



### INVITATION TO TENDER

THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR) IN SOUTH AFRICA INVITES EXPERIENCED SERVICE PROVIDERS TO BID FOR THE FOLLOWING SERVICE:

TENDER NO.	TENDER DESCRIPTION	CLOSING DATE AND TIME
RFP No. 3428/05/03/2021	Request for Proposal (RFP) for For appointment of panel of contractors for provision of the supply, installation and maintenance of Air Conditioning Units to the CSIR Scientia, Kloppersbos, Paardefontein, Carlow Road, and Cottesloe Campuses on an as and when required basis for period of five (5) years.	05 March 2020 at 23h59

Please refers to Annexure A of this Invitation to Tender for detailed specification and bid requirements

Tender documents can be purchased at a non-refundable fee of R1150.00 (VAT included) on the PURCO SA website. Visit [www.purcosa.co.za](http://www.purcosa.co.za).

Any queries must be in writing to Mr Tshupo Mampuru at [tshupo.mampuru@purcosa.co.za](mailto:tshupo.mampuru@purcosa.co.za).

All tender document availability and tender submission related queries must be sent to [molemoshi.ramokolo@purcosa.co.za](mailto:molemoshi.ramokolo@purcosa.co.za), contact number 011 545 0940.

Submission for the tender is online via the PURCO SA website (link for submission is in the tender document).

## **Annexure A**

### **Detailed Specification and Requirements**

#### **1 INVITATION FOR PROPOSAL**

Proposals are hereby invited from suitably qualified and experienced contractors for appointment of a panel of service providers to supply, delivery, installation, commissioning and maintenance of Air Conditioning Units to the CSIR Scientia, Kloppersbos, Paardefontein, Carlow Road, and Cottesloe Campuses on an as and when required basis for period of five (5) years. The CSIR reserves the right to appoint a maximum number of about ten (10) service providers to this panel, based on highest points on preferential point system.

The top ten (10) bidders who score the highest number of functional/technical points following the CSIR approved evaluation process based on the evaluation criteria set out in section 30 above (evaluation criteria), will be appointed and contracted to form part of the panel to supply, installation and maintenance of Air Conditioning Units to the CSIR Scientia, Kloppersbos, Paardefontein, Carlow Road, and Cottesloe Campuses on an as and when required basis for period of five (5) years. The bidders will be registered on the CSIR supplier database as well as given a fair opportunity to bid for future work following the CSIR procurement policy.

#### **2 PROPOSAL REQUIREMENTS**

All proposals are to be submitted in the format specified in this RFP.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

##### **2.1 Technical Proposal**

The following must be submitted as part of the **technical** proposal:

- a. Company profile clearly stipulating the number of years in supply, installation, commissioning and maintenance of Air Conditioning Units;
- b. Provide a methodology and approach for the proposed required solution detailing how the supply, installation and commissioning of air conditioning units would be done- this should include a provisional project plan with deliverables and estimated timelines; The methodology should be based on the RFQ for the installation of 2 air conditioning units,

- a 12000 Btu mid-wall unit for an office and 48000 Btu under-ceiling unit for a lab - from the time the PO is issued to the contractor until commissioning.
- c. Provide contingency plan in case of emergency;
  - d. Provide quality plan;
  - e. Safety Plan;
  - f. Provide a valid letter of good standing for Compensation for Occupational Injuries and Diseases (COID) relevant to scope of work;
  - g. Provide an active and valid CIBD registration with **1 ME or higher**;
  - h. Provide proof public liability cover of a minimum of R1 Million;
  - i. Provide detailed CV and certified copies of qualifications of the site foreman. The foreman must be a registered competent person level B (min.) in the field of refrigeration, in accordance with SANS 10147 annex D (this means SAQCC Gas Refrigeration category B).
  - j. Provide detailed CVs of at least two (2) level A (min.) registered competent personnel (this means SAQCC Gas Refrigeration category A) who would be carrying out the air conditioning units installations;
  - k. Provide at least three (3) relevant contactable references letters for similar work done in the last three (3) years;
  - l. Provide a completed and signed SBD 1 form; and
  - m. Provide a completed and signed "Declaration by Tenderers" form.

## 2.2 **Legal Requirements and quality standards**

The service provider shall provide his/her own quality control system to ensure compliance with the all standards and specifications throughout the contract duration.

All the work shall in all respects comply with the following authorities and regulations:

- The Occupational Health and Safety Act, Act No. 85 of 1993.
- SANS 10400: The application of the National Building Regulations.
- SANS 10147: Refrigeration systems, including plants associated with air-conditioning systems.
- The wiring of premises Part 1: Low-voltage installations, SANS 10142-1 as amended.
- Local municipal regulations, by-laws and ordinances.
- Local fire department regulations.
- Local electrical supply authority regulations.

### **3 PROPOSAL SPECIFICATION**

#### **3.1 Scope of Work**

The following services will be performed by the panel of service providers as duties and responsibilities in terms of the contracted services:

- 1) The service provider/s will be responsible for the supply, delivery, installation and commissioning of new air conditioning units, as and when required by the CSIR;
- 2) The service provider/s should be able to provide preventative maintenance during the warranty period;
- 3) Provide ad-hoc maintenance where CSIR does not have capacity;
- 4) Core drilling should be done if found necessary during the installation;
- 5) The supplier will be required to make good all openings through ceilings, walls, partitioning and slabs after the installation of aircon units;
- 6) Waterproofing should be done on all slab openings after the installations.
- 7) The service provider will be expected to start installation three (3) working days after receipt of an official Purchase Order from CSIR;
- 8) The CSIR will enter into a five (5) year service level agreement with the successful supplier(s).
- 9) At contracting, the successful supplier(s) will be required to submit a safety file that meets all minimum requirements as per the CSIR contractor management procedure and applicable standards. It will be the responsibility of the supplier(s) to ensure that safety files are kept on site and are up to date for audit purposes;
- 10) The CSIR will issue a Purchasing Orders as and when the need arises, during the five (5) years period. No work shall or must be carried out without an official CSIR Purchase Order.

#### **3.2 Supply, delivery, Installation and commissioning**

- Supply air conditioning units as per specification determined by the CSIR;
- Air Conditioning Split Units Installation Procedure must be followed for all installations as a guideline.
- The CSIR Air-Conditioning Commissioning Form must be completed and signed after each installation and submitted to the CSIR after commissioning;
- The Department of Labour, Occupational Health and Safety Act 1993, Certificate of Compliance for Refrigeration and Air Conditioning must be completed and signed after each installation and submitted to CSIR after commissioning;

- The CSIR guidelines and procedures will be provided to the successful supplier(s) on contracting.
  - **Types and Sizes**

The types and sizes of the various air conditioning units are as tabulated below:

<b>Type</b>	<b>Size</b>
<b>Heat Pump Inverter-Type Mid-Wall Air Conditioning Units</b>	9 000 BTU
	12 000 BTU
	18 000 BTU
	24 000 BTU
<b>Heat Pump Inverter-Type Ceiling Cassette Air Conditioning Units</b>	12 000 BTU
	18 000 BTU
	24 000 BTU
	36 000 BTU
	48 000 BTU
<b>Heat Pump Inverter-Type Under Ceiling Air Conditioning Units</b>	60 000 BTU
	24 000 BTU
	36 000 BTU
	48 000 BTU
	60 000 BTU

### 3.3 Types Utilization Ranking

<b>Utilization Ranking</b>		
<b>Type and Model</b>	<b>Size</b>	<b>%</b>
<b>Heat Pump Inverter-Type Mid-Wall Air Conditioning Units</b>	9 000 BTU	41
	12 000 BTU	36
	18 000 BTU	9.5
	24 000 BTU	3.5
<b>Heat Pump Inverter-Type Ceiling Cassette Air Conditioning Units</b>	12 000 BTU	0.5
	18 000 BTU	2
	24 000 BTU	0.5
	36 000 BTU	2
	48 000 BTU	1
<b>Heat Pump Inverter-Type Under Ceiling Air Conditioning Units</b>	60 000 BTU	0.5
	24 000 BTU	1.5
	36 000 BTU	0.5
	48 000 BTU	1
	60 000 BTU	0.5

## EVALUATION METHODOLOGY

### 4 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-Qualification and Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)
Only bidders that comply with ALL these criteria set on paragraph 4.1 on <b>Phase 1</b> below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum threshold of <b>50 points</b> on each of the individual criteria, and a minimum threshold of <b>70 points</b> out of <b>100 points</b> overall. Only bidder (s) who meet and/or exceed the minimum threshold points on Phase 2 and are ten (10) highest scoring on technical/functionality evaluation would form part of the panel.

#### 4.1 Pre-Qualification and Elimination Criteria (Phase 1)

##### (a) Pre-Qualification Criteria

Only the following enterprises will be considered for this tender:

1. B-BBEE status of level 1 to 3

NB: *A valid certified copy of a B-BBEE Certificate or valid sworn affidavit must be submitted to be considered for this tender. **B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).***

##### (b) Elimination Criteria

Proposals will be eliminated under the following conditions:

- Submission after the deadline (Closing date and time);
- Proposals submitted to incorrect location;
- Bidder who are restricted by National Treasury;
- Non-submission of valid letter of Good Standing for COIDA relevant to scope of work;
- Registration with SAQCC Gas Refrigeration category B for the foreman/supervisor and category A for two personnel;
- Non-submission of an active and valid CIBD registration with **1 ME or higher**;
- Non-submission of proof of public liability cover of a minimum of R1 Million;

- Non-submission of complete and sign the SBD 1 and the Declaration by Tenderers forms.

#### 4.2 Technical Evaluation Criteria (Phase 2)

Only proposals that have met the Pre-Qualification Criteria and are not eliminated will be evaluated for technical/functionality. Technical/Functionality will be evaluated as follows:

- I. Functional Evaluation – Proposals will be evaluated out of **100 points** and are required to achieve minimum threshold of **50 points** on each of the individual criteria, and minimum threshold of **70 points** of **100 points** overall.

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

**Phase 2: The second phase includes functionality using the following criteria:**

Functional Factor	Criteria Description	Weighting
<b>Company Experience: Number of years in supplying and installation of Air Conditioning Units</b>	<ul style="list-style-type: none"> <li>• The service provider must have a minimum of two (2) years in air conditioning units installations;</li> <li>• The bidder must provide a clearly detailed profile, which includes a value proposition, stipulating the number of years rendering similar services and reflecting the required scope of works (Supplying and installation of Air Conditioning units);</li> <li>• The profile must not be longer than 10 pages.</li> </ul>	10
<b>Technical Proposal and Work Methodology</b>	<ul style="list-style-type: none"> <li>• Methodology and approach for the proposed required solution. This must include the actual process on how the installation and commission of air conditioning units is done.</li> <li>• The Plan should include activities, deliverables and estimated timelines.</li> </ul>	15
<b>Client References</b>	<ul style="list-style-type: none"> <li>• A minimum of three (3) contactable references letters reflecting the required scope of works (Supply, installation and commission of air conditioning Units)</li> <li>• The references letters must have the following details: <ul style="list-style-type: none"> <li>• The reference letter must be in official company letterhead;</li> </ul> </li> </ul>	20

	<ul style="list-style-type: none"> <li>The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract.</li> <li>The reference letter must have email address and telephone number.</li> <li>The Reference letter must be dated and signed.</li> </ul>	
<b>Staff Capability</b>	<ul style="list-style-type: none"> <li>Detailed CV and copies of qualifications of the site foreman. The foreman must be a registered competent person level B (min.) in the field of refrigeration, in accordance with SANS 10147 annex D (this means SAQCC Gas Refrigeration category B).</li> </ul>	15
	<ul style="list-style-type: none"> <li>Detailed CVs of at least two (2) level A (min.) registered competent personnel (this means SAQCC Gas Refrigeration category A) who would be carrying out the aircon installations.</li> </ul>	10
<b>Quality Plan</b>	<ul style="list-style-type: none"> <li>Quality plan including an example of the quality metrics on how to do quality checks</li> </ul>	10
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>Plan to address the emergency, for example, if the work has to be done on weekends, working overtime, providing extra resources,</li> </ul>	10
<b>Safety plan (NB: This does not refer to a safety file</b>	<ul style="list-style-type: none"> <li>Plan done according to the CSIR's guidelines.</li> </ul> <p>NB1: The safety plan must not be longer than 10 pages</p>	10
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 points** and less than **50 points** on each of the individual criteria will be eliminated from further evaluation Price and B-BBEE Evaluation.