

## REQUEST FOR PROPOSAL (RFP)

### REQUEST FOR PROPOSAL FOR SECURITY UPGRADES TO ACCESS CONTROL AT THE CSIR PRETORIA CAMPUS GATES

**RFP No. 3426.1 /22/07/2021**

Date of Issue	Tuesday, 08 June 2021	
Last date for submission of intent to bid form (Appendix K)	Friday, 11 June 2021 at 14H00	
Compulsory Briefing Session and Site Inspection	<p>Date: Monday, 21 June 2021  Venue: Virtual Microsoft Teams  Time: 10H00 – 11H00  Access Link: <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjM3ZTNhN2QtODAwZi00YTQ0LThkZTltZjA2MWRkODAxNjc5%40thread.v2/0?context=%7b%22Tid%22%3a%222fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%22f082fb03-84dc-476a-b47f-c85c7db6d62e%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjM3ZTNhN2QtODAwZi00YTQ0LThkZTltZjA2MWRkODAxNjc5%40thread.v2/0?context=%7b%22Tid%22%3a%222fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%22f082fb03-84dc-476a-b47f-c85c7db6d62e%22%7d</a></p> <p style="text-align: center;"><b>OR</b></p> <p>Join on your computer or mobile app.  <a href="#">Click here to join the meeting</a>  <a href="#">Learn More</a>   <a href="#">Meeting options</a></p> <p>Date: Tuesday, 22 June 2021  Venue: CSIR North Gate reception area, Meiring Naude Street, Pretoria (opposite Sasol garage)  Time: 10H00</p>	
Last date for submission of queries / clarifications	Friday, 09 June 2021 at 16h30	
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	Date: Thursday, 22 July 2021 Time: 16H30 <b>(Late bids will not be accepted)</b>	
CSIR business hours	08h00 – 16h30	

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## SECTION A – TECHNICAL INFORMATION

### 1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### 2 BACKGROUND

The project was necessitated by the need to improve the control of pedestrian's access and vehicles entering/exiting the CSIR campus. The objective of the project is to enhance the organization's security by installing the pedestrians' turnstiles, boom gates with retractable spikes and the construction of vehicle search bays, around the CSIR entrances and exit points.

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited from qualified and experienced contractors for the supply and installation of turnstiles, boom gates with spikes, search bays and gates for the security upgrade around the CSIR gates.

### 4 PROPOSAL SPECIFICATIONS

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:

- Covering letter on company letterhead
- The bidder must submit a list of similar current and completed projects between 2010 and 2020, inclusive of project value, project period, contractor name with contact details (telephone number and e-mail address) and scope of work. A minimum of five (5) completed

projects **similar** in nature is to be submitted. Bidders **may** use Annexure B for submission of their list or may submit the list on their company letterhead.

- The bidder must submit detailed CV's of their key personnel; a minimum of five (5) years' work experience per key personnel is required. Experience must be from security related upgrade projects. Key personnel is Contracts Manager, Site Agent, Foreman and Safety Officer.
- The bidder must submit a detailed project schedule with realistic time - frames, key tasks and critical path in MS Projects or Primavera or CcS Candy software (PDF).

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

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

- Cover Letter;
- Proposed financial offer on an official company letterhead as per the attached BOQ, Annexure J
- Completed BOQ - Annexure J
- The pricing must be firm for a minimum period of 90 days and inclusive of all costs to render the required service
- Copy of valid B-BBEE certificate or valid sworn affidavit; and
- CSD registration report (RSA suppliers only).

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

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

- 4.3.1 A valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA) or any approved private insurance firm.
- 4.3.2 Provide proof of valid public liability cover or letter of intent of a minimum R 10 000 000.00
- 4.3.3 Valid CIDB registration certificate/proof, Grade 3CE or higher grading designation
- 4.3.4 A valid PSIRA registration certificate issued to the company
- 4.3.5 A valid PSIRA letter of good standing issued to the company
- 4.3.6 A valid National Key Point registration certificate
- 4.3.7 Technical Proposal (Part A)
- 4.3.8 Financial Proposal (Part B)

4.3.9 Completed and signed Local Content Annexure C *and* Declaration Certificate for Local Production and Content for Designated Sectors form SBD 6.2, where applicable

4.3.10 Signed Bidders' Declaration Form, Annexure A

4.3.11 Completed and Signed SBD 1 Form, Annexure I

## **5 SCOPE OF WORK**

5.1 The Scope of Work is as stated in the attached Bill of Quantities (Annexure J), includes civil work and security works & systems, this includes, but is not limited to, the following:

- Supply and Installation of turnstiles at all the access gates on campus.
- Construction of walkways and search bays
- Installation of an Anti-climb security fence and the sliding gates
- Road markings
- Installation of cables for access card readers
- Supply and Installation of boom gates including retractable spike barriers
- Commissioning of the pedestrian access control turnstiles, vehicle boom gates with retractable spikes and sliding gates.

5.2 Documents enclosed on the RFP document;

- Annexure A – Declaration by Bidder
- Annexure B - Schedule of the Bidder's Reference Information
- Annexure C – Local Content
- Annexure D – Local Content
- Annexure E – Local Content
- Annexure F – Competency of Project Manager & Key Staff
- Annexure G – Pricing Proposal Form
- Annexure H – Scoring Sheet
- Annexure I – SBD 1 Form
- Annexure J – Bill of Quantities
- Annexure K – Intent to Bid Form
- Annexure L – Specifications
- Annexure M – SBD 6.2 Declaration Certificate for Local Production and Content for Designated Sectors
- Annexure N - National Treasury Designated Sectors, Instruction Note 15 of 2016/2017
- Annexure O - Local Content and Production Guidelines

## 6 FUNCTIONAL EVALUATION CRITERIA

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

	<b>Evaluation criteria</b>	<b>Weighted score</b>
1	<p><b>Experience / Performance of the Firm</b></p> <p>Experience of the firm with respect to specific aspects of the project / comparable projects. The project list should be supported by contactable references and affirmed during site visits.</p> <ul style="list-style-type: none"> <li>The service provider must attach a list of current and completed projects between 2010 and 2020 as the <b>main</b> contractor.</li> </ul>	40
2	<p><b>Competency of Project Manager &amp; Key Staff members</b></p> <p>Bidders to attach CV's with a minimum of 5 years' experience for the Contracts Manager, Site Agent, Site Foreman and Safety Officer.</p>	20
3	<p><b>Project Plan and Scheduling</b></p> <p>The bidder must submit a detailed project schedule with realistic time - frames, key tasks and critical path in MS Projects or Primavera or CcS Candy software (PDF).</p>	20
4	<p><b>Project Methodology</b></p>	20
<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 a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

6.3 Refer to Annexure H for the scoring sheet that will be used to evaluate functionality.

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at the incorrect email address;

- Failure to attend the compulsory briefing session / site inspection;
- Failure to submit a valid and active CIDB Grade 3CE or higher certificate;
- Failure to submit a valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA) or any approved private insurance firm;
- Failure to submit valid proof of public liability cover or letter of intent of a minimum of R Ten Million Rand (10 000 000.00);
- If the supplier fails to meet the Local Production and Content requirements and does not submit local content Annexure C and SBD 6.2 declaration certificate for Local Production and Content;
- Failure to submit a valid PSIRA registration certificate;
- Failure to submit a valid PSIRA letter of good standing;
- Failure to submit a valid National Key Point registration certificate; and
- Failure to submit the Bidder's declaration of interest form, Annexure A.

## **8 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:

- 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);
- 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

### 9 INTENT TO BID

Prospective bidders are requested to complete the intent to bid form (Appendix K) 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 Friday, 11 June 2021 to [tender@csir.co.za](mailto:tender@csir.co.za). The RFP Number must be used on the email subject.

### 10 PROCEDURE FOR SUBMISSION OF PROPOSALS

10.1 All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)

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

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

10.4 The naming/labeling syntax of files or documents must be short and simple

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

10.6 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**

### 11 TENDER PROGRAMME

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

- |  |                   |
|--|-------------------|
| • Issue of tender documents:                     | Tue, 08 June 2021 |
| • Last date for submission of intent to bid form | Fri, 11 June 2021 |
| • Compulsory briefing session on MS Teams        | Mon, 21 June 2021 |
| • Compulsory site inspection                     | Tue, 22 June 2021 |
| • Last date for submission of queries:           | Fri, 09 July 2021 |
| • Closing / submission date:                     | Thu, 22 July 2021 |
| • Estimated contract duration:                   | 4 months          |

### 12 SUBMISSION OF PROPOSALS

12.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.

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

12.3 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.: 3426.1/22/07/2021

**PART 2:** Pricing Proposal RFP No.: 3426/.1/22/07/2021

12.4 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.

12.5 Proposals submitted must be in the following file formats:

- PDF

### 13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Thursday, 22 July 2021** 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.

### 14 AWARDING OF TENDERS

14.1 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.

### 15 EVALUATION PROCESS

#### 15.1 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 bidders.

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.

## 15.2 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.

## 16 PRICING PROPOSAL

- 16.1 The 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.
- 16.2 The price needs to be provided in South African Rands (excl. VAT). Note that this is a fixed price contract and not subject to escalation.
- 16.3 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 prices are all prices other than "firm" prices.*

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

## 17 VALIDITY PERIOD OF PROPOSAL

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

## 18 APPOINTMENT OF SERVICE PROVIDER

- 18.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 18.2 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.

18.3 Awarding of contracts will be announced on the National Treasury website or the CSIR's tender website and no regret letters will be sent to unsuccessful bidders.

## **19 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: 3426.1/22/07/2021 – For the security upgrades to access control at the CSIR Pretoria Campus gates"*** 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.

## **20 MEDIUM OF COMMUNICATION**

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

## **21 COST OF PROPOSAL**

Bidders 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 bidders.

## **22 CORRECTNESS OF RESPONSES**

22.1 The bidder 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.

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

## **23 VERIFICATION OF DOCUMENTS**

23.1 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.

- 23.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to [tender@csir.co.za](mailto: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.
- 23.3 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.

## **24 SUB-CONTRACTING**

- 24.1 A bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a bidder 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 bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 24.2 A bidder 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.
- 24.3 In case of a bidder sub-contracting work to another company, the following must be submitted together with the proposal:
- A valid CIDB Registration of the subcontracted company.
  - A valid letter of good standing issued by Department of Labour of the subcontracted company.
  - A valid copy of the B-BBEE certificate or sworn affidavit of the subcontracted company.

## **25 LOCAL CONTENT**

- 25.1 Only locally manufactured designated goods and/or services from local raw material or input will be considered.
- 25.2 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;
- 25.3 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.

- 25.4 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/>
- 25.5 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.
- 25.6 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
- 25.7 The rates of exchange quoted by the bidder in paragraph 6.8 below of the declaration certificate will be verified for accuracy.
- 25.8 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.
- 25.9 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 25.10 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 25.11 Applicable local production and content minimum thresholds for this tender are as per the table below:

<b>Sector</b>	<b>Local Content</b>	<b>Minimum Local Content Threshold</b>
National Treasury Designated Sectors, Instruction Note 15 of 2016/2017	Applicable	100%

## **26 ADDITIONAL TERMS AND CONDITIONS**

- 26.1 A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates
- 26.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- 26.6 ***SANS 1200 will be referred to for any assessment of contractor's claims.***

## **27 CSIR RESERVES THE RIGHT TO**

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

## **28 BRIEFING SESSION LOGISTICS**

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

### ***a. Prior to site visit***

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*

- All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).
- All bidders must watch the COVID-19 Visitors induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

**b. Entrance to a CSIR site**

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

**c. Conduct during site visit**

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



## **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 ANNEXURE A - 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: .....	

## RETURNABLE CHECKLIST

**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 the following returnable documents:

<b>RETURNABLE DOCUMENTS</b>			
<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Returnable Schedules required only for Tender Evaluation Purposes.</b>			
No.	Description	Indicate if document is submitted	
		Yes	No
1.	Schedule of the Bidder's Experience		
2.	CVs of Project Manager and Key Staff Members		
3.	Method Statement		
4.	Preliminary Programme		
5.	Letter of Good Standing (COIDA) or any approved private insurance firm		
6.	Proof of Public Liability Cover or Letter of Intent		
7.	CIDB Grading 3CE or higher		
8.	Local Content <ul style="list-style-type: none"> <li>• Local Content Annexure C</li> <li>• SBD 6.2 Declaration Form</li> </ul>		
9.	PSIRA Registration Certificate		
10.	PSIRA Letter of Good Standing		
11.	National Key Point Registration Certificate		
12.	Bidders Declaration Form – Annexure A		
13.	SBD 1 Form – Annexure I		
<b>PART B: PRICING PROPOSAL</b>			
<b>Returnable Schedules that will be incorporated into the Contract.</b>			
14.	Completed BOQ (Priced)		
15.	Price proposal on company letterhead		
16.	Valid B-BBEE Certificate or Sworn Affidavit		
17.	Pricing Proposal Form		

**31 ANNEXURE B - SCHEDULE OF THE BIDDER'S PROJECT INFORMATION**

The bidder must list relevant projects completed between 2010 and 2020. Duplications of this schedule may be completed and attached to this document.

<b>Client' Company Name</b>	<b>Contact Person</b>	<b>Designation of Contact Person</b>	<b>Telephone Number and E-mail Address</b>	<b>Scope of Work</b>	<b>Value of Work (Inclusive of Vat)</b>	<b>Date Completed</b>

SIGNED BY TENDERER: \_\_\_\_\_

DATE: \_\_\_\_\_

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**32 ANNEXURE F - COMPETENCY OF PROJECT MANAGER & KEY STAFF MEMBERS**

The Bidder shall attach the CV's of the Project Manager being in control for the implementation of the security upgrade infrastructure such as fences, boom gates, turnstiles, civil works, etc. In addition to this, the CV's of three key staff members being responsible for project shall be attached. The CV's shall provide information on their track record and details of similar projects. (NB, If the contract is awarded based on the CVs provided, the Bidder should ensure that these are the people who will work on the Project. Failure to do so, will invalidate the award of the tender).

Category of Employee	Name of key Personnel, Part of the Contractor's Organization	Qualifications	Years of Experience
Contracts Manager			
Site Agent			
Site Foreman			
Safety Officer			

SIGNED BY TENDERER: \_\_\_\_\_

DATE: \_\_\_\_\_

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### **33 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, 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.

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### **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**

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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.



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**34 ANNEXURE G - PRICING PROPOSAL FORM**

**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** .....

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**35 ANNEXURE H – SCORING SHEET**

No.	Criteria	Proof required	Points allocation		Weight
1	<b>Company Experience / Performance</b>	<ul style="list-style-type: none"> <li>The bidder must provide a list of completed and current projects. Projects must be similar in scope and contract value. These should be supported by contactable references and affirmed during site visits.</li> <li>Project list must be for projects completed between 2010 and 2020.</li> </ul>	< 5 projects 5– 6 projects 7 – 9 projects >10 projects	– 0 points – 5 points – 7 points – 10 points	40%
2	<b>Experience of Key Personnel</b>	Contracts Manager <ul style="list-style-type: none"> <li>Contracts manager must have a minimum of 5 years' experience in managing security upgrade projects.</li> </ul>	< 5 years 5 – 6 years 7 – 9 years >10 years	– 0 points – 5 points – 7 points – 10 points	5%
		Site Agent <ul style="list-style-type: none"> <li>Site Agent must have a minimum of 5 years' experience working at a security upgrade projects.</li> </ul>	< 5 years 5 – 6 years 7 – 9 years >10 years	– 0 points – 5 points – 7 points – 10 points	5%
		Site Foreman <ul style="list-style-type: none"> <li>Site Foreman must have a minimum of 5 years' experience working at a security upgrade projects.</li> </ul>	< 5 years 5 – 6 years 7 – 9 years >10 years	– 0 points – 5 points – 7 points – 10 points	5%

		<p>Safety Officer</p> <ul style="list-style-type: none"> <li>Safety officer must have a minimum of 5 years' experience working at a security upgrade projects.</li> </ul>	<p>&lt; 5 years – <b>0 points</b>  5 – 6 years – <b>5 points</b>  7 – 9 years – <b>7 points</b>  &gt;10 years – <b>10 points</b></p>	<b>5%</b>									
<b>3</b>	<b>Project Scheduling</b>	<ul style="list-style-type: none"> <li>Project scheduling with realistic time-frames, key tasks, clear critical path, sub-tasks, distribution of resources, and cost projects with a project duration of 4 month or less, from contract start date.</li> </ul>	<table border="1"> <tr> <td>Non-submission of preliminary construction programme.</td> <td><b>0 points</b></td> </tr> <tr> <td>Submitted but does not meet our requirements. The sequencing is incorrect and not consistent with project objectives. The scope of work does not include all activities.</td> <td><b>5 points</b></td> </tr> <tr> <td>All key activities are included in the activity schedule. The work plan fits the project deliverables well; all important activities are indicated in the activity schedule as per the scope of work and their timing and sequencing is appropriate and consistent with project objectives and requirements.</td> <td><b>7 points</b></td> </tr> <tr> <td>The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.</td> <td><b>10 points</b></td> </tr> </table>	Non-submission of preliminary construction programme.	<b>0 points</b>	Submitted but does not meet our requirements. The sequencing is incorrect and not consistent with project objectives. The scope of work does not include all activities.	<b>5 points</b>	All key activities are included in the activity schedule. The work plan fits the project deliverables well; all important activities are indicated in the activity schedule as per the scope of work and their timing and sequencing is appropriate and consistent with project objectives and requirements.	<b>7 points</b>	The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	<b>10 points</b>	<b>20%</b>	
Non-submission of preliminary construction programme.	<b>0 points</b>												
Submitted but does not meet our requirements. The sequencing is incorrect and not consistent with project objectives. The scope of work does not include all activities.	<b>5 points</b>												
All key activities are included in the activity schedule. The work plan fits the project deliverables well; all important activities are indicated in the activity schedule as per the scope of work and their timing and sequencing is appropriate and consistent with project objectives and requirements.	<b>7 points</b>												
The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	<b>10 points</b>												

<b>4</b>	<b>Project Methodology</b>	Project methodology with a detailed scope of work indicating all activities during the execution of the project.	Non-submission of the project methodology.	<b>0 points</b>	<b>20%</b>
			Project methodology is submitted however, it is generic and not tailored to address the specific project objectives.	<b>5 points</b>	
			Project methodology has been submitted, it addresses the scope of work, includes all statutory regulations and full supply chain cycle. Specific requirements for the project are outlined and indicating that the bidder has understanding of the projects specific requirements.	<b>7 points</b>	
			Project methodology plan fits the project deliverables well; all important activities are indicated in the methodology schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	<b>10 points</b>	
			<b>TOTAL</b>		

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**36 ANNEXURE I - SBD 1 FORM**