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## Request for Proposal (RFP)

**Appointment of Architectural, Quantity Surveying, Electrical, and Mechanical Engineering Services to provide professional services to the CSIR Scientia, on relocation and upgrade of security control room.**

**RFP No. 1052/28/11/2022**

Date of Issue	Friday, 11 November 2022	
Compulsory Briefing and Site Inspection Session	<p>Date: Friday, 18 November 2022 Time: 9H00 Venue: CSIR Scientia, Building 2A</p>	
Last date for submission of queries / clarifications	Wednesday, 23 November 2022	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing Date and Time	<p>Date: Monday, 28 November 2022 Time: 16h30 <b>(Late bids will not be accepted)</b></p>	
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 Africa's leading scientific research and technology development organisations. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to improving 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 Security Control room needs to be upgraded to conform to new security protocols.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from Architectural, Quantity Surveying, electrical, and mechanical engineering services for Relocation & Upgrade of Security Control Room..

#### **3.1 Scope of Services**

The professional consultants are expected to provide their services according to stages 1 to 6 as per the government gazette. They are also expected to work closely with the maintenance and engineering staff of the CSIR to ensure that all equipment specified and designs comply with their campus wide practices and standards. The Professional Consultants Services Agreement Committee (PROCSA) agreement will be used as a form of contracting.

The control room project needs to be aligned to the South African Intruder Detection Services Association (SAIDSA) Standards with the end-user requirements as follows:

The end-user explained that the project will be done in a phased manner, phase 1, to prepare the area with services and utilities required to various subdivided areas as specified in their user requirements as to comply with SAIDSA standards requirements for a Control Room, phase 2, will then be to furnish and equip the area with the necessary operators consoles and security systems/technology, as more budget becomes available.

Work/Services/Utilities required Phase 1:

- Building/Cosmetics – Demolition work, brickling-up of existing windows, re-configuring of existing space including ablution facilities, server room, rest/kitchen area

interlocked entrance and a separated control room area. All last with upgraded finishes.

- Electrical - Supply and distribution dedicated to the area.
- Electrical – Lighting to suite facility operations and safety measures.
- Electrical – Outlets, sufficient to service both phases of the project.
- Electrical - Standby Generator power.
- Electrical – UPS.
- Mechanical – HVAC/Fresh air system.
- Mechanical – Fire Detection System.
- ICT – Dedicated server.
- Security – Security systems (Phase 2)

**Requirements:**

The current space should be sub-divided as follows:

- Control Room Operational Space (air-conditioned)
- Server Room (Air-conditioned)
- Kitchenette and relaxing / eating space
- Ablution Facility (toilet, basin and shower)

### 3.2 Design and Planning Objectives

General planning and design objectives	Priority (Y/N)	Describe the required services or fill-in "Not Applicable"
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Existing site conditions & constraints		
Project space types, sizes, and adjacencies How much space is available?		
<u>Personnel</u>		
How many people are to be accommodated?		
How many offices are required?		
How many desks spaces, shared or dedicated?		
Meeting rooms		

<u>Storage areas in and adjacent to the laboratory/ Area</u>		
Type of storage required and size i.e. Chemical stores etc.		
Cabinets		
Shelves		
<u>Electrical capacity and routing</u>		
Accurately predicting the number of major equipment and determining how much electricity they draw and heat they produce is critical to calculating the correct electrical capacity to maintain a safe working environment. The power requirements for all equipment as well as the location of power outlets, light switches, the determination of emergency power requirements, proximity of outlets to water faucets and the coordination of the placement of outlets with the modular furniture designer is part of the detailed design. There need to be sufficient and dedicated circuits to handle all current equipment as well as future expansion.		
<u>LAN, telecommunications and audio/visual systems</u>		
Wireless access shall be provided throughout the building		
Elaborate on other project-specific requirements for telecomm and a/v		

<u>Indoor environmental quality</u>		<b>Control working space</b>
Are there functional areas/spaces that need an environment clear of airborne particulates; or severely limited vibration and noise; or temperature and humidity control that must be maintained in some areas. Explain such requirements if applicable or state "n/a"		
Indoor lighting and lighting controls - list any non-standard requirements for illumination, fixtures, lamps, controls, etc.		
Thermal comfort - list any nonstandard requirements for temperature, humidity, controls, etc.		

Ventilation and filtration - list project-specific requirements, if known. E.g., exhaust for lab facilities		
Acoustics - list special acoustic requirements noting noise criteria, if known by space type		
Elaborate on other miscellaneous or special requirements, such as vibration criteria		
<u>Interior finishes:</u>		
Vinyl flooring/specialised flooring per functional area		Vinyl Flooring
Nonporous ceilings		
Washable, impermeable paint and coatings		
Impermeable bench-tops and furniture		
<u>Emergency power requirements</u>		
E.g. Generator, etc.		Yes
<u>Security</u>		
Elaborate on project-specific requirements for access control, CCTV, and other security provisions		
<u>Hazardous materials</u>		
Existing: outline known or unknowns for hazardous materials that exist or may exist on site		None
Functional: outline known hazardous materials, chemicals, or procedures to be utilized in the new facility		None
<u>Furnishings &amp; equipment</u>		
Outline the types of furnishings that will be furnished and installed by the contractor		Control Room operators console

<u>Laboratory specific requirements (if applicable) Major functional areas within the space</u>		
Type of laboratory (Wet/Dry)		Not applicable
Type of chemicals used in the laboratory		Not applicable
Biosafety level of laboratory if applicable		Not applicable
Major equipment (if any, equipment to be listed)		Not applicable
Service requirements per equipment		Not applicable
Power requirements		

#### Proposed Execution of Project:

- RFP to appoint, Architect (Principal Agent), QS, Mechanical and Electrical Engineers for design, contract/tender documentation, project implementation, commissioning, and close-out. (6 stages, JBCC).
- Cost estimate/feasibility to be compiled as to confirm available budget, including fees for professional services.
- RFP, to appoint contractor/s for implementation.

The expectation is to provide detailed cost estimate for the project to be enable the CSIR to implement in the next financial year.

## 4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format and filing guide specified in this request.

Bidders are to submit responses in the 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 Bidders must submit a company profile indicating the company's age, resources, and capability.
- 4.1.2 Bidders must demonstrate their company experience by submitting a list of similar projects they have executed between 2015 and 2022. List of projects to be completed as indicated on Annexure A.

- 4.1.3 Bidders must submit contactable reference letters or completion certificates for similar projects completed between 2015 and 2022 from previous clients. Reference letters or completion certificates must be issued by the clients where the projects were completed.
- 4.1.4 Bidders must submit Curriculum Vitae CVs of relevant engineers that will be deployed in the project, Architect (who will serve as the Principal Agent) QS, Electrical, and Mechanical Engineer. The CVs must clearly indicate the experience of the key resource with at least more than seven (7) years experience in managing similar work.
  - CV of Architect (who will serve as the Principal Agent)
  - CV of Quantity Surveyor (QS)
  - CV of Electrical Engineer
  - CV of Mechanical Engineer

#### **4.2 Financial Proposal (Part B)**

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

- 4.2.1 Bidders must submit a cover letter on company letterhead
- 4.2.2 Bidders must submit a completed price offer, Annexure B, the pricing must be firm for 90 calendar days and inclusive of all costs to render the required service. The price must also include disbursements (where applicable)
- 4.2.3 Bidders must submit a copy of a valid B-BBEE certificate or valid sworn Affidavit
- 4.2.4 Bidders must submit a CSD registration report (RSA suppliers only).

#### **4.3 Mandatory / Returnable Documents**

The following documents must be submitted as part of the mandatory requirement.

- 4.3.1 Bidders must submit valid proof of registration for
  - South African Council for the Architectural profession, SACAP as PR Arch or Pr Tech.
  - Quantity Surveying SA, QS SA as Pr QS, or PR Tech.
  - Engineering Council of South Africa, ECSA as Pr.Eng or Pr.Tech. (Electrical)
  - Engineering Council of South Africa, ECSA as Pr.Eng or Pr.Tech. (Mechanical)
- 4.3.2 Bidders must submit valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of Ten Million (R10 000 000.00).

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
Company Profile	<ul style="list-style-type: none"> <li>Bidder must submit a company profile indicating their core function, age, resources, and capability.</li> </ul>	10
Company Experience	<ul style="list-style-type: none"> <li>Bidders must demonstrate the company's relevant experience by submitting a list of similar projects executed between 2015 and 2022. The information is to be submitted in the prescribed format as indicated on Annexure A.</li> <li>The list of projects must be relevant to the project.</li> <li>A minimum of three (3) projects must be submitted.</li> </ul>	20
Reference Letters	<ul style="list-style-type: none"> <li>Bidder must submit reference letters or completion certificates for work / projects completed between 2015 and 2022 from previous clients.</li> <li>The list of projects must be relevant to the project.</li> <li>A minimum of three (3) reference letters or completion certificate must be submitted.</li> </ul>	30
Curriculum Vitae	<ul style="list-style-type: none"> <li>Bidders must submit CVs of Key Engineers that will be deployed in the project. A minimum of seven (7) years experience in managing similar projects is required.</li> <li>CV of Architect (who will serve as the Principal Agent)</li> <li>CV of Quantity Surveyor (QS)</li> <li>CV of Electrical Engineer</li> <li>CV of Mechanical Engineer</li> </ul>	40
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

5.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

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

## **6 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions

- 6.1 Bidders that submit late bids will not be considered
- 6.2 Bidders that submit to the incorrect location or email address will be eliminated
- 6.3 Bidder who fail to attend the compulsory briefing and site inspection will not be considered
- 6.4 Bidders that are listed on the NT database of restricted suppliers will not be considered
- 6.5 Bidders that are registered on the NT Register of Tender Defaulters will not be considered
- 6.6 Bidders that do not submit a fully completed and signed SBD 1 Form, Annexure E will not be considered
- 6.7 Bidders that do not submit a fully completed and signed SBD 4 Form, Annexure F will not be considered
- 6.8 Failure to submit valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of R10 000 000.00 will not be considered
- 6.9 Bidders who fails to submit proof of registration with Engineering Council of South Africa, ECSA as Pr.Eng or Pr.Tech.
- 6.10 Failure to submit the Bidder's Declaration of Interest Form, Annexure C

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION & B-BBEE CERTIFICATE**

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

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

## SECTION B – TERMS AND CONDITIONS

### 8 COMPULSORY BRIEFING INFORMATION

A compulsory briefing session and/or site inspection will be held under the following details

Date	Friday, 18 November 2022
Time	09H00
Venue	CSIR Scientia, Building 2A

### 9 TENDER PROGRAMME

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

- Issue of tender documents: Fri, 11 November 2022
- Compulsory briefing and site inspection session: Fri, 18 November 2022
- Last date for submission of queries: Wed, 23 November 2022
- Closing / submission Date: Mon, 28 November 2022

### 10 SUBMISSION OF PROPOSALS

- 10.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)  
No late proposals will be accepted.
- 10.2 Responses submitted by companies must be signed by a person or persons duly authorized.
- 10.3 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.: 0000/00/00/2021  
PART 2: Pricing Proposal RFP No.: 0000/00/00/2021
- 10.4 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.
- 10.5 Proposals submitted must be in the following file formats:
  - PDF

## **11 DEADLINE FOR SUBMISSION**

- 11.1 Proposals shall be submitted at the address mentioned above no later than the closing date of **Monday, 28 November 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.
- 11.2 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,
- 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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

## **14 PRICING PROPOSAL**

- 14.1 Activity Schedule pricing must be cross-referenced to the deliverables identified in the Scope. 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.

## **15 VALIDITY PERIOD OF PROPOSAL**

Each proposal shall be valid for a minimum period of **90 calendar days** 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 or CSIR tender website and no regret letters will be sent to unsuccessful bidders.

16.4 Upon appointment the appointed bidder(s) will be expected to submit the quality check list (for the relevant work).

## **17 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with "RFP No. 1052/28/11/2022 - Appointment of Architectural, Quantity Surveying, and Mechanical Engineering Services to provide professional services to the CSIR Scientia, on relocation and upgrade of security control room, at CSIR - Scientia" 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 Only electronic copy (pdf emailed) of each proposal must be submitted.

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 PERSONAL INFORMATION**

- 23.1 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.
- 23.2 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).
- 23.3 The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.
- 23.4 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.
- 23.5 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.
- 23.6 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 23 (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.

## **24 ADDITIONAL TERMS AND CONDITIONS**

- 24.1 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.

24.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

24.3 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.

24.4 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.

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

## **25 CSIR RESERVES THE RIGHT TO**

25.1 Extend the closing date;

25.2 Verify any information contained in a proposal;

25.3 Request documentary proof regarding any tendering issue;

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

25.5 Award this RFP as a whole or in part;

25.6 Award this RFP to one supplier or more than one suppliers

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

## **26 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.

## 27 ANNEXURE A – SCHEDULE OF BIDDERS PROJECT LIST

The bidder must provide details of the bidder's current experience in providing similar service, for projects executed between 2015 and 2022.

Duplications of this sheet may be created.



**28 ANNEXURE B - PRICE SCHEDULE**

#	Description	Rate	Total excluding VAT
1	Architectural services (Principal Agent {PA} role) stages 1 to 6		
2	Quantity Surveying Services stages 1 to 6		
3	Electrical Engineering Services stages 1 to 6		
4	Mechanical Engineering Services stages 1 to 6		
5	Inception		
6	Concept and viability		
7	Design development		
8	Documentation and procurement		
9	Contract administration and inspection		
10	Close out		
11	Disbursements		
Sub-Total			
20% Contingency			
Sub-Total			
15 % VAT			
Total			

**Note:** Please submit a quotation on your company letterhead

## 29 ANNEXURE C - DECLARATION BY TENDERER

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

**RFP 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 **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: .....

## 30 ANNEXURE D - SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Company profile	Bidder must submit a company profile indicating their core function, age, resources, and capability.	No submission 1 to 4 years of operation 5 to 6 years of operation 7 to 9 years of operation > 9 years of operation - 0 point - 3 points - 5 points - 7 points - 10 points	10%
2	Company Experience	Bidders must submit a list of similar relevant projects executed between 2015 and 2022, as indicated under Annexure A.  The list of projects must be relevant to the project	No submission 1 to 2 relevant projects submitted 3 to 4 relevant projects submitted 5 to 6 relevant projects submitted > 7 relevant projects submitted - 0 point - 3 points - 5 points - 7 points - 10 points	20%
3	Reference Letters or Completion Certificates	Bidders must submit reference letters or completion certificates for work / projects completed between 2015 and 2022 from previous clients.  (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted).	No submission 1 to 2 relevant references submitted 3 to 4 relevant references submitted 5 to 6 relevant references submitted > 7 relevant references submitted - 0 point - 3 points - 5 points - 7 points - 10 points	30%
4	Curriculum Vitae	Bidder must submit a detailed CV of the Architect (Principal Agent) to be assigned to the project.  A minimum of 7 year' experience in the built environment is required.	No submission of CV 1 to 6 years' experience 7 to 8 years' experience 9 to 10 years' experience > 10 years' experience - 0 point - 3 points - 5 points - 7 points -10 points	10%
		Bidder must submit a detailed CV of the QS to be assigned to the project.  A minimum of 7 year' experience in the built environment is required.	No submission of CV 1 to 6 years' experience 7 to 8 years' experience 9 to 10 years' experience > 10 years' experience - 0 point - 3 points - 5 points - 7 points -10 points	10%

		<p>Bidder must submit a detailed CV of the Electrical Engineer to be assigned to the project.</p> <p>A minimum of 7 year' experience in the built environment is required.</p>	<p>No submission of CV – 0 point</p> <p>1 to 6 years' experience – 3 points</p> <p>7 to 8 years' experience – 5 points</p> <p>9 to 10 years' experience - 7 points</p> <p>&gt; 10 years' experience –10 points</p>	10%	
		<p>Bidder must submit a detailed CV of the Mechanical Engineer to be assigned to the project.</p> <p>A minimum of 7 year' experience in the built environment is required.</p>	<p>No submission of CV – 0 point</p> <p>1 to 6 years' experience – 3 points</p> <p>7 to 8 years' experience – 5 points</p> <p>9 to 10 years' experience - 7 points</p> <p>&gt; 10 years' experience –10 points</p>	10%	
Total					100%

**31 ANNEXURE E - INVITATION TO BID FORM, SBD 1**

**32 ANNEXURE F - BIDDERS DISCLOSURE FORM, SBD 4**

### 33 ANNEXURE G - RETURNABLE DOCUMENTS

**NOTE:** The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete and or submit the following returnable documents:

<b>RETURNABLE DOCUMENTS</b>		
<b>PART A: TECHNICAL RETURNABLES</b>		
<b>Returnable Schedules required only for Tender Evaluation Purposes.</b>		
Description	Submitted (please tick)	
	Yes	No
1. Company profile		
2. Projects list, Annexure A		
3. Reference letters or Completion certificates		
4. CV of Architect (Principal Agent)		
5. CV of Quantity Surveyor (QS)		
6. CV of Electrical Engineer		
7. CV of Mechanical Engineer		
8. Proof of registration with SACP, QS SA, and ECSA		
9. Professional indemnity insurance		
10. SBD 1, Annexure E		
11. SBD 4, Annexure F		
12. Bidders Declaration of Interest form, Annexure C		
<b>PART B: PRICING PROPOSAL</b>		
<b>Returnable Schedules that will be incorporated into the Contract.</b>		
13. Cover letter		
14. Completed Price Schedule, Annexure B		
15. Quotation on company letterhead		
16. Valid B-BBEE certificate or sworn affidavit		
17. CSD Registration Report		