

Request for Quotation (RFQ) for the Professional Services of a Health and Safety Agent to the CSIR

Request for Quotation (RFQ) No: 5845/29/06/2022

Date of issue	Wednesday, 15 June 2022
Closing Date and Time	Wednesday, 29 June 2022 at 16:30
Electronic submission	Email: tender@csir.co.za If the size of the documents exceed 25MB, send multiple emails. Use the tender number and description as the subject on the email.
Contact details	Submission of enquiries: All enquiries must be submitted to tender@csir.co.za . This email is only for submission of enquiries. (Please use the RFQ number as the subject reference)
Closing date for enquiries	Monday, 20 June 2022
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of a Health and Safety service to oversee compliance with the Health and Safety Regulations specific to the project related to the approved Square Kilometre Array (SKA) Fibre Optic Project during the construction phase.

The proposed SKA fibre optic cable starts in Beaufort West, Western Cape (WC) Province, via Loxton, and terminates in Carnarvon, Northern Cape (NC) Province (Figure 1). The route crosses three local municipalities, namely the Beaufort West Local Municipality (WC), Ubuntu Local Municipality (NC) and the Kareeberg Local Municipality (NC).

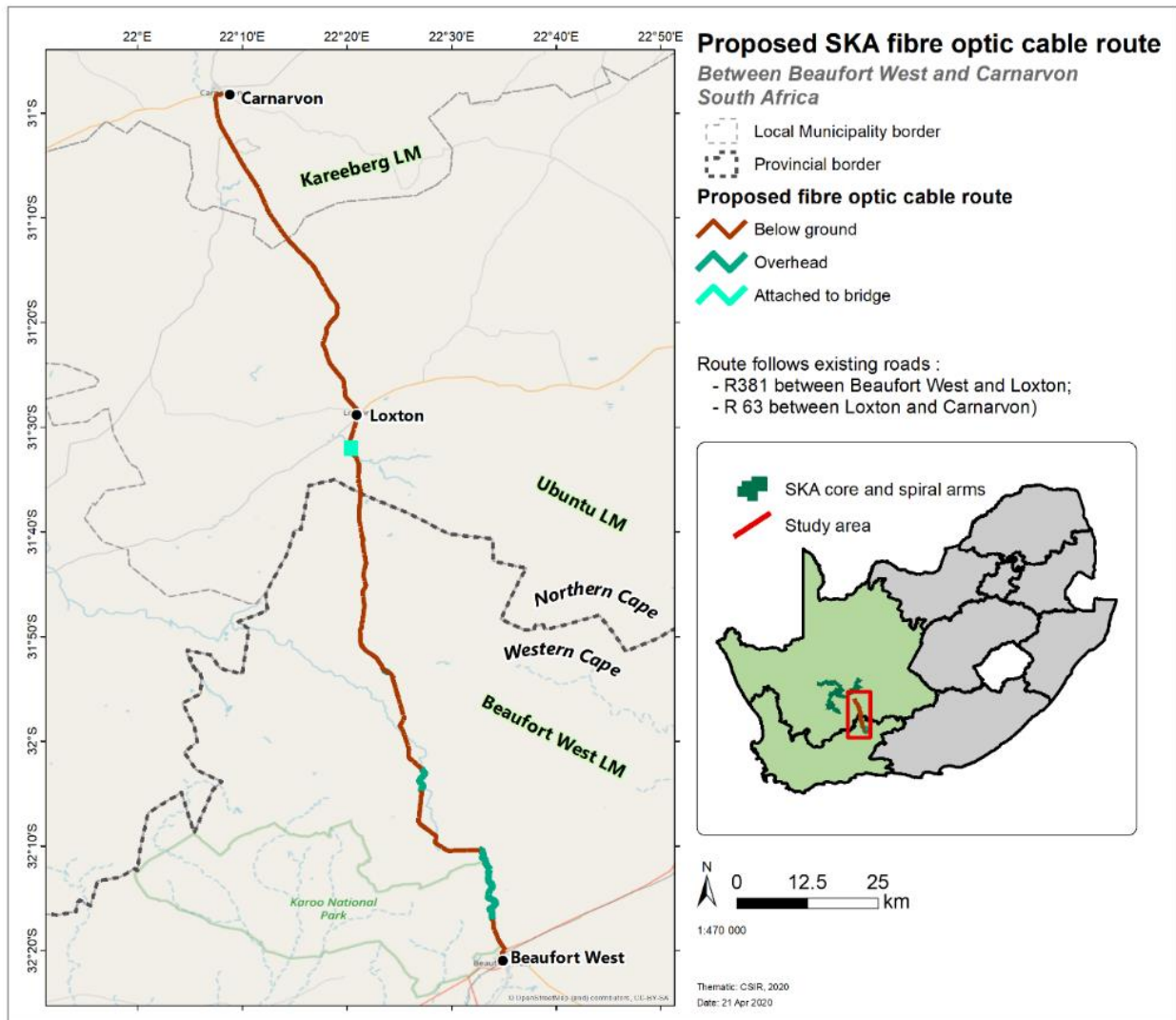


Figure 1: The proposed SKA fibre optic cable route starts in Beaufort West, follows the existing R 381 and R 63 roads via Loxton to Carnarvon. Note Overhead and underground distance may change

2 QUOTATION REQUIREMENTS

The Scope of Work for the Health and Safety Agent includes the following tasks that should be considered in the costing:

- 2.1 The CSIR seeks to appoint a Competent Health & Safety Agent for the duration of the Dark Fibre underground and overhead build (14 months). The agent will represent the CSIR to ensure compliance with the Construction Regulation 5 (5) requirements. He/she will be responsible for ensuring that any non-compliance,

unsafe acts or conditions are stopped and rectified immediately and the CSIR be informed thereof.

- 2.2 Promoting total job safety and health awareness by employees, contractors and sub-contractors and stress to all employees and contractors and sub-contractors the importance that the project activities comply with the occupational health and safety Act and specifications.
- 2.3 Overseeing compliance with the Occupational Health and Safety Act and policy.
- 2.4 Conduct periodic audits monthly, compile report and submit to CSIR.
- 2.5 Attend monthly project progress meetings and report back on health and safety status.
- 2.6 Apply for construction permit to the Department of Employment and Labour.

3 EVALUATION CRITERIA

- 3.1 The Health and Safety Agent must be SACPCMP-registered in a relevant category of practice, provide valid copy.
- 3.2 Evidence of five (5) years of relevant experience in construction Health and Safety Practices.
- 3.3 Evidence of minimum of three (3) reference letters.
- 3.4 No order will be issued without a valid CSD number.
- 3.5 Selection of suppliers will be based on the 80/20 preference point system.
 - 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.
- 3.6 No B-BBEE status will equal to zero points.
- 3.7 Quotations must be submitted on company letterhead.

Elimination Criteria

- Late submission of quotes;
- Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za).
- Failure to submit a valid copy of SACPCMP-registration.
- Failure to provide evidence of minimum of three (3) reference letters.
- Non-submission of quotes on company letterhead.

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

Note: Bidders to quote as per the breakdown summary in annexure B.

5 OTHER TERMS AND CONDITIONS

- 5.1 The tenderer shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

6 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

7 Note: This is NOT a Purchase Order.

8 ANNEXURE A – SBD 1 (Completed form to be submitted with the quotation)

1 DECLARATION BY TENDERER

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

RFQ No:

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other RFQ 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:

9 **ANNEXURE B - PRICING SCHEDULE**

No.	Deliverable/item description	Unit of Measure	Quantity	Price/Rate (Excl.VAT)	Total Price (Excl.VAT)
<i>The Provision of Health and Safety services to the CSIR (Project Name)</i>					
1.	Review, update and sign off CSIR Health and Safety specification for the construction work	Hourly rate			
2.	Assess Principal Contractor Health and Safety plan	Hourly rate			
3.	Conduct monthly Health and Safety audits	Hourly rate			
4.	Attend monthly Project progress review meetings (virtual or onsite)	Hourly rate			
5.	Apply for construction permit to the Department of Employment and Labour	Hourly rate			
6.	Compile monthly audit Report	Rate per Report			
8.	Travelling	Km			
9.	Accommodation	Daily rate			
10.	Other Disbursement				
<i>NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required service.</i>					
				Sub-Total	
				VAT	
				Total (Incl VAT)	