



## Request for Proposals (RFP)

### The construction of experimental house in the CSIR Test Site

**RFP No. 1021/19/08/2022**

Date of Issue	Friday, 05/08/2022	
Compulsory briefing session	Non	
Closing Date	Friday, 19/08/2022 at 16:30	
Electronic Submission	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> If the size of the documents exceed 30MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Construction	

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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 would like construction companies to assist them for the construction of experimental house in the CSIR Test Site. The experimental house project seeks to demonstrate the performance of experimental material in a typical government subsidy house design.

### 3 INVITATION FOR PROPOSAL

Quotations are hereby invited for the construction of experimental house in the CSIR Test Site

### 4 SCOPE OF WORK

The requirements include the following

- Construction of the 39sqm house using the CSIR design drawings (see Appendix A)
- Construction of the 39sqm house using the CSIR Free issue materials and goods, i.e., **existing** foundation, bricks, cement and tiles (see Appendix B)
- Provide materials to supplement CSIR materials and complete house (see Appendix C )
- SANS 10400

Technical specifications are provided in the RFP document as as follows

- APPENDIX A: House Design
- Appendix B: Schedule of free issue material (Quantity estimation of the materials)
- Appendix C: Schedule of supplementary material

## **5 PROPOSAL SPECIFICATION**

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

OR

Tenderers to submit tenders in a format they deem fit.

Tenderers should submit (2) separate proposals – a technical proposal and a pricing proposal.

### **5.1 Technical Proposal**

The Service Provider shall in broad terms, provide the services related to the requirements and scope of work as described but not limited to the following:

#### **5.1.1 Requirements**

- The Service Provider must submit weekly progress reports to the CSIR
- The Service Provider must ensure that each work progress report is signed by the CSIR.
- The Service Provider must agree to carry out the project for an agreed lump sum that will be paid out after submission of final completion certificate and CSIR's approval.
- The Service Provider must agree to carry out the project without advance payment.
- The Service Provider must adhere to Industry specific standards and guidelines, i.e., SANS 10400

#### **5.1.2 Project execution**

- Provide a prices document (Bill of Quantities) for required material outside Free issue material.
- Provide contract sum of with VAT (Including construction cost and material).
- Provide programme of maximum 1 month works from date of appointment. Programme of works must have sufficient detail to monitor the progress of the works.
- Provide proof for adherence to statutory notice for the works (i.e., Occupational health and Safety Act 1993, Construction regulations and Guidelines (2014))

### 5.1.3 Insurances and securities

- The Service Provider will be expected provide the CSIR with a construction guarantee of 10% to the value of the contract or a payment reduction of 10% to the value of the contract.
- The Service Provider will be expected provide the CSIR with securities of material and goods purchased for the projects, i.e., Proof of purchases with approval for collection or delivery
- The Service Provider will be expected to enter a JBCC Minor Works Agreement

### 5.1.4 Competencies of service provider

- The Contractor/ Service Provider must have a CIDB grading of **1GB** or higher CIDB
- Proven experience in construction.
- Good knowledge of relevant national and provincial legislation, policies, strategies, norms and standards.
- Proven project management skills.
- Ability to produce systematic, comprehensive and informative documents and reports

## 6 FUNCTIONAL EVALUATION CRITERIA

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

<b>Competence Criterion</b>	<b>Weight</b>
<b>Methodology</b> Work programme	<b>(30%)</b>
<b>Relevant company experience</b> Years minimum experience construction, and construction project management	<b>(25%)</b>
<b>Provision of required documents</b> Provision of construction guarantee; Occupational, Health and safety plan, AND Bill of Quantities	<b>(20%)</b>
<b>Management skills</b> List of past construction project management (indicating cost and duration and contact details)	<b>(25%)</b>
<b>TOTAL</b>	<b>100</b>

- 6.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.
- 6.3 Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.

## **7 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- fully completed and signed Bidder's Declaration of Interest Form.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.
- Bidders that do not meet local production and content requirements (bidder must submit a fully completed and signed SBD 6.2 and its Annexure C), will not be considered.

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION**

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

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number;
- Provide valid copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; or
- Valid sworn affidavits made on DTIC designed templates; or
- DTIC issued affidavit; or
- CIPC issued B-BBEE certificate.

## SECTION B – TERMS AND CONDITIONS

### 9 VENUE FOR PROPOSAL SUBMISSION

The CSIR requires that all tender submissions be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za). Should tender file size exceed 25MB, tenderers can submit tender in multiple emails. Use **RFP No: 1021/19/08/2022** and description of the tender as the subject on your email.

### 10 TENDER PROGRAMME

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

- Issue of tender documents: Friday, 05/08/2022
- Last date for submission of queries: Wednesday, 17/08/2022
- Closing / submission Date: Friday, 19/08/2022

### 11 SUBMISSION OF PROPOSALS

11.1 All proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za).

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

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

**PART 1:** Technical Proposal: **RFP No.: 1021/19/08/2022.**

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

**RFP No.: 1021/19/08/2022.**

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

11.5 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

### 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 19/08/2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

### **13 AWARDING OF TENDERS**

13.1 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.

### **14 EVALUATION PROCESS**

#### **14.1 Evaluation of proposals**

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**, local production and content.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

#### **14.2 Preference points system**

14.3 The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

### **15 PRICING PROPOSAL**

15.1 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.

15.2 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.

15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

15.4 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.*

15.5 Payment will be according to the CSIR Payment Terms and Conditions.

## **16 VALIDITY PERIOD OF PROPOSAL**

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

## **17 APPOINTMENT OF SERVICE PROVIDER**

17.1 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.

17.2 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.

17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **18 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 1021/19/08/2022 - The supply of a feed and coal batching plant at the CSIR Ekandustria Green Cements Piloting Site" 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.

## **19 MEDIUM OF COMMUNICATION**

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

## **20 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.

## **21 CORRECTNESS OF RESPONSES**

21.1 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.

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

## **22 VERIFICATION OF DOCUMENTS**

22.1 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.

22.2 The CSIR requires that all suppliers submit proposals electronically to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za).

- 22.3 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.
- 22.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## **23 SUB-CONTRACTING**

- 23.1 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.
- 23.2 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.

## **24 LOCAL CONTENT AND PRODUCTION**

- 24.1 Only locally manufactured goods and/or services from local raw material or input will be considered.
- 24.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTIC should there be a need to import such raw material or input.
- 24.3 A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the RFQ. For further information, bidders may contact the Electrical and Steel sector unit within the DTIC at telephone 012 394 3717/1390 during office hours.
- 24.4 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the DTIC website. Guidance on the calculation of local content and manufacturing can be assessed on the DTIC's official website – [http://www.theDTI.gov.za/industrial\\_development/ip.jsp](http://www.theDTI.gov.za/industrial_development/ip.jsp)
- 24.5 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.

24.6 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

24.7 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.

24.8 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.

24.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

24.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.

24.11 Applicable local production and content minimum thresholds for this tender are as per the table below:

<b>Sector</b>	<b>Minimum Content Applicable</b>	<b>Local Threshold</b>
Steel Products e.g., joining components, Frames, fasteners etc	100%	
Cement	100%	
Electrical Cables	90%	
PVC Pipes	100%	

See attached **Annexure B 1**: Guidance Document for the Calculation of Local Content

**24.12 How to apply for exemption:**

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

- The procuring entity/government department/state owned company,
- Tender/bid number,
- Closing date,
- Item(s) for which the exemption is being requested for,

- Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met,
- Reason(s) for the request,
- Attach specification issued by the procuring entity, and
- Supporting letters from local manufacturers/sub-suppliers (if applicable).

**Attention to:**

Dr. Tebogo Makube  
 Chief Director: Industrial Procurement Unit  
 The Department of Trade and Industry  
 Private Bag X84,  
 Pretoria,  
 Gauteng, 0001

## **25 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

## **26 TRAVEL EXPENSES**

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

## **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;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

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, 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.

**30 DECLARATION BY TENDERER**

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

**RFP No: 1021/19/08/2022.**

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. **1021/19/08/2022**. 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: .....	

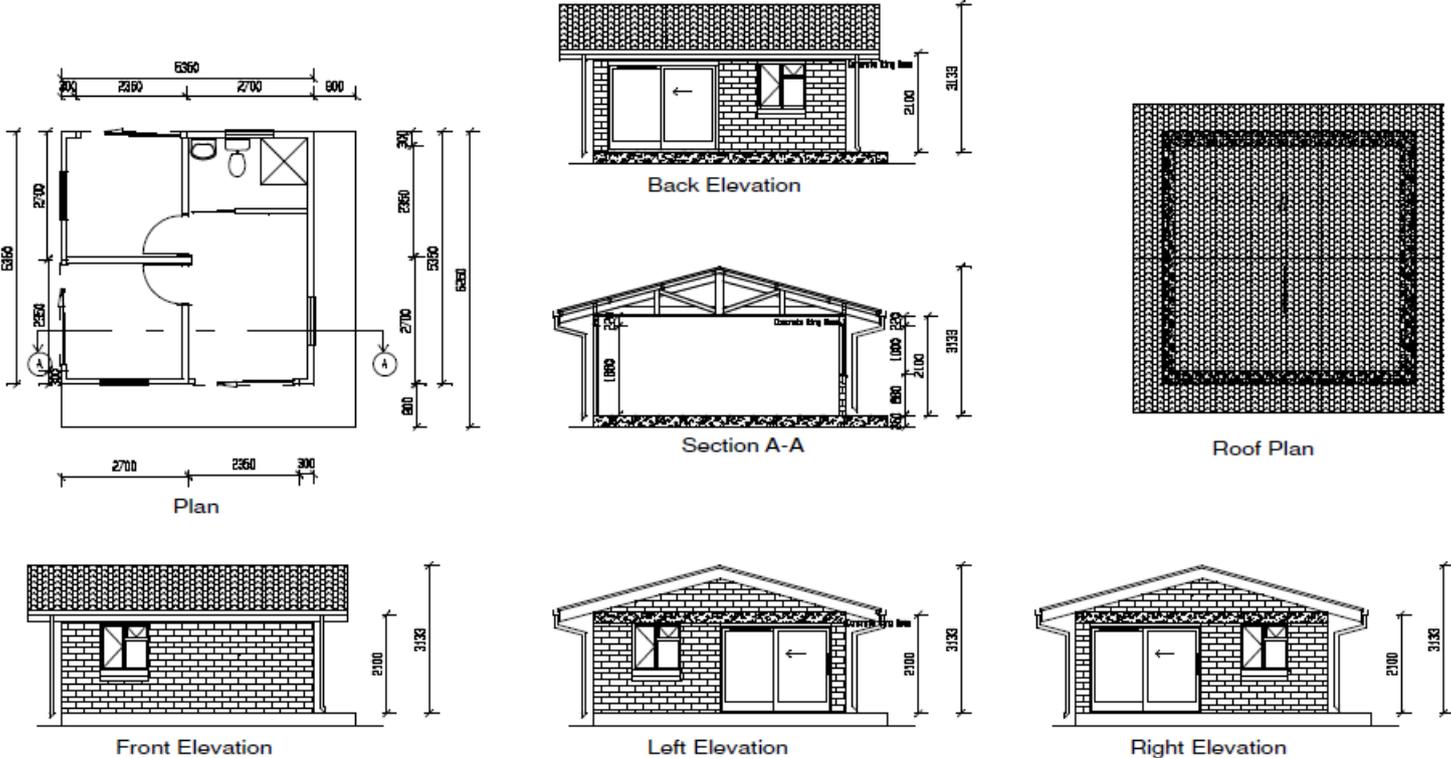
### 31 ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

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

<b>Competence Criterion</b>	<b>Key Aspects of Criterion</b>	<b>Points Allocation</b>		<b>Weight</b>
<b>Methodology</b>	- Work programme	No submission	0	<b>(30%)</b>
		Work plan lacking detail or not meeting project timeline and objectives,	5	
		Well laid out workplan and detailed, realistic work plan that meets project timeline and objectives.	10	
<b>Relevant company experience</b>	Years minimum experience construction, and construction project management	No submission	0	<b>(25%)</b>
		Three to five years	5	
		More than five years	10	
<b>Provision of required documents</b>	Provision of construction guarantee; Occupational, Health and safety plan, AND Bill of Quantities	No evidence	0	<b>(20%)</b>
		Evidence of all requested documents	10	
<b>Management skills</b>	List of past construction project management (indicating cost and duration and contact details)	Evidence of 2 projects	5	<b>(25%)</b>
		Evidence of 3 - 5 projects	10	
<b>TOTAL</b>				<b>100</b>

32 ANNEXURE B: TECHNICAL SPECIFICATIONS

APPENDIX A: House Design



**Appendix B: Schedule of free issue material**

Quantity estimation of the materials to be used to build the demo house

Cement blends

LC3 – 800 kg (labelled mixture 3)

MK30 – 200 kg (labelled mixture 1 & 3)

MK50– 250 kg (labelled mixture 5)

Tiles

Roman tile – 700

Ridge – 37

Hipstarter – 6

Bricks

SABRIX - 1900

Laboratory – 830

Pavers

Laboratory – 280

**Existing structure:**

6250x6250mm foundation

## Appendix C: Schedule of supplementary material

Item	type	Quantity
<b>Window</b>	Steel Type	
W1	Window frame ABCUS NC4F7 (1511x949mm)	4
W2	Window frame ABCUS NCTX7S (Top Hung) (1022x944mm)	1
<b>Doors</b>		
D1	Standard & door Frames	3
D2	Sliding door (2134x 2000mm)	1
<b>Ironmongery</b>	Per door	
<b>Ceiling</b>	39sqm	1
<b>Roof (double pitch)</b>	39sqm	1
Trusses etc.		
Overhand	500mm	
Gutters		
Down pipe		1
<b>Ring beam</b>		
Reinforcement steel bars	Y12 (6m)	20
spacers	Y12 ( )	52
Boards for molding	200x25mm	30
<b>Material</b>		
Concrete		
Brick force		
River sand		
DPC		
<b>Bathroom/ sanitaryware</b>	N/A	
Toilet	N/A	
basin	N/A	
Shower & connections	N/A	
Plumbing	N/A	
<b>Kitchenette</b>		
Joinery	N/A	
<b>Electrical</b>		
Lighting	Per room	

<b>Finishes</b>		
Painting (inside/outside)		
Plastering (inside/outside)		

**END OF RFP**