



## Request for Proposals (RFP)

### For the Provision of Construction Services for the Design, Supply, Installation and Commissioning of an electric fence at CSIR Cottesloe Campus

**RFP No. 3434.1/09/07/2021**

Date of Issue	Friday, 18 June 2021	
Compulsory Briefing Session and Site Inspection	<b>Date:</b> Monday, 28 June 2021 <b>Venue:</b> Virtual–Microsoft Teams <b>Time:</b> 10H00 – 11H30 <b>Access link :</b> <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDBiYTAxMjMtMGNhNC00MWJmLWlwM2QtMjY2M2lwNTJlYWQ0%40thread.v2/0?context=%7b%22Tid%22%3a%22fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%221c4f96d0-2ecb-491c-b318-727359f0400a%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDBiYTAxMjMtMGNhNC00MWJmLWlwM2QtMjY2M2lwNTJlYWQ0%40thread.v2/0?context=%7b%22Tid%22%3a%22fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%221c4f96d0-2ecb-491c-b318-727359f0400a%22%7d</a>	
	<b>Date:</b> Wednesday, 30 June 2021 <b>Venue:</b> CSIR Cottesloe Campus, 2 Frost Avenue, Braamfontein Werf, Johannesburg <b>Time:</b> 10H00 – 16H30 (multiple sessions)	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing Date and Time	Friday, 09 July 2021 at 16h30 <i>(Late bids will not be accepted)</i>	

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## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2 BACKGROUND**

The CSIR Cottesloe Campus in Braamfontein is without any form of security detection. Therefore, there are criminal elements who exploit this security weakness by breaking through the perimeter without being detected.

The objective of the project is to install an electrical fencing system, to act as our first line of intrusion detection along the entire perimeter fence length including the gates.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from contractors who are registered with the Construction Industry Development Board, Private Security Industry Regulatory Authority and Department of Labour (CIDB, PSIRA and DOL) for the design and installation of electric fence along the entire boundary of the Cottesloe site in Braamfontein.

### **4 PROPOSAL SPECIFICATION**

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

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.

#### **4.1. Technical Proposal (Part A)**

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

- Covering letter on company letterhead.
- High level electric fence design depicting zones, positions of energizers, etc.
- List of similar projects that are in progress, projects completed between 2010 and 2020, contract value and scope of work.
- Reference letters for current projects or completed projects between 2010 and 2020 from previous clients. (No letters from other contractors and completion certificates will be accepted as these do not elaborate on bidder's workmanship and work ethic).

- CV's clearly indicating experience of key personnel (Site foreman and a qualified electrician).
- Detailed installation programme with realistic time frames, key tasks with the project duration of one (1) month or less.

#### 4.2. Financial Proposal (Part B)

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

- Cover Letter.
- Proposed financial offer on an official company letterhead (Completed BOQ must include **contingency of 10%**).
- The pricing must be firm for 90 days and inclusive of all costs to render the required service.
- Copy of valid B-BBEE certificate or valid sworn Affidavit.
- CSD registration report (RSA suppliers only).

#### 4.3. Mandatory Documents

The following must be submitted as part of the mandatory requirements:

- A valid letter of good standing from the Department of Labour (COIDA) or private assurer relevant to the scope of work. (If the letter of good standing is not relevant bidder would have to do an affidavit to Department of Labour (DoL) or their private assurer to include the relevant "Nature of business" into the letter, therefore Bidder would need submit proof the affidavit and acceptance by DoL, however no appointment done without a letter of good standing relevant to the scope of work).
- Provide proof of public liability cover of a minimum R 5 000 000.00 or letter of intent.
- Valid CIDB registration certificate/proof, level 2EB or higher grading designation.
- Valid Company PSIRA registration Certificate.
- A valid certificate of registration for Electric Fence System installer (as issued by the Department of Labour in terms of Occupational Health and Safety Act 85 of 1993: Electrical Machinery Regulation).
- Technical Proposal (Part A).
- Financial Proposal (Part B).
- Completed and signed Local Content Appendix C and production declaration form SBD 6.2, where applicable.
- Completed and Signed SBD 1 form, Appendix G.
- Signed Bidder Declaration Form.

## 5 SCOPE OF WORK

The scope of work entails the design, supply and installation of an early warning perimeter intrusion detection system that reports via sms to mobile numbers when there is an alarm triggered and graphic zonal interface to operate the fence.

### 5.1 Technical specification

The software package must be able to keep system logs and create different user profiles.

- Equipment Specifications: 24 wire electric fence.
- 100mm spacing 4 x Dual zone energisers with back suppliers with a battery span of up to 4 hours maximum.
- 2 mm stranded wire to be utilised.
- Hot dip Omega brackets.
- Warning signage to be installed as per the legislation.
- Lightning arrestor to be installed as per legislation.
- Earthlings to be installed as per legislation.
- All in one entry HP PC with a 20" anti-glare monitor.

#### 5.1.1 Communication specification

The primary communication backbone network to be installed will be fibre which will allow for future expansion.

#### 5.1.2 System training specification

Contractors must allow for the provision of training for the CSIR operators and administrators including training manuals.

#### 5.1.3 System training specification

The contractors must submit the following documents at the completion of the project:

- Certificate of Compliance for the electrical work.
- Certificate of Compliance for the actual electric fence.
- Line Fence and google map layout drawing indicating the field boxes, zone descriptions & distances.
- The cable layout drawing.
- Operator and Manufacture Manuals with system password.

**NB: Contractor must allow for the vegetation clearance**

**CSIR will provide the electrical 220V where required**

**5.2 Documents enclosed in the RFP tender**

- 5.2.1 Appendix A - Declaration Form by Bidder
- 5.2.2 Appendix B – Reference Letter Form
- 5.2.3 Appendix C – Declaration certificate for Local production and content
- 5.2.4 Appendix D – Local Content Annexure C, D, E
- 5.2.5 Appendix E – SBD 1
- 5.2.6 Appendix F – Scoring Sheet
- 5.2.7 Appendix G – Map
- 5.2.8 Appendix H – Site Layout
- 5.2.9 Appendix I – Intention to bid
- 5.2.10 Appendix J – BOQ
- 5.2.11 Appendix K – Minimum Safety Requirement

**6 FUNCTIONAL EVALUATION CRITERIA**

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

Functional Factor	Criteria Description	Weighting (%)
<b>Company Experience</b>	<ul style="list-style-type: none"> <li>• The service provider must attach a list of projects that are in progress or completed between 2010 and 2020 as the <b>main</b> contractor.</li> <li>• Projects listed must be similar in scope and contract value.</li> <li>• Completed projects sites must be accessible for vetting purposes.</li> </ul>	30
<b>Client References</b>	<ul style="list-style-type: none"> <li>• Reference letters from contactable references for similar projects in scope and contract value, completed between 2010 and 2020</li> </ul> <p>NB: No letters of appointment or completion certificates will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic.</p> <p>The references letters must have the following details:</p> <ul style="list-style-type: none"> <li>• The reference letter must be in official client company letterhead;</li> </ul>	30

	<ul style="list-style-type: none"> <li>• The reference letter must be from different entities</li> <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 have email address and telephone number.</li> </ul>	
<b>Experience of Key Personnel</b>	<ul style="list-style-type: none"> <li>• Bidders to attach CV's for site foreman and a qualified electrician</li> </ul>	20
<b>Construction Programme</b>	<ul style="list-style-type: none"> <li>• Project programme with realistic time frames, key tasks clearly defined and critical path depicted.</li> </ul>	20
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

**6.2** Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criterion will be eliminated from further evaluation.

**6.3** Refer to Appendix F for the scoring sheet that will be used to evaluate functionality.

## **7 PREQUALIFICATION CRITERIA**

Only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for local production & content will be considered (**Refer to APPENDIX F**)

## **8 ELIMINATION CRITERIA**

**Proposals will be eliminated under the following conditions:**

- Submission after the deadline;
- Failure to attend the compulsory briefing session and site inspection;
- Proposals submitted at incorrect email address;
- Bidders who are restricted by National Treasury;
- A valid certificate of registration for Electric Fence System installer (as issued by the Department of Labour in terms of Occupational Health and Safety Act 85 of 1993: Electrical Machinery Regulation



- Failure to submit a valid letter of good standing from the Department of Labour (COIDA) or private assurer relevant to the scope of work. (If the letter of good standing is not relevant, bidder would have to do an affidavit to Department of Labour (DoL) or their private assurer to include the relevant “Nature of business” into the letter, therefore Bidder would need submit proof the affidavit and acceptance by DoL, however no appointment done without a letter of good standing relevant to the scope of work);
- Failure to submit valid proof of public liability cover of a minimum of R 5 000 000.00 or a letter of intent from an insurer;
- If the supplier fails to meet the Local Production and Content requirements and does not submit local content Appendix C and SBD 6.2 declaration certificate for Local Production and Content;

## **9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION & B-BBEE CERTIFICATE**

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury’s Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za) ;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

## **10 APPLICABLE CONTRACT**

Upon appointment, the appointed contractor will be required to enter into an agreement with the client, CSIR Standard construction terms and condition will be utilised.

## SECTION B – TERMS AND CONDITIONS

### 11 INTENT TO BID

Prospective bidders are requested to complete the intent to bid form (APPENDIX I) published with this RFP and confirm their intention to submit a bid. All interested bidders MUST submit the completed intent to bid form by not later than Friday, 09 July by 16:30 to [tender@csir.co.za](mailto:tender@csir.co.za) The RFP Number must be used on the email subject.

#### BRIEFING SESSION PROTOCOL

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

##### **a. Prior to site visit**

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
- *All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).*
- *All bidders must watch the COVID-19 Visitors induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).*
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

##### **b. Entrance to a CSIR site**

- i) *All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) *All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*

**c. Conduct during site visit**

- i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*
- ii) *Masks must be worn for the duration of the visit*
- iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
- iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc to avoid sharing or passing of items*
- v) *Social distancing of at least 2m must be maintained at all times*
- vi) *Where items for inspection need to be handled, sanitizer must be used by the delegate prior to and after handling/touching the item*
- vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific may be limited to allow for social distancing*
- viii) *No refreshments will be served during the site inspection*
- ix) *Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance*

**d. Confirmation / Certificate of Attendance of Briefing session**

*All bidders attending the compulsory briefing session will be required to complete and sign the certificate of attendance. The certificate of attendance will be signed/stamped by the CSIR official on the day of the briefing and must be submitted with the bid submission.*

***NB: Non-submission of certificate of attendance, may result in disqualification as there would be no proof of attendance.***

**13 PROCEDURE FOR SUBMISSION OF PROPOSALS**

- 13.1** All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)
- 13.2** Respondents must use the RFP number as the subject reference number when submitting their bids.
- 13.3** The e-mail and file sizes should not exceed a total of 30MB per e-mail.
- 13.4** The naming/labeling syntax of files or documents must be short and simple
- 13.5** All documents submitted electronically via e-mail must be clear and visible.
- 13.6** All proposals, documents, and late submissions after the due date and time will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## 14 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Thursday, 17 June 2021
- Last date for submission of intent to bid form Friday, 25 June 2021
- Compulsory briefing session Monday, 28 June 2021
- Compulsory site inspection Wednesday, 30 June 2021
- Last date for submission of queries: Thursday, 01 July 2021
- Closing / Submission Date: Friday, 09 July 2021

## 15 SUBMISSION OF PROPOSALS

**15.1** All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.

**15.2** Responses submitted by companies must be signed by a person or persons duly authorised.

**15.3** All e-mailed proposal submissions are to be clearly **subject-referenced with the RFP number**. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

**PART 1:** Technical Proposal RFP No.: 3434.1/09/07/2021/2021

**PART 2:** Pricing Proposal RFP No.: 3434.1/09/07/2021 /2021

**15.4** The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

**15.5** Proposals submitted must be in the following file formats:

- PDF

## 16 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of Friday, **09 July 2021** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## 17 AWARDING OF TENDERS

**17.1** Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

## 18 EVALUATION PROCESS

### 18.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful bidders.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

### 18.2 Preference points system

*The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.*

## 19 PRICING PROPOSAL

**19.1** Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

**19.2** 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 indicated.

**19.3** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

**19.4** Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

**19.5** Bidders must quote as per the Bill of Quantities (APPENDIX H).

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

19.6 Payment will be according to the CSIR Payment Terms and Conditions.

## 20 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the RFP closing date.

## 21 APPOINTMENT OF BIDDER

21.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

21.2 Appointment as a successful bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative bidder.

21.3 Awarding of contracts will be announced on the National Treasury website or the CSIR's tender website and no regret letters will be sent to unsuccessful bidders.

## 22 ENQUIRIES AND CONTACT WITH THE CSIR

22.1 Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with "*RFP No: 3434.1/09/07/2021 – For the Provision of Construction Services for the Design, supply, Installation and commissioning of electric fence at CSIR Cottlesloe Campus*" as the subject.

22.2 Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

## 23 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

## 24 COST OF PROPOSAL

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by bidders.

## **25 CORRECTNESS OF RESPONSES**

- 25.1** The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 25.2** The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **26 VERIFICATION OF DOCUMENTS**

- 26.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 26.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to [tender@csir.co.za](mailto:tender@csir.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

## **27 SUB-CONTRACTING**

- 27.1** 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.
- 27.2** 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.
- 27.3** Where the tenderer intends to sub-contract a portion of the contract, the capabilities of the subcontractor will be evaluated in accordance with the criteria defined in the RFP. The tenderer must provide a sub-contract agreement indicating the split of work and must be duly signed by parties thereto.
- 27.4** Bidders may sub-contract based on CIDB and PSIRA requirements as provided for in the RFP document.
- 27.5** All parties to the sub-contract must ensure that in addition to CIDB and PSIRA requirements they satisfy the following compliance requirements;
- COID Act;
  - SARS Tax good standing;

- CIPC good standing

## **28 LOCAL CONTENT**

- 28.1** Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 28.2** If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI should there be a need to import such raw material or input and;
- 28.3** If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI should there be a need to import such raw material or input and;
- 28.4** A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the DTI at telephone 012 394 3717/1390.
- 28.5** The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTI website. Guidance on the calculation of local content and manufacturing can be assessed on the DTI's official website – <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- 28.6** Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR. If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.
- 28.7** The Declaration Certificate for Local Production and Content (SBD 6.2) in addition to the above declarations must also be completed, duly signed and submitted by the bidder at the closing date and time of the tender; and
- 28.8** The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 28.9** The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
- 28.10** Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 28.11** Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 28.12** Applicable local production and content minimum thresholds for this tender are as per the table below:



Sector	Local Content	Minimum Local Content Threshold
1. Electric cables, NT designated sector circular 10 of 2019/2020	Applicable	90%
2. Telecom cables NT designated sector circular 10 of 2019/2020	Applicable	90 %
3. Steel product and components NT designated sectors instruction Number 15 of 2016/2017	Applicable	100%

## 29 ADDITIONAL TERMS AND CONDITIONS

**29.1** 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.

**29.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

**29.3** 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; and
- Company registration certificates

**29.4** 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.

**29.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

**29.6** SANS 1200 will be referred to for any assessment of contractor's claims.

## 30 CSIR RESERVES THE RIGHT TO

**30.1** Extend the closing date;

**30.2** Verify any information contained in a proposal;

**30.3** Request documentary proof regarding any tendering issue;

**30.4** Give preference to locally manufactured goods;

**30.5** Cancel or withdraw this RFP as a whole or in part.

### **31 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP 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 RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

**32 APPENDIX A - DECLARATION BY TENDERER**

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

**RFP No:** 3434.1/09/07/2021

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 **RFP No:** 3434.1/09/07/2021 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 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 .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE:.....	

**33 SCHEDULE OF BIDDER'S REFERENCE INFORMATION**

The bidder must provide a list of similar projects that are in progress or completed between 2010 and 2020.

Client Name, Contact Person and Telephone Number	Consulting Principal Agent / Engineer (where applicable): Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Date Completed

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**34 COMPETENCY OF FOREMAN AND A QUALIFIED ELECTRICIAN**

The Bidder shall attach the CV's of the foreman being in control of the project implementation. In addition to this, the CV of a qualified electrician must be attached. The CV's shall provide information on their track record and details of similar projects undertaken.

<b>Category of Employee</b>	<b>Name of key Personnel, Part of the Contractor's Organization</b>	<b>Years of Experience</b>
Site Foremen		
Electrician		

Signed ..... Date .....

Name ..... Position .....

Tenderer .....

### 35 RETURNABLE CHECKLIST

The bidder must complete the following returnable documents:

<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Cover letter		
2	Company experience (list of completed projects)		
3	Reference letters		
4	CVs of key personnel		
5	Detailed programme		
6	Letter of good standing with the Department of Labour (COID) or equivalent		
7	Proof of Public Liability Cover of a minimum of R 5 Million or letter of intent		
8	Proof of a valid and active CIDB certificate with 2 EB grading or higher		
9	Proof of a valid Company PSIRA registration Certificate		
10	A valid certificate of registration for Electric Fence System installer (as issued by the Department of Labour in terms of Occupational Health and Safety Act 85 of 1993: Electrical Machinery Regulation		
11	Reference letters or Appendix B, reference form No letters/form from other contractors and completion certificates will be accepted as these do not elaborate on bidder's workmanship and work ethic.		
12	Completed and signed Local content and production forms <ul style="list-style-type: none"> <li>▪ Annexure C</li> <li>▪ SBD 6.2 Declaration Certificate</li> </ul>		
13	Completed and duly signed SBD 1 form (Appendix E )		
14	Completed and duly signed Bidder Declaration form		
15	Part A - Technical Proposal		
<b>PART B: PRICING PROPOSAL</b>			
13	Cover letter		
14	Pricing on official company letterhead		
15	Completed BOQ with all the costs required to complete the project <b>NB: 10% contingency to be included in the price</b>		
16	Valid B-BBEE certificate or valid sworn Affidavit		
17	CSD registration report		

18	Part B – Pricing Proposal		
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**NOTES:**

- 1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.**
- 2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.**
- 3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.**

**APPENDIX B - REFERENCE LETTER (TO BE COMPLETED BY BIDDERS' REFERENCE)**

**It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms**

**Referee Company legal Name:** .....

**Bid Description (reference provided for):** .....

**Describe the service/work done:** .....

.....

.....

**Project Start Date:** ..... **Project End Date:** .....

**Contract Amount:** .....

**Rate Service Provider (Put a mark to the relevant score)**

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

**Would you use the service provider again:** Yes / No

**Referee Contact Person:** .....

**Referee Designation:** .....

**Referee Contact number:** .....

**Referee Email:** .....

I hereby declare that to the best of my knowledge, information completed above is true and correct.

**Bidder's referee signature:** ..... **Date:** .....



## APPENDIX F – SCORING SHEET

No.	Criteria	Proof required		Points allocation		Weight
1	<b>Company Experience</b>	<ul style="list-style-type: none"> <li>The bidder must provide a list of current projects or undertaken between 2010 and 2020. Projects must be similar in scope and contract value.</li> </ul>		Non submission 3 – 5 projects >5 – 8 projects >8 – 12 projects >12 projects	– 0 points – 5 points – 7 points – 9 points – 10 points	30%
2	<b>Performance on Past Projects (Only relevant references)</b>	<ul style="list-style-type: none"> <li>Reference letters from contactable references for similar projects that are in progress or undertaken between 2010 and 2020 (refer to paragraph 35, returnable checklist for further requirements). The reference letter must be issued by the client (on their company letterhead)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Completed reference form (Appendix B) for <b>each</b> project that is in progress or undertaken between 2010 and 2020.</li> </ul> <p>NB: Completed projects / sites of similar projects must be accessible for vetting purposes.</p>		Non submission 3 – 5 reference letters >5 – 8 reference letters >8 – 12 reference letters >12 reference letters	– 0 points – 5 points – 7 points – 9 points – 10 points	30%
3	<b>Staff capability</b>	Site Foreman	Site foreman must have a minimum of 5 years' experience managing construction sites	Non submission 3 – 5 years >5 – 8 years >8 – 12 years >12 years	– 0 points – 5 points – 7 points – 9 points – 10 points	10%
		Qualified electrician (must be registered with the department of labour)	Electrician must have a minimum of 5 years' experience working on similar projects.	Non submission 3 – 5 years >5 – 8 years >8 – 12 years >12 years	– 0 points – 5 points – 7 points – 9 points – 10 points	10%

<b>4</b>	<b>Preliminary Programme</b>	<ul style="list-style-type: none"> <li>Project programme with realistic time frames, key tasks, clear critical path, sub-tasks and distribution of resources with a project duration of 1 month or less</li> </ul>	Non-submission of preliminary construction programme.	<b>0 points</b>	<b>20%</b>
			The activity schedule omits important tasks, the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.	<b>5 points</b>	
			The work plan fits the project deliverables well; all important activities are indicated in the activity schedule as per the scope of work and their timing and sequencing is appropriate and consistent with project objectives and requirements.	<b>7 points</b>	
			The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	<b>10 points</b>	
			<b>TOTAL</b>		

**37 APPENDIX C- SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND  
CONTENT FOR DESIGNATED SECTORS.**

**38 APPENDIX D- LOCAL CONTENT ANNEXURES C, D, E**

**39 APPENDIX E- BID 1 FORM.**

**40 APPENDIX G- MAP**

**41 APPENDIX H- SITE LAYOUT**

## **42 APPENDIX I- INTENTION TO BID**

Prospective bidders *must* submit the Intention to bid form by the set deadline to allow the CSIR to effectively plan activities around the bid process including, but not limited to:

- briefing session logistics to ensure compliance with COVID-19 regulations; and
- Planning of evaluation meetings.

**Failure by a prospective bidder to submit the Intention to be form timeously will result in the debarment from attending the briefing session.**



**43 APPENDIX J- BOQ**

#### **44 APPENDIX K- MINIMUM SAFETY REQUIREMENTS**

Prospective bidders are required to familiarize themselves with SCIR's minimum safety requirements which they will have to comply with should they be the preferred service provider.

##### **SUBMISSION OF THE SAFETAY FILE**

No returnable document is required in relation to CSIR's minimum safety requirements at the tendering stage. However, the safety file component should be factored in the pricing schedule to be submitted in response to the RFP, as the preferred service provider will be required to furnish a copy of the aforementioned file prior to commencing with the contract.