

**Request for Quotations (RFQ) for Aluminium Partitioning in Building 17 at
CSIR Scientia Pretoria.**

Date of issue	Wednesday, 03 February 2021
Closing Date and Time	Wednesday, 17 February 2021 at 16h30
RFQ Number	RFQ No. 5661/17/02/2021
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1 INVITATION FOR QUOTATION

Quotations are hereby invited from building contractors to supply and erect Aluminium and Glass Partitions at building 17 at CSIR Pretoria Campus.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The scope of work and BOQ are detailed below.

NOTES: All Aluminium work to be manufactured and installed as per The Association of Architectural Aluminium Manufacturers of South Africa (AAAMSA) specifications. Glazing, clear laminated intruder proof (glazing thickness as per SANS 10400, Part N, Glazing), South African Glass and Glazing Association (SAGGA) certified and

coded on completion.

Door closer to opening leafs where applicable, model to suit weight of door.

The supplier must quote as per the below Bill of Quantities (BOQ) which should be read in conjunction with the accompanying drawing: (Please see **Annexure A** attached).

Item	Description	Unit	Quantity	Unit Price	Price
1	Supply and install the following Aluminium Partitions as per the accompanying drawing				
1.1	2820mmx1300mm	No	1		
1.2	2820mm x 1200mm	No	1		
1.3	2820mm x 1353mm	No	1		
1.4	Double door 2820mm x 2000mm	No	1		
1.5	2330mmx 1300mm	No	3		
1.6	2330mm x 1200mm	No	1		
1.7	2330mm x 1355mm	No	1		
1.8	2330mm x 1027mm	No	1		
1.9	Double door 2330mm x 2000mm	No	1		
2.0	Clear all Rubble and dispose off at an approved dump site	Item	1		
3.0	<u>Safety file.</u> Provide risk assessment safety file according to CSIR requirements. Ensure all insurances including public liability and workman's compensation are in place prior to commencement of	Item	1		

	works. Safety file to be kept on site at all times during work execution				
		Sub Total			
		15% Vat			
		Total			

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services exactly as 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:

- Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in Aluminium works. It must also include a minimum of three (3) Aluminium maintenance and installation services or services done in the last 2 to 3 years.
- The service provider must provide a minimum of three (3) contactable references for similar work or services (Scope and value) done in the last 2 to 3 years. These references must include contactable telephone numbers and email addresses of the referees.
- Proof of compliance with the Compensation for Occupational Injuries and Disease Act (COID). Please submit proof.

- Proof of CIDB registration 1GB or Higher

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a certified copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).
- 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;
- If supplier does not quote on all items in the BOQ;
- If supply does not submit quotation on their official company letterhead;
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- Non-submission of relevant company profile;
- Non-submission of at least a minimum of three (3) testimonial letters on similar work done;
- 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.

DECLARATION BY TENDERER

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

RFQ No: 5661/17/02/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ No 5661/17/02/2021 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 quotation.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

ANNEXURE A – Drawing – Building 17B 1st floor

ANNEXURE B – SBD 1 FORM

(Form must be completed and sent back with the quotation)