

## REQUEST FOR PROPOSAL (RFP)

### REQUEST FOR PROPOSAL FOR THE MODEL HALL GLAZING REPLACEMENT AT THE CSIR STELLENBOSCH

**RFP No. 3493/08/12/2021**

Date of Issue	Monday, 15 November 2021	
Compulsory Virtual Briefing Session and Site Inspection	<p><b>Compulsory Virtual Briefing Session</b>          Date: Tuesday, 23 November 2021          Venue: MS Teams          Time: 10H00 – 11H00          Access Link: Microsoft Teams meeting  <a href="#">Click here to join the meeting</a></p> <p style="text-align: center;">OR</p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWY2Y210YjctYzQwNi00OGE3LWJkMmEtYTc5MjM2OGlwOTQy%40thread.v2/0?context=%7b%22Tid%22%3a%222fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%22f082fb03-84dc-476a-b47f-c85c7db6d62e%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWY2Y210YjctYzQwNi00OGE3LWJkMmEtYTc5MjM2OGlwOTQy%40thread.v2/0?context=%7b%22Tid%22%3a%222fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%22f082fb03-84dc-476a-b47f-c85c7db6d62e%22%7d</a></p> <p><b>Compulsory Site Inspection</b>          Date: Wednesday, 24 November 2021          Venue: CSIR, 11 Jan Celliers Street, Stellenbosch, 7600          Time: 10H00</p>	
Last date for submission of queries / clarifications	Friday, 26 November 2021 at 16h30	
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 for submission of proposals	Date: Wednesday, 08 December 2021 Time: 16H30 <i>(Late bids will not be accepted)</i>	
CSIR business hours	08h00 – 16h30	

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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, 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 Model Hall (Coastal and Hydraulics Laboratory) was built in 1950 and has a roof area of approximately 11000m<sup>2</sup> at a height of 8m. The top 4m of the eaves sides of the building has a glazed facade, totalling about 1000m<sup>2</sup>. The facility houses infrastructure for both 2D and 3D physical model studies. A significant number of large glass panels (2100 x 620) need to be replaced.

The intent of this project is to:

- a) Ensure the facility is fit for purpose and meet the needs of the Coastal Hydraulics Research Group.
- b) Ensure the facility is safe and does not pose a safety risk to employees.
- c) To replace glazing that have reached its end of life.
- d) Prevent any delays in projects and reworks of the Coastal Hydraulics Group due to the amount of light entering the facility.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of construction services for the replacement of the glazing of our Model Hall in Stellenbosch, Western Cape. It is estimated that the tenderers should have a CIDB contractor grading of 3GB or higher. The contractor or sub-contractor that will be handling the asbestos containing material should be registered with the Department of Employment and Labour as a registered asbestos contractor (RAC), level 3.

## 4 PROPOSAL SPECIFICATIONS

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
- A minimum of three (3) completed projects ***similar*** in nature (alterations to existing buildings) is to be submitted for projects completed between 2015 and 2021. Bidders ***must*** complete Annexure B for submission of their list.
- The bidder must submit detailed CVs of their key personnel; a minimum of five (5) years' work experience per key personnel is required. Experience must relate to this type of project. Key roles are Contracts Manager, Site Agent, Foreman and Safety Officer.
- The bidder must submit a detailed project schedule with realistic time - frames, key tasks and critical path in MS Projects.

### 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 as per the attached BOQ, Annexure G
- Completed BOQ - Annexure G
- The pricing must be firm for a minimum period of 90 days and inclusive of all costs to render the required service
- Copy of valid B-BBEE certificate or valid sworn affidavit; and
- CSD registration report (RSA suppliers only).

### 4.3 Mandatory Documents / Returnable Documents

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

- 4.3.1 A valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA) or any approved private insurance firm.
- 4.3.2 Provide proof of valid public liability cover or letter of intent from an Insurance Firm of a minimum R 5 000 000.00
- 4.3.3 Valid CIDB registration certificate/proof, Grade 3GB or higher grading designation.
- 4.3.4 Completed and signed Local Content Annexure C *and* Declaration Certificate for Local Production and Content for Designated Sectors form SBD 6.2, where applicable.
- 4.3.5 Provide proof of Registration as Asbestos Contractor (RAC) with the Department of Employment and Labour, level 3.
- 4.3.6 Signed Bidders' Declaration Form, Annexure A.

## 5 SCOPE OF WORK

Documents enclosed on the RFP document.

- a) Annexure A – Declaration by Bidder
- b) Annexure B - Schedule of the Bidder's Reference Information
- c) Annexure C – Local Content
- d) Annexure D – Local Content
- e) Annexure E – Local Content
- f) Annexure F – SBD 1 Form
- g) Annexure G – Bill of Quantities
- h) Annexure H – Pricing Proposal Form
- i) Annexure I – Scoring Sheet
- j) Annexure J – Technical Specifications

## 6 FUNCTIONAL EVALUATION CRITERIA

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

#	Evaluation criteria	Weighted score
1.	<b>Experience / Performance of the Firm</b> Experience of the firm with respect to specific aspects of the project / comparable projects. The service provider must submit a list of current and completed projects between 2015 and 2021.	60
2.	<b>Competency of Project Manager &amp; Key Staff members</b> Bidders to attach CV's with a minimum of 5 years' experience for the Contracts Manager, Site Agent, Site Foreman and Safety Officer.	20
3.	<b>Project Plan and Scheduling</b> The bidder must submit a detailed project schedule with realistic time - frames, key tasks and critical path in MS Projects	20
<b>TOTAL</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 criteria will be eliminated from further evaluation.

6.3 Refer to Annexure I for the scoring sheet that will be used to evaluate functionality.

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at the incorrect email address.
- Failure to attend the virtual compulsory briefing session and compulsory site inspection.
- If the supplier submits bids using cloud platforms, i.e., we-transfer, google-drive, drop-box.
- Failure to submit a valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA) or any approved private insurance firm.
- Failure to submit proof of valid and active CIDB 3GB registration.

- Failure to submit proof of registration with the Department of Employment and Labour as a registered asbestos contractor, level 3.
- Failure to submit valid proof of public liability cover or letter of intent of a minimum of R Five Million Rand (R5 000 000.00).
- If the supplier fails to meet the Local Production and Content requirements and does not submit local content Annexure C and SBD 6.2 declaration certificate for Local Production and Content.
- Failure to submit the Bidder's declaration of interest form, Annexure A.

## **8 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 sworn affidavit. If no certificate or affidavit can be provided, no points will be scored during the evaluation process. (RSA suppliers only).



## SECTION B – TERMS AND CONDITIONS

### 9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.
- 9.7 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.

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

### 10 TENDER PROGRAMME

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

- Issue of tender documents: Mon, 15 November 2021
- Compulsory briefing session on MS Teams Tue, 23 November 2021
- Compulsory site inspection Wed, 24 November 2021
- Last date for submission of queries: Fri, 26 November 2021
- Closing / submission date: Wed, 08 December 2021
- Estimated contract duration: 2.5 months

### 11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 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.: 3493/08/12/2021

**PART 2:** Pricing Proposal RFP No.: 3493/08/12/2021

11.4 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.

11.5 Proposals submitted must be in the following file formats:

- PDF

## 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) no later than the closing date of **Wednesday, 08 December 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 time, it will be regarded as a late tender. Late tenders will not be considered.

## 13 AWARDING OF TENDERS

13.1 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.

## 14 EVALUATION PROCESS

### 14.1 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, local content 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.

### 14.2 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.

## 15 PRICING PROPOSAL

- 15.1 The 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.
- 15.2 The price needs to be provided in South African Rands (excl. VAT). Note that this is a fixed price contract and not subject to escalation.
- 15.3 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.

*\*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 prices are all prices other than "firm" prices.*

- 15.4 Payment will be according to the CSIR Payment Terms and Conditions.

## 16 VALIDITY PERIOD OF PROPOSAL

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

## 17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 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.
- 17.2 Appointment as a successful service provider 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 supplier.
- 17.3 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.

## 18 ENQUIRIES AND CONTACT WITH THE CSIR

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: 3493/08/12/2021 – For the provision Model Hall Glazing Replacement at CSIR Stellenbosch"** as the subject.

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.

## **19 MEDIUM OF COMMUNICATION**

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

## **20 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.

## **21 CORRECTNESS OF RESPONSES**

- 21.1 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.
- 21.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **22 VERIFICATION OF DOCUMENTS**

- 22.1 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.
- 22.2 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.
- 22.3 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.

## **23 SUB-CONTRACTING**

- 23.1 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.
- 23.2 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.
- 23.3 In case of a bidder sub-contracting work to another company, the following must be submitted together with the proposal:
- A valid CIDB Registration of the subcontracted company.
  - A valid letter of good standing issued by Department of Labour of the subcontracted company.
  - A valid copy of the B-BBEE certificate or sworn affidavit of the subcontracted company.

## **24 LOCAL CONTENT**

- 24.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 24.2 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;
- 24.3 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.
- 24.4 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/>
- 24.5 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.

- 24.6 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
- 24.7 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 24.8 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.
- 24.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 24.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 24.11 Applicable local production and content minimum thresholds for this tender are as per the table below:

Sector	Local Content	Minimum Local Content Threshold
National Treasury Designated Sectors, Instruction Note 15 of 2016/2017. Steel products and components for construction	Applicable	100%

## 25 ADDITIONAL TERMS AND CONDITIONS

- 25.1 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.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 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.

25.4 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.

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

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

## 26 CSIR RESERVES THE RIGHT TO

26.1 Extend the closing date

26.2 Verify any information contained in a proposal

26.3 Request documentary proof regarding any tendering issue

26.4 Give preference to locally manufactured goods

26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal)

26.6 Award this RFP as a whole or in part

26.7 Cancel or withdraw this RFP as a whole or in part

## 27 BRIEFING SESSION LOGISTICS

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the 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 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*

## **28 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.

**29 ANNEXURE A - DECLARATION BY TENDERER**

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

**RFP 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

**RFP 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: .....

## RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

<b>RETURNABLE DOCUMENTS</b>			
<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Returnable Schedules required only for Tender Evaluation Purposes.</b>			
No.	Description	Indicate if document is submitted	
		Yes	No
1.	Projects list		
2.	CVs of Project Manager and Key Staff Members		
3.	Project schedule		
4.	COIDA – letter of good standing		
5.	Public liability cover or letter of intent		
6.	CIDB Grade 3GB or higher		
7.	Local Content <ul style="list-style-type: none"> <li>• Local Content Annexure C</li> <li>• SBD 6.2 Declaration Form</li> </ul>		
8.	Registration as Asbestos Contractor (RAC)		
9.	Bidders Declaration Form, Annexure A		
10.	SBD 1 Form – Annexure F		
<b>PART B: PRICING PROPOSAL</b>			
<b>Returnable Schedules that will be incorporated into the Contract.</b>			
11.	Completed BOQ (Priced)		
12.	Price proposal on company letterhead		
13.	Valid B-BBEE Certificate or Sworn Affidavit		
14.	Pricing Proposal Form		
15.	CSD registration report		

**30 ANNEXURE B - SCHEDULE OF THE BIDDER'S PROJECT INFORMATION**

The bidder must list relevant projects completed between 2015 and 2021. Duplications of this schedule may be completed and attached to this document.

<b>Client' Company Name</b>	<b>Contact Person</b>	<b>Designation of Contact Person</b>	<b>Telephone Number and E-mail Address</b>	<b>Scope of Work</b>	<b>Value of Work (Inclusive of Vat)</b>	<b>Date Completed</b>

SIGNED BY TENDERER: \_\_\_\_\_

DATE: \_\_\_\_\_

**31 ANNEXURE F – SBD 6.1 Form**  
(The Completed SBD 1 Form must be submitted with the proposal)

## **32 PRICING INSTRUCTIONS TO BIDDERS**

The Bills of Quantities forms part of the Tender Document and must be read and used in conjunction with the Conditions of Tender, Specification and Drawings.

A price and a unit rate must be filled in against each item in the Bills of Quantities. Items which are not priced will be accepted as being covered by the Bidder by other prices and unit rates in the Schedule of Quantities.

The unit rates and prices as tendered in the Bills of Quantities must cover all the Bidder's obligations under this Contract and must include full compensation for all provisional costs, temporary work, transport, labour, material, plant, equipment, housing and all matters and obligations of any nature necessary for the construction, completion and maintenance of the Works as well as for any loss or damage resulting from the nature of the work, weather conditions, floods, etc.

Tenders will be evaluated on the unit rates tendered for each item and not on the Tender price. In the case of arithmetic mistakes in the Bidder's Tender, the unit rates will be taken as correct and the Tender Amount accordingly adjusted.

The general description of the work and material which appears in the Specification will not be repeated in the Bills of Quantities.

Where a unit rate is required for an item in the Bills of Quantities and the Bidder fails to fill in the unit rate under the unit rate column but simply fills in a total amount under the amount column, this amount will not be valid and will not be included in the calculations for the corrected Tender amount.

The quantities in this Bills of Quantities are approximate and the CSIR does not undertake, explicitly or by implication that the actual quantity of work corresponds with the aforementioned quantities. The CSIR reserves the right to alter or omit any quantity or class of any section of the work.

The Contract Amount for the completed Contract will be calculated from the actual quantities of work done and will be valued by applying the unit rates tendered opposite every item in the Bills of Quantities.

### **Scope of contract**

The description hereunder is a general guide only and the bidder is referred to the Engineering drawings for tender purposes. No liability will be accepted should the information provided be misconstrued.

### **Queries from bidder**

On no account should this document be used for placing orders for materials, the bidder does so at his own risk and shall not be reimbursed for additional costs so incurred.

### **Acquaintance with tender documents, regulations, etc.**

By submission of a tender, the bidder will be deemed to have acquainted himself fully with the tender documents, local authority requirements and by-laws, the standard specifications applicable, occupational health and safety regulations and all other aspects of the work envisaged in the documents prior to pricing and submission of this tender.

### **Arithmetical errors**

The CSIR reserves the right to correct arithmetical or other errors in the extension of rates and totals in the tender. The bidder will be informed of the effect of any corrections prior to the conclusion of the evaluation process.

### **Imbalance in tendered rates**

In the event of there being any rate or rates which are declared to be unacceptable by the CSIR for reasons which the CSIR will indicate, the bidder will, be requested to either:

- a) Justify and specify rate or rates, i.e. To give a financial breakdown on how such rate or rates were obtained or calculated;
- b) Consider amending and adjusting such rate or rates while retaining the tender sum derived unchanged and fixed.

### **Provision for health and safety**

The bidder should make adequate provision in the tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 construction regulations 2014.

### **Tenders**

The tender comprises, **this RFP document, the Returnable Schedules and the Bills of Quantities**, all of which shall be duly completed, signed and posted or delivered on or before the time and date to the address indicated on the Tender Form.

Where necessary, Bidders are requested to complete the above-mentioned documentation in black ink and Bidders are to note that only plain paper photo static copies of the abovementioned documentation will be acceptable. Photo static copies of tenders or photo static copies of facsimiles which are lodged in the prescribed manner and in which the relevant forms and certificates are signed in black ink, after being copied, will be accepted as valid tenders.

A tender shall be considered incomplete if all the above mentioned documentation is not submitted together with the tender, in which case such tender shall be liable for rejection.



**33 ANNEXURE H - PRICING PROPOSAL FORM**

**THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM**

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

.....  
.....  
..... Rand (in words); R ..... (in figures),  
(firm)

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data.

**Signature(s)** .....  
**Name(s)** .....  
**Capacity** .....  
**For the Bidder** .....  
**Name and** .....  
**signature of** .....  
**witness** ..... **Date** .....

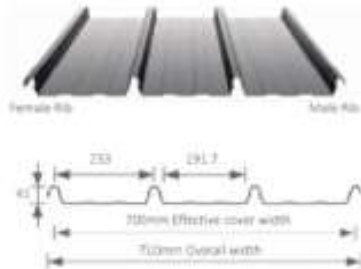
**34 ANNEXURE I – SCORING SHEET**

No.	Criteria	Proof required	Points allocation		Weight
1.	<b>Company Experience / Performance of the Firm</b>	<ul style="list-style-type: none"> <li>The bidder must provide a list of completed and current projects. Projects must be similar in scope and contract value. A minimum of three (3) projects must be submitted.</li> <li>Project list must be for projects completed between 2015 and 2021.</li> </ul>	No submission – 0 points 1– 2 projects – 3 points 3 – 4 projects – 5 points >6 projects – 10 points		60%
2.	<b>Experience of Key Personnel</b>	Contracts Manager <ul style="list-style-type: none"> <li>Contracts manager must have a minimum of 5 years' experience in managing similar type projects.</li> </ul>	No submission – 0 points 1 – 4 years – 3 points 5 – 6 years – 5 points >7 years – 10 points	5%	20%
		Site Agent <ul style="list-style-type: none"> <li>Site Agent must have a minimum of 5 years' experience working on similar type projects.</li> </ul>	No submission – 0 points 1 – 4 years – 3 points 5 – 6 years – 5 points >7 years – 10 points	5%	
		Site Foreman <ul style="list-style-type: none"> <li>Site Foreman must have a minimum of 5 years' experience working on similar type projects.</li> </ul>	No submission – 0 points 1 – 4 years – 3 points 5 – 6 years – 5 points >7 years – 10 points	5%	
		Safety Officer <ul style="list-style-type: none"> <li>Safety officer must have a minimum of 5 years' experience working on similar type projects</li> </ul>	No submission – 0 points 1 – 4 years – 3 points 5 – 6 years – 5 points >7 years – 10 points	5%	

<b>3.</b>	<b>Project Scheduling</b>	<ul style="list-style-type: none"> <li>Project scheduling with realistic timeframes, key tasks, clear critical path, sub-tasks, distribution of resources, and cost projects with a project duration of 2.5 month, from contract start date.</li> </ul>	Non-submission of preliminary construction programme.	<b>0 points</b>	<b>20%</b>
			Submitted but does not meet our requirements. The sequencing is incorrect and not consistent with project objectives. The scope of work does not include all activities.	<b>3 points</b>	
			All key activities are included in the activity schedule. 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>5 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>		

## SAFLOK 700 CONCEALED FIXED SIDE CLADDING

**Note 1**  
Saflok 700\* can be curved or ballasted to a maximum internal radius of 450mm. Reverse curving is not possible.



**MATERIAL OPTIONS**

Aluminium - Zinc AZ105/150/200/300 (Unpainted or pre-painted)	Gauge (mm) 0.47 0.50 0.53 0.55 0.80*
Aluminium (Unpainted or pre-painted)	Gauge (mm) 0.80
Zinc - Coated Z275/Z275-RC215/RC240 (Unpainted or pre-painted)	Gauge (mm) 0.50 0.58*

\*Other gauges are available on special request. All material is subject to availability.  
\* Available in S175/RC250 only

**Note 2**

Note that when using Aluminium material on galvanized steel purlins, the use of an isolation tape or similar to prevent the bridging of the two dissimilar materials is recommended. Should the two metals have direct contact it will ultimately result in the manufacture of galvanic corrosion, and the service life of the aluminium will be compromised.



The fully interlocking **Saflok 700\* Clip 35** incorporates two anchors to clamp the two inner ribs and a dual action gooseneck to positively hold down the male-female joint.

1. The Saflok 700\* Clip 35 demonstrates an excellent hold down capability in negative wind uplift load tests.
2. The entire clip is manufactured from 0.8mm Aluminium-Zinc coated steel for compatibility with sheeting.
3. Stiffener ribs on the base plate add formidable strength, specifically over the gooseneck.
4. Full width engagement on the gooseneck male rib joint.
5. Five fastening points for strength.
6. Engineer-designed geometry of anchor unit for optimal performance under high wind loads and foot traffic.
7. Entire clip is manufactured from Aluminium-Zinc coated steel for compatibility with sheeting.

**PURLIN SPACINGS**

Span tables are for Saflok 700\* with light foot traffic only. It is based on 1.5kN downward load and 2kPa negative wind loading. The span table below refers to the maximum recommended spans. For further information, consult Safintra's Technical Department and SANS 10160-3.

GAUGE	0.47	0.50	0.53	0.55	0.80	0.80
MATERIAL	ALUMINIUM -ZINC	ALUMINIUM -ZINC	ALUMINIUM -ZINC	ALUMINIUM -ZINC	ALUMINIUM -ZINC	ALUMINIUM
ROOFS	mm	mm	mm	mm	mm	mm
Single Span	1400	1500	1700	1800	2300	1400
End Span	1600	1700	1900	2000	2500	1600
Internal/Double Span	1800	1900	2100	2200	2700	1800
Cantilever (Unstiffened)	150	150	200	300	200	100
Cantilever (Stiffened)	300	300	350	350	350	200
SIDE CLADDING						
End Span	2200	2300	2500	2600	2800	2200
Internal Span	2400	2500	2700	2800	3000	2400
Cantilever	150	150	200	200	250	100
Approximate Mass (kg/m <sup>2</sup> )	4.55	4.84	5.13	5.33	7.75	2.96

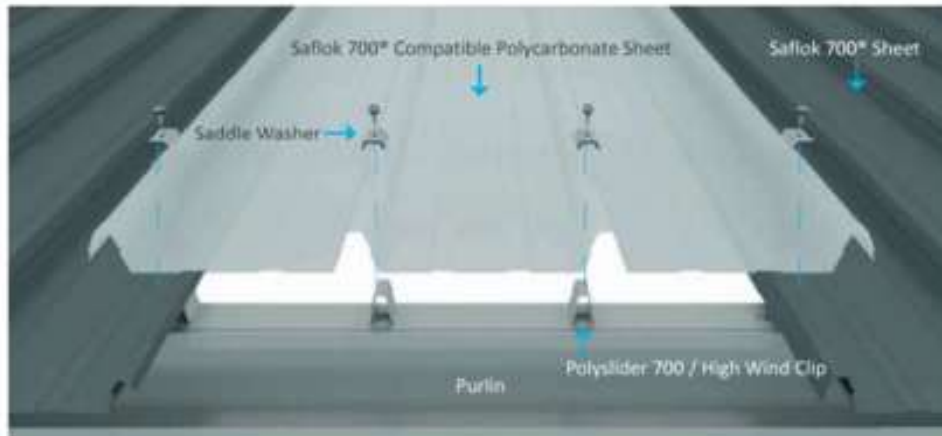
Design requirements exceeding the above, may be considered in consultation with the Safintra Technical Department.

## SPECIALISED FIXING ACCESSORIES

### POLYCARBONATE & HIGH WIND LOAD INSTALLATION DETAILING (HIGH WIND ZONES AND COASTAL WIND BELTS)

Polysliders are specifically designed for polycarbonate or fibreglass sheeting and allow for a large amount of thermal expansion. The components are designed to work in conjunction with a saddle washer which is positively fixed to the sliding bracket. This clip is also used for Saflok 700® sheeting around the perimeters and exposed areas of the building, where high wind load conditions prevail.

Overhangs are prone to a build up of wind pressure and are considered to be the weak point of any roof. All overhangs larger than 500mm need to be positively fixed with a high wind load clip or saddle washer (always allowing for thermal cycling). These include canopies, walkways, lean-to roofs, loading bays and decorative roofs.



1. Align the first row of the Polyslider baseplates and fasten through the pre-drilled holes in the three positions where the slider brackets attach.
2. Connect the slider brackets to the base plate and lay the first sheet over the slider brackets.
3. Place the saddle washers over the first three ribs above the purlin, and fasten the saddle washers through the ribs into the slider brackets.

4. Place the next row of baseplates and fasten. Overlap the end fastening positions to self-align the row of baseplates. Repeat from step 2.

#### NOTE 7

All Polycarbonate sheet installations (including, but not limited to in-plane installations) with Safintra roofing/cladding profiles, should be done in accordance to SANS 10237:2017 (Annexure E Rooflights).

#### SAFLOK® SADDLE WASHER

The Saflok® saddle washer works with the Polyslider to positively fix the sheeting (polycarbonate or steel) onto the Polyslider clip without restricting thermal expansion. The saddle washers are cold bonded to a 3mm Ethylene Vinyl Acetate (EVA) seal, which prevents ingress of water through the fastener hole.



#### NOTE 6

The bonded saddle washer can only be fixed from the top.

#### POLYSLIDER 700 CLIP | HIGH WINDLOAD CLIP

The polyslider clip consists of a baseplate and three slider brackets.



# IBR 686 PIERCED FIXED SIDE CLADDING

## IBR 686



IBR 686 Maximum Allowable Support Spacings (mm)							
Type of Span	GALVANISED / CHROMADEX®			ZINCALUME® / COLORBOND™		ZINCAL® / COLORPLUS®	
	0.5mm ISQ550 (3T)	0.58mm ISQ300	0.8mm ISQ230	0.47mm G550	0.53mm G550	0.5mm G550	0.55mm G550
<b>Roofs</b>							
Single Span	1.500m	1.750m	2.250m	1.500m	1.750m	1.500m	1.750m
Eod Span	1.700m	1.800m	2.300m	1.700m	1.800m	1.700m	1.800m
Internal Span	1.800m	2.100m	2.500m	1.800m	2.100m	1.800m	2.100m
Cantilever	0.350m	0.450m	0.550m	0.350m	0.450m	0.350m	0.450m
<b>Walls</b>							
Single Span	2.400m	2.600m	2.950m	2.400m	2.600m	2.400m	2.600m
Eod Span	2.500m	2.700m	3.000m	2.500m	2.700m	2.500m	2.700m
Internal Span	2.750m	2.900m	3.600m	2.750m	2.950m	2.750m	2.950m
Cantilever	0.850m	1.000m	1.150m	0.850m	1.000m	0.850m	1.000m
Normal Mass kg/m²	5.48	6.37	8.70	4.92	5.75	5.3	5.8

## Assembly

**IBR 686 Assembly - Roof**

- Main Fasteners
- Sidelap Fasteners

For IBR 686 - Main fasteners every alternate flute (every 2nd & 4th flute)

Note: **Main Fasteners**  
 #12 - 14 x 65mm lg Self-Drilling Hex Flange Head screw + EPDM seal - Type 3 Drill Point - Into Steel Roof (Only if NO insulation)  
 #12 - 14 x 25mm lg Self-Drilling Hex Flange Head screw + EPDM seal - Type 3 Drill Point - Into Steel Side Cladding (Only if NO insulation)  
 #12 - 11 x 85mm lg Self-Drilling Hex Flange Head screw + EPDM seal - Type 17 Drill Point - Into Timber (Only if NO insulation)  
 M6 - 20 x 60mm Buttress Thread Zap Self-Drilling Hex Flange Head screw + EPDM seal # 2 Drill Point - Into Light Steel Structures (Only if NO insulation)

Note: **Sidelap Fasteners**  
 #14 - 14 x 22mm lg Self-Drilling Hex Flange Head Stitching Screw + EPDM seal - For Sidelap Stitching and Flashings

Note: NO INSULATION APPLICATION ONLY!

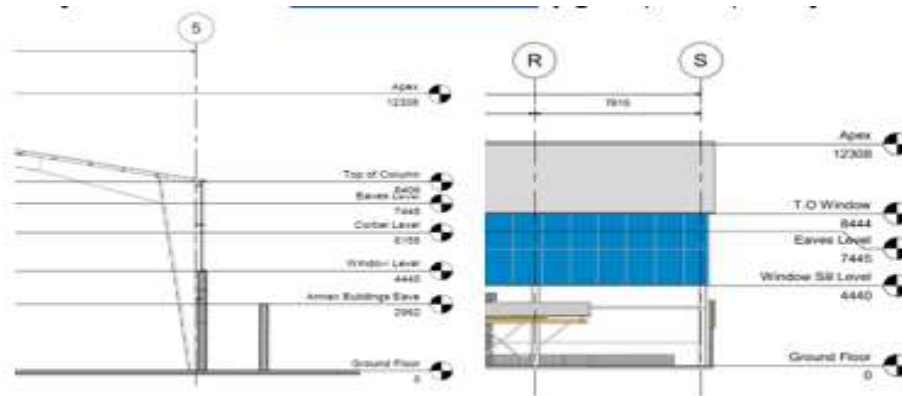
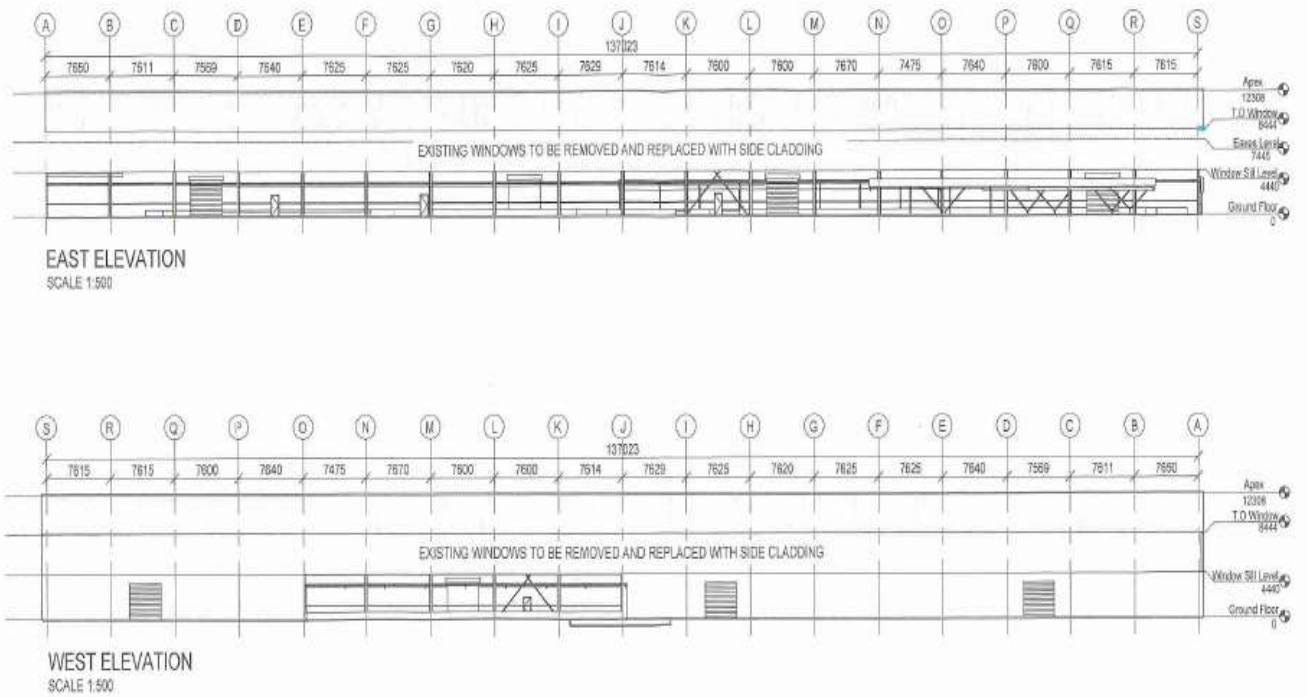
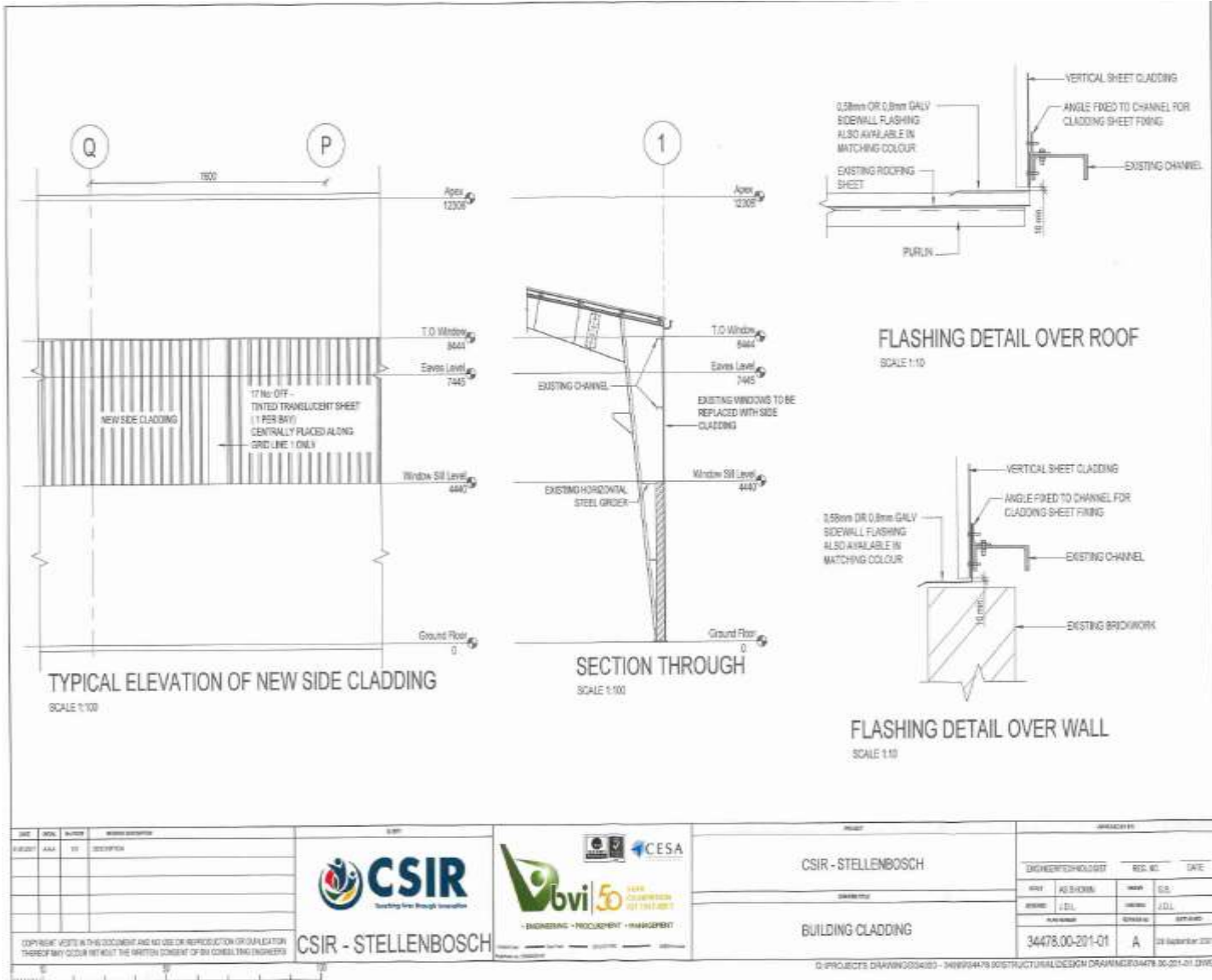


Figure 3.2: Building section and elevation extract indicating glazing height of 4m.



REV	BY	DATE	DESCRIPTION
0.001	AAA	11	ISSUED FOR

CSIR - STELLENBOSCH

CSIR - STELLENBOSCH

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ENGINEERING - PROCUREMENT - MANAGEMENT

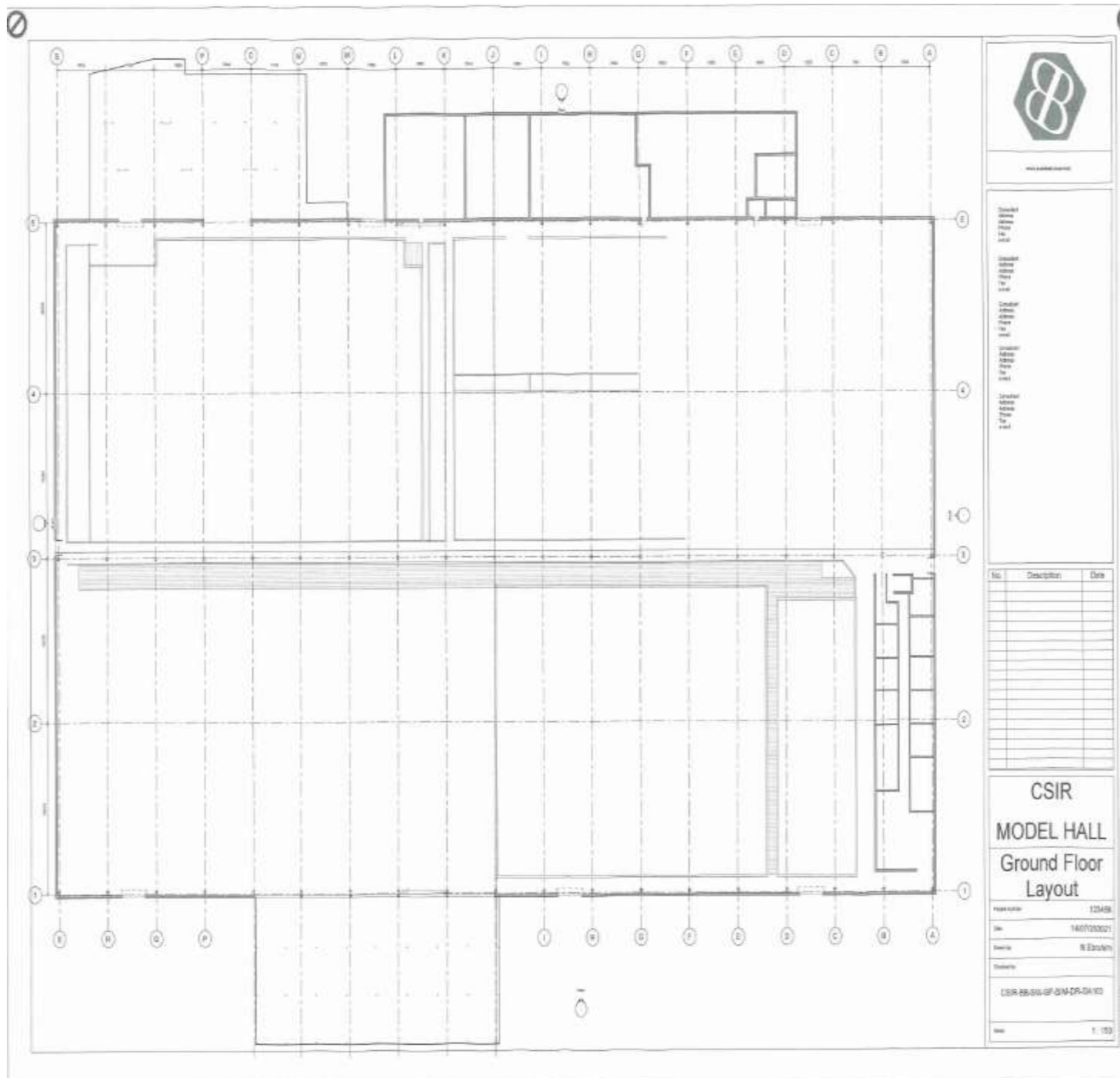
PROJECT		ISSUED BY	
CSIR - STELLENBOSCH		ENGINEER/TECHNOLOGIST	
DRAWING NO		REV. NO.	DATE
BUILDING CLADDING		34478.00-201-01	A

REV	AS SHOWN	ISSUED	D.S.
REVISED	J.D.L.	REVISION	J.D.L.
PLANNED	REVISION	DATE	BY
34478.00-201-01	A	21 September 2021	

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CSIR  
MODEL HALL  
Ground Floor  
Layout

No.	Description	Date

**CSIR  
MODEL HALL  
Ground Floor  
Layout**

Project No: 12049  
Date: 14/07/2021  
Scale: N.E. 1/400  
Drawing:  
CSIR-BB-2019-01-04-103  
Date: 1. 1/21



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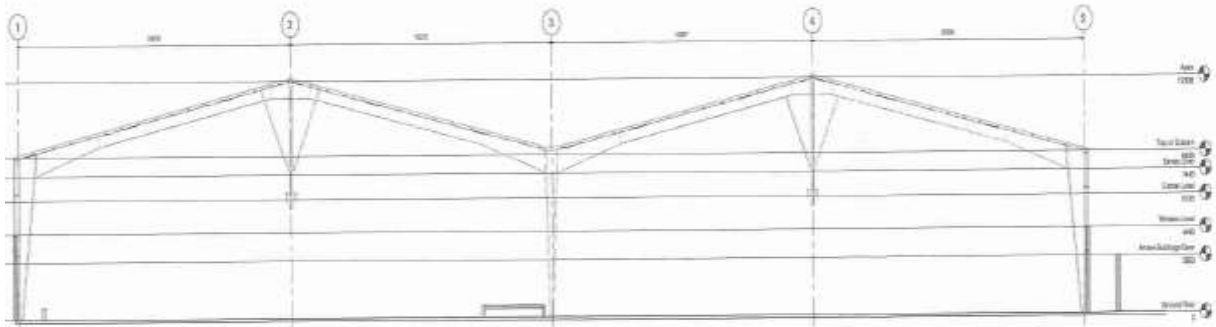
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Section 1  
1:100

No.	Description	Date

**CSIR**  
**MODEL HALL**  
**Typical Building**  
**Section**

Project number: 123456  
Date: 14/07/2020