed and signed Declaration by Bidder Form, Annexure B
- Failure to submit a quotation on company letterhead

5 EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on the 80/20 preference point system please submit valid B-BBEE certificate or sworn affidavit. No B-BBEE status will equal zero points (RSA suppliers only).
- 5.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 5.3 No order will be issued, or no contract will be signed without a valid CSD number.

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 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 6.3 Payment will be according to the CSIR Payment Terms and Conditions

- 6.4 Each proposal shall be valid for a minimum period of two (2) months calculated from the RFQ closing date.

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 7.1 All quotations must be submitted electronically to: tender@csir.co.za
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 7.3 The email and file sizes should not exceed a total of 25mb per email.
- 7.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBEE Certificate).
- 7.5 All documents submitted electronically via email must be clearly visible.
- 7.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 7.7 Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc, will not be considered for evaluation.

8 SUB-CONTRACTING

- 8.1 A bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a bidder 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 bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 8.2 A bidder 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.

9 ADDITIONAL TERMS AND CONDITIONS

- 9.1 A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 9.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 9.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 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.
 - Company registration certificates.
- 9.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 9.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- 9.6 SANS 1200 will be referred to for any assessment of contractor's claims.

10 DISCLAIMER

This RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether about its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

9 ANNEXURE A – PROJECTS LIST

The bidder must list relevant projects completed between 2025 and 2021.

Company Name	Contact Person	Contact Details (e-mail and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

10 APPENDIX B – DECLARATION BY BIDDER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: _____

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFQ No:** _____ at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

ANNEXURE C – SBD 1 FORM

(Completed form must be submitted with the quotation)