

**Request for Quotation (RFQ) for the refurbishment of Building 43D at the CSIR  
Pretoria campus**

**RFQ: 9289/08/03/2021**

Date of issue	Friday, 26 February 2021
Compulsory briefing session	Monday, 8 March 2021 Venue: CSIR Pretoria Campus Building 43 D-Block entrance Time: 10h00 – 11h00
Closing Date and Time:	15 March 2021 at 16:30
Contact details	For enquiries and submission of quotation: Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b><i>Please use RFQ No. as subject reference</i></b> )

**1. INVITATION FOR QUOTATION**

Quotations are hereby invited from reputable general building contractors with a proven track record for the refurbishment of ablution facilities at the CSIR Pretoria campus. The service is required immediately from the date of appointment.

**2. QUOTATION REQUIREMENTS**

The scope of work entails the refurbishment of the existing offices and ablution facilities at building 43 D. The activities consists of the following items:

- Tiling
- Painting
- Plumbing installation of sanitary fittings
- Electrical.
- Installation of new ceiling
- Capentry

**NB Contractors are to price in the Bill of quantities provided (APPENDIX D).**

### **3. 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).**

### **4. ELIMINATION CRITERIA**

4.1 Bidders will be eliminated if they fail to provide the following information:

- At least a minimum of 5 contactable references for similar previous work done (See appendix A);
- At least 5 reference letters from previous clients **(NB: No letters of appointment and completion certificates will be accepted as these do not elaborate on the bidder's quality of workmanship and bidder's work ethic);**
- CIDB Certificate minimum 2GB level grading;
- Completed SBD 1 Form;
- SBD 6.2 and Annexure C,D and E for local content declaration.

4.2 Bidders will be eliminated under the following conditions:

- Failure to meet the minimum threshold for local production & content as detailed in **APPENDIX F.**
- Failure to attend compulsory briefing session;
- Submission at incorrect location;
- Submission after the deadline.

**NB: Previous work done must be accessible for site visits to verify quality of bidder's workmanship.**

## 5. EVALUATION CRITERIA

- 5.1 Selection of suppliers will be based on evaluation of elimination criteria the 80/20 preference point system and B-BEE.
- 5.2 Bidders are required to furnish a valid sworn affidavit or SANAS compliant B-BBEE certificate claiming B-BBEE point, no points will be allocated.
- 5.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.scd.gov.za](http://www.scd.gov.za) to register.

**No order will be issued or no contract will be signed without a valid CSD number.**

## 6. VENUE FOR PROPOSAL SUBMISSION

All quotations must be emailed to [tender@csir.co.za](mailto:tender@csir.co.za) with the RFQ number on the subject line **(No hand delivered quotations will be accepted)**.

## 7. PRICING QUOTATION

- 7.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 7.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 7.3 Payment will be according to the CSIR Payment Terms and Conditions.

### **Notes to Pricing:**

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.

**The price should be firm and inclusive of costs and all services required to complete the project.**

## **8. OTHER TERMS AND CONDITIONS**

- 8.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the agreement forthwith, without prejudice to any of its rights.
- 8.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 8.3 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

**Note: This is not a Purchase Order.**

**APPENDIX A – Schedule of experience & contactable references**

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Bidder \_\_\_\_\_

## **APPENDIX B- PERFORMANCE ON PAST PROJECTS**

The bidder shall attach hereto Reference Letters from previous clients.

**APPENDIX C- 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 under the Contract 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, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature(s)**

**Name(s)**

**Capacity**

**For the Bidder**

**Name and  
signature of  
witness**

**Date**

**APPENDIX D- BILL OF QUANTITIES**



**APPENDIX E- SBD 1 FORM**

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

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

**APPENDIX H- INTENTION TO BID FORM.**

**APPENDIX I- BUILDING 43D PLAND AND SPEC BOOK.**