

Request for Proposals (RFP)

The supply and installation of Workbenches and Cupboards for Laboratories at the CSIR Pretoria Main Campus

RFP No. 1059/20/01/2023

Date of Issue	Wednesday, 30 November 2022
Compulsory briefing session	Date: Thursday, 15 December 2022 Venue: CSIR Building 19A Time: 10H00 – 11h00
Closing Date	Friday, 20 January 2023
Submission and Contact details	For submission of quotations or any other enquiries: Email: tender@csir.co.za (Please use RFQ No. as subject reference)
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

Textile testing instruments were relocated from PE to Pretoria, and we now need to prepare proper laboratory space for it. This will include cupboard space for small items and chemicals as well as sturdy tabletops for sensitive instruments.

Please see attach the proposed layout of the labs.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply and Installation of workbenches and Cupboards for Laboratories at the CSIR Pretoria Campus

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

OR

Tenderers to submit tenders in a format they deem fit.

Proposal specifications (please refer to attached floor plans)

For room A143 (Building 19A, we need the following:

- A – 2 double-door cupboards with a draw above each door, and a set of 4 draws with a door on each side (0.85 m high, 0.75 m deep and 6.58 m from left to right). There should

be a space for a sink on the left-hand side of the cupboard and the tabletop should be granite. All cupboards should be white laminated wood.

- B - 3 double door cupboards with a draw above each door (0.85m high, 0.75m deep and 4.24 m from left to right). The tabletop should be granite. All cupboards should be white laminated wood.
- C – Table in the centre of the room, consisting out of a double-door cupboard with a draw above each door as well as open shelving on the side (0.85m high, 1.1m deep and 3m from left to right). Sturdy, easy to clean tabletop required. All cupboards should be white laminated wood.
- D – A set of 4 draws as well as a double-door cabinet (0.85 m high, 0.75 m deep and 1.8m m from left to right). The tabletop should be granite. All cupboards should be white laminated wood.
- E – A 3-door cupboard with a draw above each door. The tabletop should be granite. All cupboards should be white laminated wood.

For room A147 (Building 19A), we need the following:

- F - A set of 4 draws as well as a double-door cabinet (0.85 m high, 0.75 m deep and 1.3m from left to right). The tabletop should be sturdy and easy to clean. All cupboards should be white laminated wood.

For room A151 (Building 19A), we need the following:

- G – 8-door cabinet with 4 draws (0.85m high, 0.8m deep and 6.9m from left to right). The tabletop should be sturdy and easy to clean. All cupboards should be white laminated wood. Make provision for 2 sinks, one on each side of the bench.
- H – 4-door cabinet with a draw above each door (0.85m high, 0.8m deep and 4.24m from left to right). Additional to the cabinets, there should be a step-down table to the side as well (1m from left to right, 0.75m high). The tabletop should be sturdy and easy to clean. All cupboards should be white laminated wood.
- I – Table in the middle of the room, include 6-doors on each side with a draw above each door (0.85m high, 1.2m deep and 3m from left to right). The tabletop should be sturdy and easy to clean. All cupboards should be white laminated wood.

- J – 4-door cabinet with a draw above each door, as well as a 2-door cabinet underneath the fume hood (0.85m high, 0.9m deep, 3.44m from left to right). The tabletop should be sturdy and easy to clean. All cupboards should be white laminated wood.

For room A144 (Building 19A), we need the following:

- K - A sturdy, easy to clean tabletop with 3-sets of 4-draws distributed underneath it, no cupboards needed as seating space is required (0.85m high, 0.75 m deep and 4.65m from left to right). All cupboards should be white laminated wood.
- L - A sturdy, easy to clean tabletop with 3-sets of 4-draws distributed underneath it, no cupboards needed as seating space is required (0.85m high, 0.75 m deep and 4.24m from left to right). All cupboards should be white laminated wood.
- M & N – 2 standard filing cabinets with 4 doors at the bottom and shelves with glass doors at the top for each, alternatively 2 x 2 double-door cabinets with shelving will suffice as well

Chairs:

- 7 x 3-legged, sturdy lab stools
- 7 x High back-office chairs without wheels

5 FUNCTIONAL EVALUATION CRITERIA

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

- The laboratory needs to comply to ISO 17025 standards, which include sturdy tables that will not vibrate, shake, or move when instruments. The instruments in these labs are big and heavy, therefore sturdy solid benches are required. . Lab equipment such as Instron testers, Martindale abrasions, Tear Tester are affected by vibration. Unstable benches can negatively affect the test results and research with erroneous results that can have a substantial impact
- The work Surfaces must withstand the ongoing punishment of a modern laboratory. A high-quality worktop is the basis for efficient and economic working procedures. The material used needs to be chemical resistant, hygienic, easy to clean and maintain, durable and flexible.

- All cabinets should be made of sturdy, white laminated wood with sturdy, easy to clean tabletops. Except where granite tabletops are required, then black granite tops should be installed. Please supply detailed information about materials that you plan to use including photos of previous installations (if possible, please add a sample of the materials). Lab tables and lab furniture alike must be made from high-quality, durable materials that can withstand the everyday use it will undergo in any lab environment. The supply to advise the best they can provide
 - The cupboards should not have legs or empty spaces below the cupboards (kicker boards are required)
 - Please provide at least 3 references (with contact numbers) of previous work that was done
- 5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.
- 5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- 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 who did not submit fully completed and signed SDB1
- Bidders who did not submit fully completed and signed SBD4
- Bidders who did not submit fully Completed and signed SBD 6.2 annexure C, D and E
- Failure to adhere to the Specification

- Bidders that fail to submit letter of good standing COIDA
- Bidders who are not registered for CIDB 1GB or Higher
- Non-attendance of the compulsory briefing session / site inspection.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate issued by accredited verification agency and bearing SANAS Logo or;
- Valid sworn Affidavits made on DTIC designed templates or;
- DTIC Issues Affidavit
- CIPC issued B-BBEE

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

The CSIR requires that all tender submissions be submitted electronically to: tender@csir.co.za. Should tender file size exceed 30 MB, tenderers can submit tender in multiple emails. Use the tender number **1059/20/01/2023** and description of the tender as the subject on your email.

9 TENDER PROGRAMME

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

- Issue of tender documents: 30 November 2022
- Compulsory briefing session / site inspection etc: 15 December 2022
- Last date for submission of queries: 17 January 2023
- Closing / submission Date: 20 January 2023

10 SUBMISSION OF PROPOSALS

10.1 All proposals must be submitted at: tender@csir.co.za.

10.2 All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.:

10.3 Proposals must consist of two parts, clearly marked:.

Part 1: Technical Proposal: RFP No.: **1059/20/01/2023**

Part 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP No.:

1059/20/01/2023

10.4 Proposals submitted by companies must be signed by a person or persons duly authorised

10.5 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 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 20 January 2023** 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 stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

12.1 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.

13 EVALUATION PROCESS

13.1 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 tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**, local production and content.
- 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.

13.2 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.

14 PRICING PROPOSAL

- 14.1 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.
- 14.2 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.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 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 price is all prices other than "firm" prices.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2 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.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 1059/20/01/2023 – for the supply and installation of workbenches and cupboards for laboratories at the CSIR Pretoria Main Campus”*** 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.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer 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 tenderers.

20 CORRECTNESS OF RESPONSES

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

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 The CSIR requires that all suppliers submit proposals electronically to CSIR at tender@csir.co.za.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer 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 LOCAL CONTENT

- 23.1 Only locally Furniture from local Manufacture or input will be considered.
- 23.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the Department of Trade Industry and Competition (dtic) should there be a need to import such raw material or input and;
- 23.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFQ. For further information, bidders may contact the dtic at telephone 012 394 1435.
- 23.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the dtic website. Guidance on the calculation of local content and manufacturing can be accessed on the dtic's official website – http://www.thedti.gov.za/industrial_development/ip.jsp
- 23.5 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.
- 23.5 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
- 23.6 The rates of exchange quoted by the bidder in paragraph 8.8 below of the declaration certificate will be verified for accuracy.
- 23.7 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.
- 23.8 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 23.9 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 23.10 Applicable local production and content minimum thresholds for this tender are as per the table below:

Sector	Local Content	Minimum Local Content Threshold

Office Chairs	Applicable	65%
Three-legged Sturdy Lab Stool	Applicable	100%
Cabinets	Applicable	100%
Drawers	Applicable	100%

See attached **Annexure D**: Guidance Document for the Calculation of Local Content

23.11 How to apply for exemption:

The exemption request must be on your signed company's letter-head and cover the following:

- The procuring entity/government department/state owned company,
- Tender/bid number,
- Closing date,
- Item(s) for which the exemption is being requested for,
- Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met,
- Reason(s) for the request,
- Attach specification issued by the procuring entity, and
- Supporting letters from local manufacturers/sub-suppliers (if applicable).
-

Attention to:

Dr. Tebogo Makube
 Chief Director: Industrial Procurement Unit
 The Department of Trade and Industry
 Private Bag X84,
 Pretoria,
 Gauteng, 0001
 Email: TMakube@thedtic.gov.za

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 24.3 Prescribed by the body - regulating the profession of the consultant.

25 TRAVEL EXPENSES

- 25.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:
- 25.1.1 Only economy class tickets will be used.
- 25.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 25.1.3 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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; and
 - Company registration certificates.
- 26.4 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.

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

27 CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

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, tenderers 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 tenderer concerning the RFP, 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.

DECLARATION BY TENDERER

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

RFP No: 1059/20/01/2023

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:	

29 ANNEXURE A

Item	Requirements	Weighted Score	Points	Criteria
1	Quality and completeness of the proposal	20	0	No discernible project plan, including timelines.
			5	Plan includes material details but not a clear timeline
			10	Plan includes material details and a clear timeline
2	The laboratory needs to comply to ISO 17025 standards, which include sturdy tables that will not vibrate, shake, or move when instruments are in operation	20	0	Proposal doesn't mention anything about table quality or precautionary steps to ensure sturdy tables that will not vibrate, shake or move when instruments are in operation.
			5	Proposal mentions precautionary steps to ensure sturdy tables that will not vibrate, shake or move when instruments are in operation, but with limited detail.
			10	Detailed precautionary steps are explained to ensure tables are sturdy and that it would comply to the standards as required.
3	All cabinets should be made of sturdy, white laminated wood with sturdy, easy to clean tabletops. Except where granite tabletops are required, then black granite tops should be installed. Please supply detailed information about materials that	30	0	No details are provided of materials that will be used for cabinets or design of cabinets
			2.5	Proposal does include limited details of materials that will be used and design details

	<p>you plan to use including photos of previous installations (if possible, please add a sample of the materials). The cupboards should not have legs or empty spaces below the cupboards (kicker boards are required)</p>		5	Proposal includes ample details of materials that will be used but not detailed design details
			7.5	Proposal includes ample details of materials as well as the design of cabinets
			10	Proposal includes ample details of materials and design, as well as photos and/or samples of materials
5	Please provide at least 3 references (with contact numbers) of previous work that was done	30	0	No relevant experience proven, no references given
			2.5	Previous experience does not include evidence of 2 projects AND less than 3 contactable references linked to the past projects
			5	Previous experience does not include evidence of 2 similar projects OR 3 contactable references linked to past projects
			7.5	Previous experience includes evidence of 2 similar projects and 3 contactable references linked to past projects
			10	Previous experience includes evidence of similar projects and 3 or more contactable references linked to past projects.

30 ANNEXURES FOR LOCAL CONTENT

Published as separate documents and should only be used for designated sectors. Information regarding designated sectors can be obtained from the [intraweb \(Procurement page\)](#).