

Request for Proposal (RFP)

Request for Proposal for the servicing and maintenance of fire detection, gas fire suppression systems and sprinkler systems, for a period of three (3) years at the CSIR Gauteng Sites

RFP No. 3547 /02/12/2022

Date of Issue	Friday, 11 November 2022	
Compulsory Site Inspection	Date: Friday, 18 November 2022 Time: 10h00 – 11h00 Venue: Scientia: Meiring Naude Road, Brummeria, Pretoria campus building 35 Parking lot,	
Last Day for Submission Queries	Date: Wednesday, 23 November 2022	
Closing Date	Date: 02 December 2022 Time: 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Fire and Gas maintenance	

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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 Gauteng sites has the following fire systems

- 2.1 Automatic Fire Detection Systems in buildings – There are both addressable and conventional systems throughout the campus. The detection systems comprise of the following
 - Ziton
 - Aritech
 - Spira-shield
- 2.2 Gas fire Suppression Systems in data centres and archives
- 2.3 Automatic sprinkler system in building 9
- 2.4 Service and maintain evacuation systems in building 18 and 44

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from reputable service providers for the maintenance and servicing of fire detection, gas suppression systems and sprinkler systems at the CSIR Gauteng sites, for a period of three (3) years.

3.1 CSIR Sites where the services are required

Site	Physical Address
Pretoria	Scientia: Meiring Naude Road, Brummeria
	Paardefontein: Farm Paardefontein, 282JR Portion 6 & 7

Johannesburg	Carlow Road: Cnr. Rustenburg and Carlow Road, Auckland Park
	Cottesloe: Cnr. Newton and Frost Avenue, Cottesloe

4 SCOPE OF WORK

4.1 The Contractor's Scope of Work is as follows:

- Maintenance of automatic Fire Detection Systems, Gas Fire Suppression Systems and Sprinkler systems.
- Perform monthly inspections, fault finding and repairs on fire detection system and verify functionality.
- Test and verify all the alarm signals from the buildings to the last point at control room on monthly basis during the inspections and complete the register at the control room.
- Supply, complete service stickers and the logbooks on all fire panels.
- Respond to callouts for faulty equipment, planned drills and fire alarms within 1 hr.
- Provide quotations for the faulty equipment within 8 hrs.
- The successful contractor should have a standing service level agreement with the supplier/s for fire detection equipment.
- Submit periodic reports for all planned and reactive work carried out.
- Submit service certificates for all fire panels on completion of every quarterly scheduled preventative maintenance service.
- Provide dedicated team to planned and ad-hoc emergency exercises and drills.
- Provide technical support on new build projects on as and when required basis.
- Provide software system to all CSIR Gauteng sites / campuses to monitor the detection system remotely and be able to download the events as well as alarms reports.
- Provide service of de-activating and activating specific loops on the detection system for events in buildings, show rooms, project work, etc. during office and after hours.
- Provide service maintenance for the evac systems.

5 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format 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.

5.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal.

- 5.1.1 Bidders should submit a cover letter with a company profile
- 5.1.2 Bidders should submit at least a minimum of three (3) contactable reference letters *or* completion certificates for similar servicing of fire detection systems, gas fire suppression systems and sprinkler systems for projects they have completed between 2017 and 2022.
- 5.1.3 Bidders should submit a list of similar projects in terms of servicing fire detection systems, gas fire suppression systems and sprinkler systems. Services must have been executed between 2017 and 2022.
A minimum of three (3) projects should be submitted, and the list should be submitted in the prescribed format as indicated on Annexure B.
- 5.1.4 Bidders should submit a Curriculum Vitae, CV of key resource indicating the relevant experience, relevant qualifications indicating the number of years the Site Technician has on installations and servicing of fire detection systems, gas fire suppression systems and sprinkler systems.
 - CV of Site Technician
- 5.1.5 Bidders should submit an approached methodology on how they would carry out the required scope for the contract.
- 5.1.6 Bidders should submit a schedule indicating of undertaking the scope of work to the required scope of work as required under section 4 above.

5.2 Financial Proposal (Part B)

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

- 5.2.1 Bidders should submit a cover letter
- 5.2.2 Bidders should submit a proposed cost / commercial offer in the provided Bill of Quantities (BOQ), Annexure C
- 5.2.3 The pricing must be firm for 120 calendar days and inclusive of all costs to render the required services
- 5.2.4 Bidders should submit a valid copy of B-BBEE certificate or valid sworn affidavit
- 5.2.5 Bidders should submit proof of CSD registration report (RSA suppliers only)

5.3 Mandatory / Returnable Documents

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

- 5.3.1 Bidders must submit a valid SAQCC fire and gas certificate for the company
- 5.3.2 Bidders must submit a valid SAQCC fire and gas certificate for the Site Technician
- 5.3.3 Bidders must submit valid and active proof of all risk insurance cover of a minimum of R10m or Letter of Intent for cover issued by a registered financial policy insurer
- 5.3.4 Bidders must submit a valid letter of good standing (COIDA) issued by the Department of Employment and Labour relevant to the scope of work.

6 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 experience	<ul style="list-style-type: none">• Bidders must demonstrate the company's relevant experience in providing similar services in installing and servicing of fire detection, fire suppression systems and sprinkler systems.• The bidder to include a list of previous and current projects between 2017 and 2022, inclusive of company name, scope of work, project value, period and contactable reference name and number.• The list should be submitted in the prescribed format as indicated on Annexure B	20
References / completion certificates	<ul style="list-style-type: none">• Bidders must provide a minimum of three (3) contactable reference letters or completion certificates from different service providers for rendering similar installing and servicing of fire detection, fire suppression systems and sprinkler systems between 2017 and 2022.• Site visits may be conducted for due diligence.	10

Staff capability experience	<ul style="list-style-type: none"> Bidders must submit a detailed CV of the Site Technician to be assigned to the CSIR. The Site Technician should have a minimum of 3 year' experience in the servicing of fire detection systems, gas fire suppression systems and sprinkler systems 	10
Approached methodology	<ul style="list-style-type: none"> Bidders must demonstrate their understanding of the scope of work and expectations of CSIR as outlined in this RFP document 	25
Schedule plan of activities	<ul style="list-style-type: none"> Bidders must provide a detailed schedule with realistic time frames, key tasks to be performed and resources to be utilized. 	25
TOTAL POINTS FOR FUNCTIONALITY		100

6.1 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.

6.2 Refer to Appendix C for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 7.1 **Bidders that submit late bids will not be considered**
- 7.2 Bidders that submit to the incorrect location or email address will be eliminated
- 7.3 Bidders who fail to attend the compulsory briefing and site inspection will be eliminated
- 7.4 Bidders that are listed on the NT database of restricted suppliers will not be considered
- 7.5 Bidders that are registered on the NT Register of Tender Defaulters will not be considered
- 7.6 Bidders that do not submit a fully completed and signed SBD 1 Form, Annexure E will not be considered
- 7.7 Bidders that do not submit a fully completed and signed SBD 4 Form, Annexure F will not be considered
- 7.8 Bidders who fail to submit proof of all risk insurance cover of a minimum of R10m or Letter of Intent for cover from a registered financial policy insurer

- 7.9 Bidders who fail to submit active and valid proof of COIDA issued by the Department of Employment and Labour
- 7.10 Bidders who fail to submit a valid SAQCC Fire and Gas certificate for the technician/s
- 7.11 Bidders who fail to submit a valid SAQCC Fire and Gas certificate for the company
- 7.12 Bidders who submit document via cloud (i.e., Dropbox, WeTransfer, Google Drive) will not be considered

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

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

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

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.
- 9.7 Bidder must use the RFP reference number as the subject of the email and must clearly indicate the number of e-mails submitting – (E.g., Dell- RFP No. 0000/12/06/2020 email 1 of 2
- 9.8 Documents submitted via cloud (i.e., Dropbox, WeTransfer, Google Drive) will not be considered.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

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

- Issue of tender documents:
- Briefing session / Site Inspection:
- Last day for submission of queries:
- Closing / submission Date:

11 COMPULSORY BRIEFING AND SITE INSPECTION SESSION

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

Date	Friday, 18 November 2022
Time	10h00 – 11h00
Venue	Scientia: Meiring Naude Road, Brummeria, Pretoria campus building 35 Parking

12 SUBMISSION OF PROPOSALS

12.1 All proposals are to be submitted electronically to 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 authorized.

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.: 3547 /02/12/2022

PART 2: Pricing Proposal RFP No.: 3547 /02/12/2021

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

13.1 Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of 02 December 2022 during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

- 13.2 Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

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

An evaluation team will evaluate all proposals for functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderer/s.

A two-phase evaluation process will be followed:

- 15.1.1 The first phase includes the evaluation of elimination and functionality criteria.

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

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

15.2 Preference points system

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

16 PRICING PROPOSAL

- 16.1 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.

- 16.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.
- 16.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4 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.
- 16.5 Bidders must quote as per the pricing schedule.
- 16.6 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 120 calendar days calculated from the closing date.

18 APPOINTMENT OF SERVICE PROVIDER

- 18.1 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.
- 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, and CSIR tender site. 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: 3547 /02/12/2022 – “Servicing and maintenance of fire detection, gas suppression systems and sprinkler systems at the CSIR Gauteng sites”** 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

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

22 CORRECTNESS OF RESPONSES

22.1 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.

22.2 The tenderer 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

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 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.

24.2 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.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 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.

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

25.3 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
- Company registration certificates

25.4 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.

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

26 PERSONAL INFORMATION

- 26.1 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.
- 26.2 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).
- 26.3 The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.
- 26.4 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.
- 26.5 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.
- 26.6 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 26 (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.

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 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 about its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

29 ANNEXURE A - DECLARATION BY TENDERER

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

RFP No: 3547/02/12/2022

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. 3547/02/12/2022** 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:	

30 ANNEXURE B - SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar service, for projects executed between 2017 and 2022. Duplications of this sheet may be created.

Company Name	Contact Person and contact details (email and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

31 ANNEXURE C – BILL OF QUANTITIES / PRICE SCHEDULE

32 ANNEXURE F - FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight								
1	Reference Letters or Completion Certificates	<ul style="list-style-type: none"> •Bidders must provide a minimum of three (3) contactable reference letters or completion certificates from different clients for rendering similar installing and servicing of fire detection, fire suppression systems and sprinkler systems between 2017 and 2022. •Site visits may be conducted for due diligence 	<ul style="list-style-type: none"> No submission - 0 point 1 to 2 reference letters / completion certificates - 3 points 3 to 4 reference letters / completion certificates - 5 points 5 to 7 reference letters / completion certificates - 7 points > 8 reference letters / completion certificates - 10 points 	10%								
2	Company Experience	<ul style="list-style-type: none"> •Bidders must demonstrate the company's relevant experience in providing similar services in installing and servicing of fire detection, fire suppression systems and sprinkler systems. •The bidder to include a list of previous and current projects between 2017 and 2022, inclusive of company name, scope of work, project value, period and contactable reference name and number. •The list should be submitted in the prescribed format as indicated on Annexure B 	<ul style="list-style-type: none"> No submission - 0 point 1 to 4 relevant projects submitted - 3 points 5 to 6 relevant projects submitted - 5 points 7 to 9 relevant projects submitted - 7 points > 9 relevant projects submitted - 10 points 	20%								
3	Staff capability	Bidder must submit a detailed CV of the Site Technician to be assigned to the project. A minimum of 3 year' experience in installing and servicing of fire detection, fire suppression systems and sprinkler systems is required.	<ul style="list-style-type: none"> No submission of CV - 0 point 1 to 2 years' experience - 3 points 3 to 4 years' experience - 5 points 5 to 7 years' experience - 7 points > 8 years' experience -10 points 	20%								
4	Approached methodology	Bidders must demonstrate their understanding of the scope of work and expectations of CSIR as outlined in this RFP document	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Non submission</td> <td style="width: 20%;">0 point</td> </tr> <tr> <td>Methodology and approach submitted and omits important aspects</td> <td>3 points</td> </tr> <tr> <td>Methodology and approach submitted and covers key aspects of the tender</td> <td>5 points</td> </tr> <tr> <td>Methodology and approach are specifically tailored to suit the key aspects and will meet the CSIR needs. The bidder has indicated the</td> <td></td> </tr> </table>	Non submission	0 point	Methodology and approach submitted and omits important aspects	3 points	Methodology and approach submitted and covers key aspects of the tender	5 points	Methodology and approach are specifically tailored to suit the key aspects and will meet the CSIR needs. The bidder has indicated the		25%
Non submission	0 point											
Methodology and approach submitted and omits important aspects	3 points											
Methodology and approach submitted and covers key aspects of the tender	5 points											
Methodology and approach are specifically tailored to suit the key aspects and will meet the CSIR needs. The bidder has indicated the												

			<p>resources plan or capacity to perform the services for the duration of the contract.</p> <p>Methodology and approach are innovative, well-articulated and synchronise with the scope of work and deliverables. The bidder has clearly indicated the resources plan and/or capacity to perform the services for the duration of the contract.</p>	<p>7 points</p> <p>10 points</p>	
5	Scheduled planned of activities	Bidders must provide a detailed schedule with realistic time frames, key tasks to be performed and resources to be utilized.	<p>Non submission</p> <p>Methodology and approach submitted omits important aspects</p> <p>Methodology and approach submitted covers key aspects of the tender</p> <p>Methodology and approach are specifically tailored to suit the key aspects and will meet the CSIR needs. The bidder has provided the resource plan clearly indicating the approach to undertake the required services for the duration of the contract</p> <p>Methodology and approach are innovative, well-articulated and synchronise with the scope of work and deliverables. The bidder has clearly indicated the resource plan with at least level 2 WBS and their responsibilities to perform the services for the duration of the contract.</p>	<p>0 point</p> <p>3 points</p> <p>5 points</p> <p>7 points</p> <p>10 points</p>	25%
Total					100%

33 ANNEXURE D – INVITATION TO BID DOCUMENT, SDB1

34 ANNEXURE E – DISCLOSURE BY BIDDER, SDB 4

35 ANNEXURE G - RETURNABLE DOCUMENTS CHECKILIST

Description (please label your file dividers according to this table so that it becomes easier to trace your documents)		Submitted (Please tick)	
		Yes	No
PART A: TECHNICAL PROPOSAL			
1	Reference letters / Completion Certificates		
2	CV of Site Technician		
3	Letter of good standing with the Department of Employment and Labour (COIDA) or equivalent		
4	Proof of valid all risk insurance cover of a minimum of R10m or Letter of Intent for cover from a registered financial policy insurer		
5	Proof of registration, SAQCC Fire detection and Gas systems		
6	Declaration by Tenderer, Annexure A		
7	SBD 1, Annexure D		
8	SBD 4, Annexure E		
PART B: FINANCIAL PROPOSAL			
9	Cover Letter		
10	Proposed cost/ commercial offer as per the price schedule. Annexure C		
11	Valid B-BBEE Certificate or valid Sworn Affidavit		
PROPOSAL FROM A JOINT VENTURE			
12	Joint venture agreement including split of work signed by both parties		
13	Valid B-BBEE certificate or valid Sworn Affidavit of the joint		
14	Tax Clearance Certificate of each joint venture member		
15	Proof of ownership/shareholder certificates/copies		
16	Company registration certificates		