



Request for Quotation

Request for Quotation (RFQ) for appointment of a consultant for the rehabilitation of boreholes and irrigation systems at the CSIR Pretoria Campus

RFQ NO. 5779/01/12/2021

Date of Issue	Wednesday, 17 November 2021	
Enquiries pertaining to the RFQ	Strategic Procurement Unit	E-mail: tender@csir.co.za
Submission of proposals	tender@csir.co.za	
Closing Date and Time	Date: Wednesday, 01 December 2021 Time: 16H30 <i>(Late bids will not be accepted)</i>	
CSIR business hours	08h00 – 16h30	

1 BACKGROUND

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.

The Facilities Management department is responsible for the provision of fit for purpose infrastructure for all the CSIR sites. The CSIR Pretoria campus receives water from Tshwane Municipality, and the incoming water from the Municipality is pumped through the pump station at building 33 thereafter distributed to four reservoirs which serve the various buildings with fresh water. The campus is also equipped with 11 boreholes but currently only one is being used for irrigation and animal feed.

2 INVITATION FOR QUOTATION

Proposals are invited from experienced Engineering Consulting Firms to

- Assess the dams and related irrigation network that can be supplied from the borehole water.
- Assess the depth of borehole to water level.
- Select suitable size pumps, valves, piping and specify the required solution for rehabilitation of existing boreholes.

3 SCOPE OF WORK

The assessment is envisaged to start as soon as a consultant is appointed. The project involves the following key activities:

- Rehabilitation of existing x 10 boreholes.
- Design for the upgrade of irrigation water line.
- Specifying pumps sizes and water harvesting tanks.

- Modification of existing water supply to the building ablution facilities to accommodate borehole water supply. See Annexure D for the water line network at the CSIR Pretoria Campus.

3.1 Price Schedule

No.	Task Description	Hours	Cost (ZAR)
1	Assessment of the borehole system network	16	
2	Conceptual design calculations	16	
3	Development of optimized system 2D drawings	24	
4	Size the required pumps, tanks and piping components	16	
5	Register the boreholes with the local authority (lump sum cost)	-	
6	Draft a comprehensive technical report for the CSIR	40	
Sub-total Professional fees		112*	
10% Contingencies		-	
Travel and logistics (disbursements)			
15% VAT			
Grand Total Including VAT			

* Excluding time for boreholes registration at the local municipality offices

3.2 Mandatory Documents / Returnable Documents

Additional quotation requirements (these must be submitted with and/or indicated in quote):

- The supplier must submit a list of a minimum of five (5) projects with values of projects completed between 2015 and 2021, (Appendix A to be completed).

- The supplier must submit a proof of professional registration with ECSA (Engineering Council of South Africa) in terms of Section 18(1) (a) of the Engineering Profession Act 46 of 2000.

NB: *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBBEE evaluation.*

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system. Please provide the CSIR with a valid copy of a B-BBEE Certificate or valid sworn-affidavit. If no certificate or sworn is provided, no points will be scored on B-BBEE status level during the evaluation process. *B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn-affidavit in line with DTI regulations (RSA suppliers only).*
- 4.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.3 No order will be issued, or no contract will be signed without a valid CSD number.

5 Elimination Criteria:

Proposals will be eliminated under the following conditions:

- Late submission of quotes.
- Submission at the incorrect e-mail address.
- Submission at incorrect email address (*Please submit electronically to tender@csir.co.za*)
- If the supplier submits bids using cloud platforms, i.e., we-transfer, google-drive, drop-box.
- If the supplier does not quote according to the stipulated requirements, as indicated in 3.1 above.
- If the supplier fails to submit any of the mandatory/returnable documents, as listed in 3.2 above.

- If the supplier fails to submit a completed and signed Bidder's Declaration Form (Annexure C).

6 PRICING QUOTATION

- 6.1 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.
- 6.2 Payment will be according to the CSIR Payment Terms and Conditions.
- 6.3 Price should be based on **gazetted tariff of fees** and will be adjusted based on project final account/ actual construction value.
- 6.4 Price must include **10% contingency**.

The price should be firm and inclusive of all services required to complete the project including disbursements

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 7.1 All quotations must be submitted electronically to: tender@csir.co.za
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 7.3 The email and file sizes should not exceed a total of 25mb per email.
- 7.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 7.5 All documents submitted electronically via email must be clearly visible.
- 7.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 7.7 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

8 CORRECTNESS OF RESPONSES

- 8.1 The tenderer 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 RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 8.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

9 ADDITIONAL TERMS AND CONDITIONS

- 9.1 A tenderer 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.
- 9.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 9.3 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.
- 9.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

10 OTHER TERMS AND CONDITIONS

- 10.1 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.
- 10.2 Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

11 CSIR RESERVES THE RIGHT TO

- 11.1 Extend the closing date;
- 11.2 Verify any information contained in a proposal;
- 11.3 Request documentary proof regarding any tendering issue;

- 11.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 11.5 Award this RFQ as a whole or in part;
- 11.6 Cancel or withdraw this RFQ as a whole or in part

12 DISCLAIMER

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

- 13 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.**

APPENDIX A - SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done between the period 2015 and 2021 must be provided.

Company Name	Contact Person	Contact Details (e-mail and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

APPENDIX B – SBD 1 FORM

(The Completed SBD 1 form must be submitted with the quotation)

APPENDIX C – DECLARATION BY BIDDER

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

RFQ 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

RFQ 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:

