

Request for Quotation (RFQ)

Appointment of a consultant to develop a process safety management system for the CSIR sites

RFQ No. 5934/06/10/2022

Date of issue	Thursday, 22 September 2022
Compulsory briefing session and site inspection	None
Closing Date and Time	Date: Thursday, 06 October 2022 Time: 16H30
Submission and Contact details	For submission of quotations or any other enquiries: Email: tender@csir.co.za (Please use RFQ No. as subject reference)

SECTION A: TERMS OF REFERENCE, SCOPE OF WORK, TECHNICAL SPECIFICATION AND FUNCTIONAL REQUIREMENTS

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies.

2 BACKGROUND

The Facilities Management department is responsible for the provision of fit for purpose infrastructure for the CSIR sites. The CSIR requires professional services for to develop process safety management systems at the CSIR sites.

3 INVITATION FOR QUOTATION

Quotations are hereby invited for the appointment of a consultant to develop a process safety management system for the CSIR site.

4 SCOPE OF WORK AND DELIVERABLES

4.1 Scope of Work

The CSIR requires professional services to develop process safety management systems for labs, workshops, work areas and pilot plants in Pretoria campus, JHB Cottesloe, JHB Carlo Road, Stellenbosch, Durban, Kloppersbos and Paardefontein regional sites.

The process safety management systems will serve as a guide and the following are the key elements to be considered:

- Process safety information
- Employee involvement

- Process hazard analysis
- Management of change
- Operating procedures
- Safe work practices and permits
- Employee information and training
- Contractor personnel
- Pre-start-up safety reviews
- Design quality assurance
- Maintenance and mechanical integrity
- Emergency response
- Periodic safety audits
- Process incident investigation
- Standards and regulations
- Trade secrets

4.2 CSIR Sites where the services are required

Site	Physical Address
Pretoria	Scientia: Meiring Naude Road, Brummeria
	Paardefontein: Farm Paardefontein, 282JR Portion 6 & 7
	Klobbersbos: 120JR, portion 6 & 7, North of Pretoria
Johannesburg	Carlow Road: Cnr. Rustenburg and Carlow Road, Auckland Park
	Cottesloe: Cnr. Newton and Frost Avenue, Cottesloe
Cape Town	Stellenbosch: 11 Jan Cilliers Street
Durban	359 King George V(5th) Avenue, Glenwood

5 PRICING SCHEDULE / BILL OF MATERIALS

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.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFQ.

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and specifications.

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

- Bidder must submit a quotation on their official company letterhead.
- Bidders must quote as per pricing schedule, Annexure B in line with the stipulated specifications.
- Bidders must demonstrate their company's relevant experience by providing a list of similar completed projects where they have rendered the service between 2016 and 2022. A minimum of five (5) projects must be submitted. Bidders must provide the required information by completing Annexure C.
- Bidders must provide a minimum of three (3) contactable reference letters from different service providers for rendering similar services, between 2016 and 2022.
- Bidders must submit valid proof of professional registration, Engineering Council of South Africa (ECSA), as a registered Chemical Engineer or Process Engineer.
- Bidders must submit a Curriculum Vitae of the lead Chemical Engineer or Process Engineer, with a minimum of five (5) years' work experience.
- The pricing must be firm and inclusive of all costs required to deliver the required services to the CSIR.

6 MANDATORY DOCUMENTS REQUIRED / RETURNABLES:

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
1.	Completed and duly signed Standard Bidding Form (SBD 1) - Invitation to bid, Annexure A	
2.	Official Quote / Bid on official company letter, Annexure B	
3.	Completed Reference Schedule & Projects List, Annexure C. A minimum of five (5) relevant projects must be submitted.	
4.	A minimum of three (3) contactable reference letters from different service providers for rendering similar services, between 2016 and 2022. Reference letters must include telephone numbers and email addresses of the referees.	
5.	Valid professional registration, Engineering Council of South Africa (ECSA), as a registered Chemical Engineer or Process Engineer	
6.	Curriculum Vitae of the lead Chemical Engineer or Process Engineer, with a minimum of five (5) years' work experience	
7.	Completed and duly signed Declaration by Bidder, Annexure D	
8.	Completed and duly signed Bidders Disclosure Form, SBD 4, Annexure E	

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 B-BBEE evaluation.

7 EVALUATION CRITERIA

- 7.1 Selection of suppliers will be based on the 80/20 preference point system.
- 7.2 Submit a valid B-BBEE Certificate (SANAS accredited), CIPC B-BBEE certificate or sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 7.3 No B-BBEE status will equal zero points. (RSA suppliers only)
- 7.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 7.5 No order will be issued, or no contract will be signed without a valid CSD number (Only applicable to RSA suppliers).

7.6 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Bidders that submit late bids will not be considered
- Bidders that submit to the incorrect e-mail address will be eliminated. Submissions must be made to tender@csir.co.za
- Bidders that are listed on the NT database of restricted suppliers will not be considered
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered
- Bidders that do not submit a fully completed and signed SBD 1 Form will not be considered
- Bidders that do not submit a fully completed and signed SBD 4 Form will not be considered
- Non-submission of any of the mandatory/returnable documents specified in **section 5** above.

SECTION B: TERMS AND CONDITIONS

8 PRICING QUOTATION

- 8.1 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, if applicable.
- 8.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 8.3 Payment will be according to the CSIR Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to deliver on the required goods and/or services.

9 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 25mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g., B-BBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder's name and RFQ number
- All documents submitted electronically via email must be clearly visible.
- Documents submitted via cloud solutions such as: *WeTransfer, Google Drive, Dropbox, etc.* will not be considered.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

10.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (DTIC or CIPC) will be awarded points for B-BBEE during evaluation.

10.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Add Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website (www.sanas.co.za). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

10.3 The following constitutes a valid **DTIC Sworn Affidavit**:

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.

- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

10.4 The following constitutes a valid **CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g., 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The DTIC logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

11 CORRECTNESS OF RESPONSES

- 11.1 The tenderer must confirm satisfaction regarding the correctness and validity of their quotation 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.
- 11.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

12 ADDITIONAL TERMS AND CONDITIONS

- 12.1 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.
- 12.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 12.3 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.
- 12.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

13 CSIR RESERVES THE RIGHT TO

- 13.1 Extend the closing date
- 13.2 Verify any information contained in a proposal
- 13.3 Request documentary proof regarding any tendering issue
- 13.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal)
- 13.5 Award this RFQ as a whole or in part
- 13.6 Cancel or withdraw this RFQ as a whole or in part

14 PERSONAL INFORMATION

- 14.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other

applicable data protection laws. The Client further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

- 14.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 14.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 14.4 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 14.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 14.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

15 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.

16 OTHER TERMS AND CONDITIONS

- 16.1 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.
- 16.2 A validity period of **90 calendar days** will apply to all quotations except where indicated differently on the quote.
- 16.3 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.

17 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

18 Note: This is not a Purchase Order

19 ANNEXURE A – INVITATION TO BID, SBD 1

20 ANNEXURE B – PRICE SCHEDULE

Deliverables	Rate per Hour / Price	Proposed Number of hours	Disbursements	Total Amount (Excl. Vat)
Pretoria Campus – Process Safety Management System				
Pretoria Kloppersbos – Process Safety Management System				
Pretoria Paardefontein – Process Safety Management System				
Johannesburg Cottesloe – Process Safety Management System				
Johannesburg Carlow road – Process Safety Management System				
Durban – Process Safety Management System				
Stellenbosch – Process Safety Management System				
Sub - Total				
15% VAT				
Total				

Note: Please submit quotation on your official company letterhead.

21 ANNEXURE C – REFERENCE SCHEDULE & PROJECTS LIST

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done between 2016 and 2022 must be provided. Duplications of this document may be done.

[illegible]

20 ANNEXURE D – DECLARATION BY BIDDER

Only bidders 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 bidder 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.....

21 ANNEXURE E – BIDDER’S DISCLOSURE FORM, SBD 4