

Request for Proposals (RFP)

For the Engineering, Procurement and Construction of bulk electricity infrastructure at the CSIR Rosebank Campus, Cape Town

RFP No. 3402/19/11/2020

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| Date of Issue | Thursday, 22 October 2020 | |
| Last date for submission of intent to bid form (Appendix A) | Date: Wednesday, 28 October 2020 Time: 16h30 | |
| Compulsory Briefing Session and Site Inspection | Date: Wednesday, 04 November 2020 Venue: CSIR Rosebank Campus, Lower Hope Rd, Cape Town Rosebank Lecture room (See Annexure H- Road Map) Time: 12h30 -13h30 | |
| Last date for submission of queries / clarifications | Date: Friday, 06 November 2020 Time: 16h30 | |
| Enquiries and submission of proposals | Strategic Procurement Unit | E-mail: tender@csir.co.za |
| Closing Date and Time | Thursday, 19 November 2020 at 16h30 (Late bids will not be accepted) | |
| CSIR business hours | 08h00 – 16h30 | |

LIST OF ANNEXURES

- Annexure A - Intent to Bid form
- Annexure B - Technical Specifications
- Annexure C - BOQ and Scope of Work / Pricing Schedule
- Annexure D - Evaluation Criteria Score Sheet
- Annexure E - Technical drawings
 - Annexure E1 – 32874.00-300-03 Rev0
 - Annexure E2 – 32874.00-312-03 Rev0
 - Annexure E3 – 32874.00-300-01 Rev0
 - Annexure E4 – 32874.00-300-02 Rev0
- Annexure F - Local content and Production declaration forms
 - Annexure F1 – NT Transformers
 - Annexure F2 – SANS-1286-2017
 - Annexure F3 – NT Batteries
 - Annexure F4 – NT Electrical Cables
 - Annexure F5 – Local Content and Production Guidelines
 - Annexure F6 – Local Content Annex. C, D, E
 - Annexure F7 – SBD 6.2 Local Content Declaration Form
- Annexure G - SBD 1 Form
- Annexure H - CSIR Rosebank Road Map
- Annexure I – Site Map
- Annexure J- Training Requirements

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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

The CSIR Rosebank Campus in Cape Town is in need of a new Uninterruptible Power Supply (UPS) and generator building to be constructed for the Centre for High Performance Computing (CHPC) facility which will be on an existing site which will involve new construction as well as alteration works. In order to improve the reliability, redundancy and increase the capacity of the electrical supply, additional electrical bulk infrastructure will have to be installed.

2.1 CENTRE FOR HIGH PERFORMANCE COMPUTING

The Centre for High Performance Computing (CHPC) is a national facility managed by the CSIR and one of the three primary pillars of the National Integrated Cyber-Infrastructure System (NICIS) supported by the Department of Science and Innovation (DSI). The South African National Research Network (SANReN) and the Data Intensive Research Initiative of South Africa (DIRISA) complement the CHPC through the provision of low latency, high-bandwidth connectivity, and the effective curation of a variety of notably large and critical databases. The CHPC infrastructure is upgraded and maintained to comply with international standards.

The mission of the CHPC is to provide a world-class High Performance Computing (HPC) facility that enables cutting-edge research with high impact on the South African Economy.

In its vision, the centre wants to become an accomplished and preferred partner for High Performance Computing solutions.

The main objectives of the centre are to enable South Africa to become globally competitive and to accelerate Africa's socio-economic upliftment through the effective application of high-end cyberinfrastructure.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from contractors who are registered with the Construction Industry Development Board (CIDB) for the Engineering, Procurement and Construction of bulk electricity infrastructure at the CSIR Rosebank Campus, Cape Town.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this enquiry.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

4.1 Technical Proposal (Part A)

The following must be submitted as part of the technical proposal:

- 4.1.1 Covering letter;
- 4.1.2 List of projects indicating the description of the works and the value of the contract awarded ;
- 4.1.3 High-level project plan and detailed methodology on the execution of the works;
- 4.1.4 Contactable reference letters for similar works done, minimum three (3).

4.2 Financial Proposal (Part B)

The following must be submitted as part of the financial proposal:

- 4.2.1 Covering letter;
- 4.2.2 Proposed cost as per attached Annexure C- BOQ;
- 4.2.3 Pricing should be on official company letterhead;
- 4.2.4** The pricing must be firm for 90 days and inclusive of all costs to render the required **once-off** services;
- 4.2.5 Provide a valid copy of BBBEE certificate or valid sworn affidavit confirming BBBEE status.

4.3 Mandatory Documents

The following must be submitted as part of the mandatory requirements:

- 4.3.1 A valid letter of good standing from the Department of Labour (COIDA);
- 4.3.2 Provide proof of public liability cover of a minimum R 5 000 000.00.
- 4.3.3 Valid CIDB registration certificate/proof, level **7EB** or higher grading designation
- 4.3.4 Technical Proposal (Part A)
- 4.3.5 Financial Proposal (Part B)
- 4.3.6 Completed and signed Local Content and production declaration forms (Annex C, D, E, and SBD 6.2), where items are part of the designated sector - **refer to Annexure F issued with this RFP**;
- 4.3.7 Completed and Signed SBD 1 form- Annexure G;
- 4.3.8 Signed Bidder declaration form

5 SCOPE OF WORK

The Scope of Work is as is stated in the attached Bill of Quantities- **Annexure C**. This includes, but is not limited to the following:

- Site establishment, contractual requirements, quality control, labour, supervision and testing as required.
- Alterations to MV electrical bulk supply
- Installation of a CFC ring main unit (RMU)
- Installation of an internal rated 1MVA 11kV / 420V transformer
- Installation of 1 x 1MVA generator set
- Installation of 2 x 1.2MVA UPS's
- Installation of cooling infrastructure for the UPS's
- Relocation of existing UPS batteries
- Installation of a Main Distribution Board
- Installation of Power Factor Correction (PFC) system
- Installation of bulk supply cables
- Removal of existing Main Distribution Board
- Removal of existing 2x UPS's and batteries

- Test, commission and compliance of electrical bulk supply infrastructure

6 TECHNICAL SPECIFICATIONS

Please refer to **Annexure B** for the detailed technical specification and scope of work.

7 FUNCTIONAL EVALUATION CRITERIA

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

| Functional Factor | Criteria Description | Weighting (%) |
|------------------------------|--|---------------|
| Company Experience | <ul style="list-style-type: none"> List of similar projects indicating the description of the works and the value of the contract awarded (Similar= Provision of Electricity Bulk Infrastructure works similar to the scope of this RFP). | 30 |
| Client references | <ul style="list-style-type: none"> Provide a minimum of three (3) relevant contactable/written references similar to the scope of this RFP, indicating work carried out or completed successfully in the provision of electrical bulk infrastructure within the last ten (10) years. Required references must indicate, duration of work, and descriptions of works completed successfully. Bidders must complete the reference information on section 31 of the RFP. | 30 |
| Project plan and Methodology | <ul style="list-style-type: none"> Provide a detailed methodology and project plan (MS projects and in PDF) in approaching a project of this nature or magnitude. | 10 |
| Experience of Key personnel | <ul style="list-style-type: none"> Contract Manager Site Agent Site Foreman Safety Officer | 20 |

| | | |
|---------------------------------------|--|------------|
| Program and timelines | <ul style="list-style-type: none"> • Provide a detailed program in approaching a project of this nature or magnitude. • Detailed program indicating all timelines using a Gantt chart. | 10 |
| TOTAL POINTS FOR FUNCTIONALITY | | 100 |

7.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 70% for each individual criteria will be eliminated from further evaluation.

7.3 Refer to Annexure D for the scoring sheet that will be used to evaluate functionality.

8 ELIMINATION CRITERIA

8.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location/email address;
- Non-submission of a valid letter of good standing from the Department of Labour (COIDA);
- Non-submission proof of public liability cover;
- If supplier fails to meet Local Production and Content requirements and does not submit declarations (Annex C, D, E, and SBD 6.2);
- Non-submission of a valid CIDB registration certificate/proof, level **7EB** or higher grading designation;
- Non-submission of completed SBD 1 form (Annexure G);
- Non-submission of the Bidder's declaration of interest form; and
- Non-attendance of the compulsory briefing session / site inspection.

9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION & B-BBEE CERTIFICATE

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

10 INTENT TO BID

Prospective bidders are requested to complete the intent to bid form (Annexure A) published with this RFP and confirm their intention to submit a bid. All interested bidders **MUST** submit the completed intent to bid form by not later than **Wednesday, 28 October 2020 @ 16:30** to tender@csir.co.za. The RFP Number must be used on the email subject.

11 PROCEDURE FOR SUBMISSION OF PROPOSALS

11.1 All proposals must be submitted electronically to tender@csir.co.za.

11.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

11.3 The e-mail and file sizes should not exceed a total of 30 MB per e-mail.

11.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).

11.5 All documents submitted electronically via e-mail must be clear and visible.

11.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

12 TENDER PROGRAMME

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

- | | |
|--|------------------|
| • Issue of tender documents: | 22 October 2020 |
| • Last date for submission of intent to bid form | 28 October 2020 |
| • Compulsory Briefing session | 04 November 2020 |
| • Last date for submission of queries: | 06 November 2020 |
| • Closing / submission Date: | 19 November 2020 |
| • Estimated contract duration: | 6 months |

13 SUBMISSION OF PROPOSALS

13.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

13.2 Responses submitted by companies must be signed by a person or persons duly authorised.

13.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 3402/19/11/2020

PART 2: Pricing Proposal RFP No.: 3402/19/11/2020

13.4 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.

13.5 Proposals submitted must be in the following file formats:

- PDF

14 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Thursday, 19 November 2020**, 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

15 AWARDING OF TENDERS

15.1 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.

16 EVALUATION PROCESS

16.1 Evaluation of proposals

An evaluation team will evaluate all proposals 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 tenderer/s.

A two-phase evaluation process will be followed:

16.1.1 The first phase includes the evaluation of elimination, local content and functionality criteria.

16.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the 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.

16.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

17 PRICING PROPOSAL

- 17.1 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.
- 17.2 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 indicated.
- 17.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 17.4 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.
- 17.5 Bidders must quote as per the Bill of Quantities (Annexure C).

**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.*

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

18 VALIDITY PERIOD OF PROPOSAL

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

19 APPOINTMENT OF SERVICE PROVIDER

- 19.1** 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.
- 19.2** 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.
- 19.3** Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

20 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: 3402/19/11/2020 – “The Engineering, Procurement and Construction of bulk electricity infrastructure at the CSIR Rosebank Campus, Cape Town”** 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.

21 MEDIUM OF COMMUNICATION

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

22 COST OF PROPOSAL

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

23 CORRECTNESS OF RESPONSES

- 23.1** 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.
- 23.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

24 VERIFICATION OF DOCUMENTS

- 24.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 24.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder. Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

25 SUB-CONTRACTING

- 25.1** 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.
- 25.2** 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.

26 LOCAL CONTENT

- 26.1** Only locally manufactured designated goods and/or services from local raw material or input will be considered.

- 26.2** If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTi should there be a need to import such raw material or input and;
- 26.3** A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the the DTi at telephone 012 394 3717/1390.
- 26.4** The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTi website. Guidance on the calculation of local content and manufacturing can be assessed on the DTi's official website – <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- 26.5** 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.

Below list of applicable local content requirements for each designated sector:

| Tender item no's as per the BOQ | Description of designated services, works or goods | Stipulated minimum threshold |
|--|---|-------------------------------------|
| Page 12, Item B6.1 | Electrical and Telecom Cables (p.2) | 90% |
| Page 24, Item B10.1 | Transformers and Shunt reactors – Class 1 (p.3) | 80% |
| Page 15, Item B7.1.2 | Industrial Lead Acid Batteries (p.2) | 50% |

- 26.5** 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
- 26.6** The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 26.7** 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.
- 26.8** Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 26.9** Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.

27 ADDITIONAL TERMS AND CONDITIONS

- 27.1** 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.
- 27.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 27.3** 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;
- 27.4** 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.
- 27.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

28 CSIR RESERVES THE RIGHT TO

- 28.1** Extend the closing date;
- 28.2** Verify any information contained in a proposal;
- 28.3** Request documentary proof regarding any tendering issue;
- 28.4** Give preference to locally manufactured goods;

28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

28.6 Award this RFP as a whole or in part;

28.7 Cancel or withdraw this RFP as a whole or in part.

29 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, bidders 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 bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

30 DECLARATION BY TENDERER

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

RFP No: 3402/19/11/2020

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: 3402/19/11/2020** 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:

31 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 in the past five (5) years must be provided.

| Company Name | Contact Person and contact details (email 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) |
|--------------|---|---|--------------------------------------|---|
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32 RETURNABLE DOCUMENTS

The bidder must complete the following returnable documents:

| PART A: TECHNICAL PROPOSAL RETURNABLES | | | |
|---|---|-------------------------|----|
| ONE ELECTRONIC COPY | | | |
| Description | | Submitted (Please tick) | |
| | | Yes | No |
| 1 | Cover letter | | |
| 2 | List of projects indicating the description of the works and the value of the contract awarded | | |
| 3 | High-level project plan and detailed methodology on the execution of the works | | |
| 4 | Performance on past projects: Contactable written reference letters, minimum three (3)- Completed reference information (section 31 of RFP) must be submitted | | |
| 6 | Completed and signed Local content and production declaration forms- (Annexure F) | | |
| 7 | Part A- Technical proposal | | |
| 8 | Preliminary program and timelines | | |
| | Competency of Project Manager and key staff members: Bidders to attached CVs and qualifications as well as organogram. | | |
| 9 | Valid CIDB certificate/proof of 7EB or higher | | |
| 10 | Completed and duly signed SBD 1 form (Annexure D) | | |
| 11 | Completed and duly signed Bidder Declaration form | | |
| 12 | A valid letter of good standing from the Department of Labour (COIDA) | | |
| 13 | Proof of public liability cover of a minimum R 5 000 000.00. | | |
| PART B: PRICING PROPOSAL RETURNABLES | | | |
| ONE ELECTRONIC COPY | | | |
| 14 | Cover letter | | |
| 15 | Pricing on official company letterhead | | |
| 16 | Completed BOQ as per attached Annexure C | | |
| 17 | B-BBEE certificate or valid affidavit and CSD registration report | | |

33 PERFORMANCE ON PAST PROJECTS

The bidder shall attach hereto Reference Letters from previous clients where projects of a similar scope, nature and value have been undertaken successfully. Note that no letters of appointment or completion certificates will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic. Also note that only past projects located in the Western Cape region would be considered for evaluation so that site visits to verify workmanship can be done.

Note: For scoring on this section see Annexure D – Scoring Sheet.

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

34 COMPETENCY OF CONTRACT MANAGER & KEY STAFF MEMBERS

The Bidder shall attach the CV's of the Contract Manager being in control for the implementation of the electrical bulk infrastructure. In addition to this, the CV's of three key staff members being responsible for the installation shall be attached. The CV's shall provide information on their track record and details of similar projects.

| Category of Employee | Name of key Personnel, Part of the Contractor's Organization | Minimum Qualification Required | Years of Experience |
|----------------------|--|--------------------------------------|---------------------|
| Contract Manager | | | |
| Site Agent | | | |
| Site Foremen | | | |
| Safety Personnel | | | |

Signed Date

Name Position

Tenderer

35 METHOD STATEMENT

The bidder shall (Approach paper which responds to the proposed Scope of Work and outlines proposed approach / methodology)

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

36. PRELIMINARY PROGRAMME

The Bidder shall attach a preliminary programme and timelines reflecting the proposed sequence of the various activities comprising the work for this Contract. The programme shall be in accordance with the scope of works and requirements of the Project Specifications and with all other aspects of the Tender.

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

PART B: PRICING PROPOSAL

These are returnable schedules required for evaluation purpose, and will also be incorporated into the Contract.

37. PRICING INSTRUCTIONS TO BIDDERS

The Bills of Quantities forms part of the Tender Document and must be read and used in conjunction with the Conditions of Tender, Conditions of Contract, Specification and Drawings.

A price and a unit rate must be filled in against each item in the Bills of Quantities. Items which are not priced will be accepted as being covered by the Bidder by other prices and unit rates in the Schedule of Quantities.

The unit rates and prices as tendered in the Bills of Quantities must cover all the Bidder's obligations under this Contract and must include full compensation for all provisional costs, temporary work, transport, labour, material, plant, equipment, housing and all matters and obligations of any nature necessary for the construction, completion and maintenance of the Works as well as for any loss or damage resulting from the nature of the work, weather conditions, floods, etc.

Tenders will be evaluated on the unit rates tendered for each item and not on the Tender price. In the case of arithmetic mistakes in the Bidder's Tender the unit rates will be taken as correct and the Tender Amount accordingly adjusted.

The general description of the work and material which appears in the Specification will not be repeated in the Bills of Quantities.

Where a unit rate is required for an item in the Bills of Quantities and the Bidder fails to fill in the unit rate under the unit rate column but simply fills in a total amount under the amount column, this amount will not be valid and will not be included in the calculations for the corrected Tender amount.

The quantities in this Bills of Quantities are approximate and the CSIR does not undertake, explicitly or by implication that the actual quantity of work corresponds with the aforementioned quantities. The CSIR reserves the right to alter or omit any quantity or class of any section of the work.

The Contract Amount for the completed Contract will be calculated from the actual quantities of work done and will be valued by applying the unit rates tendered opposite every item in the Bills of Quantities.

Scope of contract

The description hereunder is a general guide only and the bidder is referred to the Architectural and Engineering drawings for tender purposes. No liability will be accepted should the information provided be misconstrued.

Queries from bidder

On no account should this document be used for placing orders for materials, the bidder does so at his own risk and shall not be reimbursed for additional costs so incurred.

Acquaintance with tender documents, regulations, etc.

By submission of a tender, the bidder will be deemed to have acquainted himself fully with the tender documents, local authority requirements and by-laws, the standard specifications applicable, occupational health and safety regulations and all other aspects of the work envisaged in the documents prior to pricing and submission of this tender.

Arithmetical errors

The Principal Agent reserves the right to correct arithmetical or other errors in the extension of rates and totals in the tender. The bidder will be informed of the effect of any corrections prior to the conclusion of the evaluation process.

Imbalance in tendered rates

In the event of there being any rate or rates which are declared to be unacceptable by the Principal Agent for reasons which the Principal Agent will indicate, the bidder will, in terms of rule 9, be requested to either:

- a) Justify and specify rate or rates, i.e. To give a financial breakdown on how such rate or rates were obtained or calculated;
- b) Consider amending and adjusting such rate or rates while retaining the tender sum derived under sub rule 10.a unchanged and fixed.

Provision for health and safety

The bidder should make adequate provision in the tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 construction regulations 2014.

Tenders

The tender comprises, **this RFP document, the Returnable Schedules and the Bills of Quantities**, all of which shall be duly completed, signed and posted or delivered on or before the time and date to the address indicated on the Tender Form.

Where necessary, Bidders are requested to complete the above mentioned documentation in black ink and Bidders are to note that only plain paper photo static copies of the abovementioned documentation will be acceptable. Photo static copies of tenders or photo static copies of facsimiles which are lodged in the prescribed manner and in which the relevant forms and certificates are signed in black ink, after being copied, will be accepted as valid tenders.

A tender shall be considered incomplete if all of the abovementioned documentation is not submitted together with the tender, in which case such tender shall be liable for rejection.

38. PRICING PROPOSAL FORM - (NB- To be submitted as Part B)

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....
..... Rand (in words); R (in figures),
(firm)

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the Bidder

**Name and
signature of
witness**

Date

39. ANNEXURE D – Score Sheet

| No. | Criteria | Proof required | | Points allocation | | | | Weight | |
|-----|--|---|---|--|-------------|--------------|----|--------|--|
| 1 | Company Experience: | <ul style="list-style-type: none">List of projects, including the description of the works; value of the works; client name, address and contact details; duration and year when project was completed within the last ten (10) years Bidders must complete the reference information on section 30 of this RFP | | Number of similar projects completed successfully: | | | | 30% | |
| | | | | < 5 projects | | = (0 points) | | | |
| | | | | 5 – 7 projects | | = (7 points) | | | |
| | | | | 8 – 9 projects | | = (8 points) | | | |
| | | | > 10 projects | = (10 points) | | | | | |
| 2 | Client References (Only relevant references) | <ul style="list-style-type: none">Provide a minimum of three (3) written and contactable reference letters indicating the description of the works; value of the works; client name, address and contact details; within the last ten (10) yearsThe reference letters must be for work similar to the scope of this RFP. | | < 5 references | | | | 30% | |
| | | | | < 5 references | | = (0 points) | | | |
| | | | | 5 – 7 references | | = (7 points) | | | |
| | | | | 8 – 9 references | | = (8 points) | | | |
| | | | > 10 references | = (10 points) | | | | | |
| 3 | Experience and Qualifications of Key Personnel | Contracts Manager | Contracts manager must have a minimum of 5 years' experience in managing Bulk Electrical infrastructure projects relevant to the scope of this RFP. | < 5 years | – 0 points | 3% | 5% | 20% | |
| | | | | 5 – 10 years | – 7 points | | | | |
| | | | | 11 – 15 years | – 8 points | | | | |
| | | | | >15 years | – 10 points | | | | |
| | | | Qualification/s in Electrical Engineering | No qualification | -0 points | 2% | | | |
| | | | | Higher Certificate | – 7 points | | | | |
| | | | | Diploma | – 8 points | | | | |
| | | | | B-Tech / Degree or higher | – 10 points | | | | |

| | | | | | | | |
|--|--|----------------|--|---|----|----|--|
| | | | | | | | |
| | | Site Agent | Site Agent must have a minimum of 5 years' experience working in Bulk Electrical infrastructure projects relevant to the scope of this RFP. | < 5 years – 0 points 5 – 6 years – 7 points 7 – 9 years – 8 points >10 years – 10 points | 3% | 5% | |
| | | | Qualification/s in Electrical Engineering | No qualification – 0 points Higher Certificate – 7 points Diploma – 8 points B-Tech / Degree or higher – 10 points | 2% | | |
| | | Site Foreman | Site foreman must have a minimum of 5 years' experience working in Bulk Electrical infrastructure projects relevant to the scope of this RFP | < 5 years – 0 points 5 – 6 years – 7 points 7 – 9 years – 8 points >10 years – 10 points | 3% | 5% | |
| | | | Relevant trade certificate and Wireman's Licence | No trade certificate and Wireman's Licence – 0 points Trade certificate and Wireman's Licence – 10 points | 2% | | |
| | | Safety Officer | Safety officer must have a minimum of 5 years' experience. | < 5 years – 0 points 5 – 6 years – 7 points 7 – 9 years – 8 points >10 years – 10 points | 3% | 5% | |
| | | | Relevant qualification/s in Health & Safety course | No qualifications – 0 point 1 to 2 relevant certificate/s – 7 points 3 or more relevant certificates – 10 points | 2% | | |

| | | | | | |
|---|------------------------------|---|---|--|-----|
| 4 | Methodology and Project Plan | Provide a detailed methodology in approaching a project of this nature or magnitude. Detailed project plan indicating the scope of work. (MS Projects and PDF format) | <div>No methodology and project plan submitted = (0 points)</div> <div>Project plan and methodology submitted has no relation to Bulk electrical infrastructure works relevant to the scope of this RFP. It is generic. = (5 points)</div> <div>Project plan and methodology submitted relates to Bulk electrical infrastructure works relevant to the scope of this RFP and covers 70% of the scope of works. = (7 points)</div> <div>Project plan and methodology submitted relates to Bulk electrical infrastructure works relevant to the scope of this RFP and covers all (100%) aspects of the scope of works. The project plan and methodology exceeds expectations (Includes a level 5 work break down structure). = (10 points)</div> | | 20% |
|---|------------------------------|---|---|--|-----|

| | | | | |
|--------------|------------------------------|---|---|-------------|
| | Program and timelines | <ul style="list-style-type: none"> • Provide a detailed program in approaching a project of this nature or magnitude. • Detailed program indicating all timelines using MS Projects (in PDF). | <div> <i>Program indicates that the project will be completed and indicated within the following timelines :</i> </div> <div> No information provided. = (0 points) </div> <div> Within six (6) months from date of site handover. = (5 points) </div> <div> Within five (5) months from date of site handover. = (7 points) </div> <div> Within four (4) months from date of site handover. = (10 points) </div> | |
| TOTAL | | | | 100% |

ANNEXURE I: SITE MAP

