



Request for Quotation (RFQ) for the Provision of Structural Engineering services to assist in the refurbishment to wooden decking at Building 22 and Building 02, CSIR Pretoria.

RFQ No.: 5763/28/10/2021

Date of issue	Thursday, 14 October 2021
Compulsory briefing session	Date: Wednesday, 20 October 2021 Venue: Building 22 Entrance area, CSIR Pretoria Campus, Meiring Naude Rd, Brummeria Time: 10H00 – 11H30
Closing Date and Time:	Friday, 28 October 2021 at 16:30 – Late bids will not be considered
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1 INVITATION FOR QUOTATION

Quotations are hereby invited from suitably qualified and experienced service providers for feasible alteration proposal for Building 22 and Building 02.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

Project Objectives:

- i. To establish the feasibility of the proposed Alteration (i.e. emergency exit openings);
- ii. To source information for a solution aimed at curtailing structural cracks at Building 2;

- iii. To obtain the scope of work including the safety specification in line with the Construction Regulations;
- iv. To ensure quality alterations and remedial works as well as the certification thereof.

3 PRICE SCHEDULE

Bidders are requested to provide time-related pricing inclusive of disbursements as per table below:

Description	Hours	Rate	Total
Site Inspection – (Building 22 & 2)			
Preparation of a repair methodology (Building 2)			
Preparation of a feasibility report (Building 22)			
Preparation of BOQ and safety specification			
Quality Monitoring during Construction			
Certification of Works and Project Closure			
Disbursements and other fees			
Subtotal			
Vat @ 15%			
Total			

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

Mandatory documents required / returnable:

- Proof of compliance with COID Act.
- Proof of registration with the Engineering Council of South Africa (ECSA) as a professional structural Engineer.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 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.

5 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- Failure to attend Compulsory briefing session
- If supplier does not quote on all items in the BOQ;
- If supply does not submit quotation on their official company letterhead;
- Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
- Non-submission of relevant company profile;
- If the supplier fails to submit any of the mandatory/returnable documents.
- If the bidder is listed on National Treasury's database of restricted suppliers

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 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 6.3 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 complete the project.

7 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., BBBEE 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.
- The subject of the email must clearly reference the bidder's name and RFQ number – (E.g., Dell- RFQ No. 0000/12/06/2020 email 1 of 2)
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- The CSIR will not consider submissions on any other platform(s), including cloud not provided for in the RFQ document.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

8 SUB-CONTRACTING

- 8.1 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.
- 8.2 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.
- 8.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 8.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.

8.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:

- 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.

9 CORRECTNESS OF RESPONSES

- 9.1 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.
- 9.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

10 ADDITIONAL TERMS AND CONDITIONS

- 10.1 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.
- 10.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 10.3 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.
- 10.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

11 BRIEFING SESSION PROTOCOL

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

a. Prior to site visit

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- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
 - *All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).*
 - *All bidders must watch the COVID-19 Visitors induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).*
 - *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

b. Entrance to a CSIR site

- i) *All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) *All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*

c. Conduct during site visit

- i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*
- ii) *Masks must be worn for the duration of the visit*
- iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
- iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc to avoid sharing or passing of items*
- v) *Social distancing of at least 2m must be maintained at all times*
- vi) *Where items for inspection need to handled, sanitizer must be used by the delegate prior to and after handling/touching the item*
- vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific may be limited to allow for social distancing*
- viii) *No refreshments will be served during the site inspection*
- ix) *Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance*

12 OTHER TERMS AND CONDITIONS

- 12.1 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.
- 12.2 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.

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 Cancel or withdraw this RFQ as a whole or in part

14 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.

- 15 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The 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.

DECLARATION BY TENDERER

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

RFQ No: 5763/28/10/2021

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.5763/28/10/2021** 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.....	

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16 ANNEXURE E SBD1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFQ : 5763/28/10/2021	CLOSING DATE:	28/10/2021	CLOSING TIME:	16h30
DESCRIPTION	Request for Quotation (RFQ) for the Provision of Structural Engineering services to assist in the refurbishment to wooden decking at Building 22 and Building 02, CSIR Pretoria				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS					
Bid response documents are to be submitted to this e-mail address: tender@csir.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mmatabane Hlapisi		CONTACT PERSON	Mmatabane Hlapisi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

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<p>16.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>16.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
 YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
 YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: