



Request for Quotation

Request for Quotation (RFQ) for the Architectural Services for the handrails installation at the CSIR Scientia site

RFQ NO. 5740/26/08/2021

Date of Issue	Thursday, 12 August 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: Thursday, 26 August 2021 Time: 16H30 (Late bids will not be accepted)	
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 the CSIR sites.

2 INVITATION FOR QUOTATION

The facilities Management department invites quotations from experienced architectural firms to provide a full range of architectural services (stage 1 to stage 6) to the CSIR for the handrails installation project. The architect will also develop a standard for the handrails that will be installed throughout the campus.

3 SCOPE OF WORK

The scope of work entails the installation of handrails in various buildings as per the attached spreadsheet, (see attached **Appendix A: handrails data**).

It will be expected of the firm to provide full architectural services (stage 1 to 6) including the following services.

- Preparation of specification for the handrails installation as per the attached spreadsheet, (**Appendix A: handrails data**).
- Preparation of a bill of quantities for procurement purposes
- Drawing up of a standard for handrails

The estimated construction value of this project is R1 million excl. VAT. The architect's fees will be adjusted based on the final construction cost of the project. The fees will be based on gazetted tariff of fees. The 10% contingency to be included over and above the professional fees.

It will be expected of the firms to possess the following:

- Proven track record of managing renovations projects

- On site project management
- Ability to ensure building regulatory compliance

The services are required immediately from date of appointment.

A Standard CSIR Purchase Order will be issued as a form of agreement.

3.1 Annexures Attached to the RFQ

- Annexure A – Handrails data
- Annexure B – Schedule of bidder's reference information
- Annexure C – SBD 1 Form
- Annexure D – Declaration by Bidder
- Annexure E – Handrail pictures

3.2 Mandatory Documents / Returnable Documents

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

- The supplier must submit a detailed breakdown of the fees according the SACAP gazetted tariff of fees on their official company letterhead. VAT must be also be indicated on the quote.
- The supplier must submit a list of a minimum of five (5) projects with values of projects completed between 2015 and 2021, (see Appendix B for template).
- The supplier must submit a valid proof of indemnity insurance cover to the minimum value of R 1 Million.
- The supplier must submit proof of professional registration with SACAP (South African Council for Architectural Profession) as a professional architect with a minimum 5 years post registration.

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 my 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.
- 4.2 Provide a valid certified copy of B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 4.3 No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.
- 4.6 **Elimination Criteria:**

Proposals will be eliminated under the following conditions:

- Late submission of quotes.
- Submission at the incorrect e-mail address.
- Suppliers that are listed on the National Treasury Database of restricted suppliers.
- If the supplier does not quote according to the stipulated requirements.
- 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 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 D).

5 PRICING QUOTATION

- 5.1 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.
- 5.2 Payment will be according to the CSIR Payment Terms and Conditions.

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- 5.5 Price should be based on **gazetted tariff of fees** and will be adjusted based on project final account/ actual construction value.
- 5.6 Price must include **10% contingency**.

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

6 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 6.1 All quotations must be submitted electronically to: tender@csir.co.za
- 6.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 6.3 The email and file sizes should not exceed a total of 25mb per email.
- 6.4 The naming / labelling syntax of files or documents must be short and simple (e.g., BBBEE Certificate).
- 6.5 All documents submitted electronically via email must be clearly visible.
- 6.6 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- 6.7 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

7 OTHER TERMS AND CONDITIONS

- 7.1 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.

- 7.2 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.

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

8 APPENDIX B - 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 years 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)

9 APPENDIX C – SBD 1 FORM

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

10 APPENDIX D – 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:	

11 APPENDIX E – HANDRAILS PICTURE