



## Request for Proposal (RFP):

### The Provision of Construction Services for the Water Network Upgrade to the CSIR, Pretoria Campus

**RFP No. 3353.1/19/03/2021**

Date of Issue	<b>Thursday, 04 March 2021</b>	
Closing Date and Time for Submission of Intent To Bid	Tuesday, 09 March 2021 Time: 16h30	
Compulsory briefing session	Date: Friday, 12 March 2021 Venue: CSIR Pretoria Campus, East Gate, External Parking Area Time: 10h00am	
Closing Date and Time	<b>Date: Friday, 19 March 2021</b> <b>Time: 16h30</b>	
Contact Details	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b>(Please use the RFP No. as subject reference)</b>
CSIR business hours	08h00 – 16h30	
Category	Construction	

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**i) List of annexures and documents enclosed in this RFP**

Annexures:

- Annexure A – Scoring Sheet
- Annexure B – Returnable Checklist
- Annexure C – Local Content Declaration (Summary Schedule)
- Annexure D – Imported Content Declaration (Supporting Schedule to Annexure C)
- Annexure E – Local Content Declaration (Supporting Schedule to Annexure C)
- Annexure F – Revised SBD 6.2 Local Content Declaration Form
- Annexure G – National Treasury Designated Sectors Circular Number 1 of 2019/2020:  
Plastic Pipes
- Annexure H – SBD 1 Form
- Annexure I – Intent to Bid Form
- Annexure J – Certificate of Attendance
- Annexure K - Schedule of Bidders' experience
- Annexure L - Performance on Past Projects - Reference Letters
- Annexure M - Staff Capability
- Annexure N - Preliminary Programme
- Annexure O – Pricing Instruction to Bidders and Bill of Quantities
- Annexure P – B-BBEE Certificate
- Annexure Q – Pricing Proposal Form
- Annexure R – Declaration by Bidder

Documents

- CSIR Water Line Network
- Bill of Quantities (BOQ) Water Reticulation

## 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.

Proposals are hereby invited from suitably-qualified service providers for the provision of construction services for the water network upgrade to the CSIR, Pretoria Campus.

### 2 BACKGROUND

The CSIR's main water reticulation network is mainly asbestos pipes. The network is aged, susceptible to damage and water leaks. The project entails the replacement of the existing asbestos pipe with PVC (polyvinyl chloride). **The existing asbestos pipe will not be removed it will remain intact underground.**

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably-qualified service providers for the provision of construction services for the water network upgrade to the CSIR, Pretoria Campus.

### 4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this enquiry. However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

Bidders are to submit proposals 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

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

##### 4.1.1 Mandatory Documents:

- Valid and active CIDB registration certificate, Level 3CE or higher grading designation;
- Valid letter of good standing from the Department of Employment and Labour (DEL) in compliance with the COIDA Act;
- Original completed Bill of Materials (BOM);
- Proof of liability insurance with a minimum cover of R5 million or letter of intent from a registered financial policy insurer.
- Completed and signed SBD 6.2 local content declaration form together with completed and signed Annexure C, D and E.

##### 4.1.2 Additional Documents:

- Schedule of the Bidder's Experience – Annexure K
- Performance on Past Projects - Reference Letters (Annexure L)
- Staff Capability – CVs of the Site Foreman and the registered Plumber (Annexure M)
- Preliminary Programme – Annexure N
- Valid and active Central Supplier Database (CSD) summary report.
- Completed and signed SBD 1 Form – Annexure H
- Completed and signed Intent to Bid Form – Annexure I

#### 4.2 Financial Proposal:

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

- Pricing Proposal Form & Declaration by Bidder;
- Proposed cost/ commercial offer as per the specifications specified in the Bill of Materials (BOM);
- Certified copy of B-BBEE certificate (Issued by SANAS accredited agency) or sworn affidavit (In line with the DTI regulations); and registration report (RSA supplier).

## 5 SCOPE OF WORK

The Scope of Work is stated in the attached Bill of Quantities (BOQ). This includes the following but not limited services that will be performed by the contractor as duties and responsibilities in terms of the specifications provided:

- Hand excavation to expose the existing services and prevent damage
- Hand excavation, levelling, laying of 100mm bedding sand & compaction
- Installation of 110mm PVC water main pipes
- Testing and connecting to the existing water network
- Reinstatement of the existing infrastructure

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 6.1 Submission after the deadline;
- 6.2 Proposals submitted at the incorrect email address  
***(Please use the RFP No. as subject reference);***
- 6.3 Non-attendance of the compulsory briefing session / site inspection and failure to submit completed and signed confirmation of attendance – ***Annexure J;***
- 6.4 If the supplier is listed on the National Treasury database of restricted suppliers;
- 6.5 Failure to submit any of the mandatory documents as listed above in 4.1.1 and 4.2;
- 6.6 Failure to meet local production and content requirements and non-submission of completed and signed local content SBD 6.2 – ***Annexure F*** together with completed and signed Annexure C, D and E

## 7 FUNCTIONAL EVALUATION CRITERIA

- 7.1 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	<b>Company Experience</b> Experience of the company with respect to specific aspects of the project / comparable projects	30
2	<b>Performance on past projects</b> Bidders to attach Reference letters from previous clients	30
3	<b>Staff Capability - Experience of Key Personnel</b> Key personnel must have a minimum of 5 years' experience working on similar projects	20
4	<b>Preliminary Construction Programme</b>	20
	<b>TOTAL</b>	<b>100</b>

7.2 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 criterion will be eliminated from further evaluation.

7.3 **Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.**

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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)



## SECTION B – TERMS AND CONDITIONS

### 9 SUBMISSION OF ENQUIRIES AND CONTACT WITH THE CSIR

- All enquiries must be submitted electronically at: [tender@csir.co.za](mailto:tender@csir.co.za)  
*(Please use the RFP No. as subject reference)*
- All enquiries must be submitted no later than **Tuesday, 16 March 2021 at 16h30**

**NB:** 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.

### 10 TENDER PROGRAMME

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

- |  |               |
|--|---------------|
| • Issue of tender documents:                     | 04 March 2021 |
| • Last day for submission of Intent to bid:      | 09 March 2021 |
| • Compulsory briefing session / site inspection: | 12 March 2021 |
| • Last date for submission of enquiries:         | 16 March 2021 |
| • Closing date for submission of proposals:      | 19 March 2021 |
| • Estimated contract duration (in months)        | 6 months      |

### 11 SUBMISSION OF PROPOSALS

11.1 All proposals must be submitted **electronically only** to [tender@csir.co.za](mailto:tender@csir.co.za) and clearly marked with the RFP number and the name of the bidder on the subject of the email address provided. Proposals must consist of two parts, each of which is created a folder clearly marked:

11.2 **PART 1:** Technical Proposal:  
**RFP No. 3353.1/19/03/2021**

For example, marked as:

**(Email 1 of 2: PART 1: Technical Proposal \_RFP No. 3353.1/19/03/2021 – Name of the Bidder)**

**PART 2: Financial Proposal:**

**RFP No. 3353.1/19/03/2021**

For example, marked as:

**(Email 2 of 2: PART 2: Financial Proposal \_RFP No. 3353.1/19/03/2021 – Name of the Bidder)**

**NB: No hard copies or physical submissions will be accepted.**

- 11.3 Proposals and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.
- 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 bidder(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 OF PROPOSALS**

- Proposals must be submitted to the email address mentioned above no later than the closing date of **Friday, 19 March 2021** and **closing time of 16h30**. 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 INTENT TO BID**

All bidders are requested to complete and sign the Intent to Bid Form – **Annexure I**. The completed and signed Intent to Bid Form **MUST** be submitted no later than **Tuesday, 09 March 2021** to [tender@csir.co.za](mailto:tender@csir.co.za) at **16:30** to confirm the bidder's intention to bid for this RFP. **Please use the RFP No. as subject reference.**

## 14 COMPULSORY BRIEFING SESSION

- 14.1 All bidders are expected to attend a compulsory briefing session scheduled for **Friday, 12 March 2021** at the **CSIR Pretoria Campus, East Gate, External Parking Area** at **10:00am**
- 14.2 All bidders will be required to complete and sign the certificate of attendance – **Annexure J** on the day of the compulsory briefing session.
- 14.3 Due to Covid-19 pandemic, please take note of the following **health and safety protocols** to be adhered to when visiting the CSIR sites:

### 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 Health and Safety 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 via the following link  
<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 the 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 be 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.*

**d. Confirmation / Certificate of Attendance of Briefing Session**

- i) All bidders attending the compulsory briefing session will be required to complete and sign the certificate of attendance. The certificate of attendance, Annexure J, must be submitted on the day of the compulsory briefing session.*

**NB: Non-submission of certificate of attendance, Annexure J, may result in disqualification as there would be no proof of attendance.**

## **15 AWARDING OF TENDERS**

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.

## **16 EVALUATION PROCESS**

### **16.1 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 the successful bidder.

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.

### **16.2 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.
- B-BBEE Certificate must be issued by SANAS accredited agency or a sworn affidavit must be in line with the DTI regulations. No B-BBEE status will be equal to zero points for B-BBEE.

## **17 PRICING PROPOSAL**

17.1 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.

- 17.2 The 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.
- 17.3 The price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 17.4 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.*

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

## **18 VALIDITY PERIOD OF PROPOSAL**

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

## **19 APPOINTMENT OF SERVICE PROVIDER**

- 19.1 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.
- 19.2 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.
- 19.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **20 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)**

20.1 Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, with a grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for **3CE or higher** class of construction work, are eligible to have their tenders evaluated.

20.2 Joint ventures are eligible to submit proposals provided that:

- Every member of the joint venture is registered with the CIDB;
- The lead partner has a contractor grading designation in the **3CE or higher** class of construction work; or not lower than one level below the required grading designation in the class of construction works under consideration and possess the required recognition status;
- The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **3CE or higher** class of construction work or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations.

## **21 LOCAL CONTENT**

21.1 Only locally produced or locally manufactured plastic pipes with a stipulated threshold for local production and content will be considered.

21.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written exemption from the DTI should there be no need to import such raw material or input; and

- 21.3 A copy of the exemption 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 DTI directly.
- 21.4 The Declaration Certificate for Local Production and Content (SBD 6.2) together with the **Annexure C** (Local Content Declaration: Summary Schedule), **Annexure D** (Imported Content Declaration and **Annexure E** (Local Content Declaration) must be completed, duly signed and submitted by the bidder at the closing date and time of this bid.
- 21.5 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 21.6 The exchange rate to be used for the calculation of local production and content must be exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- 21.7 The DTI's guidance document for the calculation of local production and content can be accessed on the DTI's official website <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- 21.8 Bidders must clearly indicate in their bids the quantities of materials and products to be supplied and the level of local content for each product.
- 21.9 Applicable local production and content minimum thresholds for this RFQ are as per the table below:

Designated Products	Local Content	Stipulated minimum threshold
Plastic Pipes	Applicable	100%



- 21.10 To ensure that the above minimum local production and content on the actual manufacturing activities, the following designated plastic pipes must be discharged against the following processes:

Plastic Pipes

Number	Description	%Local Content
1.	110mm Class 9 PVC Pipe	100%
2.	50mm HDPE Pipe	100%

## **22 APPOINTMENT OF SERVICE PROVIDER**

- 22.1 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.
- 22.2 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.
- 22.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.
- 22.4 A Standard CSIR contract will be signed as a form of agreement.

## **23 MEDIUM OF COMMUNICATION**

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

## **24 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.

## **25 CORRECTNESS OF RESPONSES**

- 25.1 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.
- 25.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **26 VERIFICATION OF DOCUMENTS**

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.

## **27 ONE ELECTRONIC COPY OF THE PROPOSAL MUST BE SUBMITTED.**

Pricing schedule and B-BBEE credentials should be submitted with the proposal, and no such information should be available in the technical proposal.

## **28 SUB-CONTRACTING**

- 28.1 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.
- 28.2 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.

28.3 If the tenderer intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.

28.4 All B-BBEE certificates or sworn affidavit(s) of the sub-contractor(s) must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.

## **29 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

29.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

29.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

29.3 Prescribed by the body - regulating the profession of the consultant

## **30 TRAVEL EXPENSES**

30.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

30.1.1 Only economy class tickets will be used.

30.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

30.1.3 No car rentals of more than a Group B will be accommodated.

## **31 ADDITIONAL TERMS AND CONDITIONS**

31.1 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.

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

31.3 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

31.4 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.

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

## **32 CSIR RESERVES THE RIGHT TO**

32.1 Extend the closing date;

32.2 Verify any information contained in a proposal;

32.3 Request documentary proof regarding any tendering issue;

32.4 Give preference to locally manufactured goods;

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

32.6 Award this RFP as a whole or in part;

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

### **33 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.

### 34 ANNEXURE A – SCORING SHEET

No.	Criteria	Proof required		Points allocation		Weight
1	Company Experience	<ul style="list-style-type: none"> <li>The bidder must provide a list of completed and current projects between 2010 and 2020. Projects must be similar in scope and contract value.</li> </ul>		Non submission – 0 points 3 – 5 projects – 5 points 6 – 8 projects – 7 points 9 – 12 projects – 9 points >12 projects – 10 points		30%
2	Performance on Past Projects (Only relevant references)	<ul style="list-style-type: none"> <li>Contactable References for similar projects that are in progress or undertaken between 2010 and 2020.</li> <li>OR</li> <li>Completed reference form for <b>each</b> project that is in progress or undertaken between 2010 and 2020</li> </ul>		Non submission – 0 points 3 – 5 reference letters – 5 points 6 – 8 reference letters – 7 points 9 – 12 reference letters – 9 points >12 reference letters – 10 points		30%
3	Staff Capability - Experience of Key Personnel	Site Foreman	The Bidder must submit CV of the Site Foreman of which must have a minimum of 5 years' experience managing construction sites	Non submission – 0 points 3 – 5 years – 5 points 6 – 8 years – 7 points 9 – 12 years – 9 points >12 years – 10 points	10%	20%

		Qualified plumber <b>(must be registered with the department of Employment and Labour)</b>	The Bidder must submit CV of the qualified Plumber of which must have a minimum of 5 years' experience working on similar projects.	Non submission 3 – 5 years 6 – 8 years 9 – 12 years >12 years	<b>– 0 points</b> <b>– 5 points</b> <b>– 7 points</b> <b>– 9 points</b> <b>– 10 points</b>	10%									
4	Preliminary Programme	<ul style="list-style-type: none"><li>The Bidder must submit Project programme with realistic time frames, key tasks, clear critical path, sub-tasks and distribution of resources with a project duration of 6 month or less</li></ul>		<table><tr><td>Non-submission of preliminary construction programme.</td><td>0 points</td></tr><tr><td>The activity schedule omits important tasks, the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.</td><td>5 points</td></tr><tr><td>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>7 points</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>10 points</td></tr></table>		Non-submission of preliminary construction programme.	0 points	The activity schedule omits important tasks, the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.	5 points	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.	7 points	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.	10 points	20%	
Non-submission of preliminary construction programme.	0 points														
The activity schedule omits important tasks, the timing of the activities and correlation among them are inconsistent with project deliverables. There is lack of clarity and logic in the sequencing.	5 points														
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.	7 points														
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.	10 points														
TOTAL							100%								

## 35 ANNEXURE B - 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>			
1	Schedule of the Bidder's Experience – <i>Annexure K</i>		
2	Performance on Past Projects - Reference Letters – <i>Annexure L</i>		
3	Staff Capability – CVs of Key Personnel ( <i>Annexure M</i> )		
4	Preliminary Programme – <i>Annexure N</i>		
5	SBD 1 – <i>Annexure H</i>		
6	SBD 6.2 – <i>Annexure F</i>		
7	Local Content Declaration (Summary Schedule): <i>Annexure C</i>		
8	Imported Content Declaration (Supporting Schedule to Annexure C): <i>Annexure D</i>		
9	Local Content Declaration (Supporting Schedule to Annexure C): <i>Annexure E</i>		
<b>PART B: FINANCIAL PROPOSAL</b>			
<b>Returnable Schedules that will be incorporated into the Contract.</b>			
10	Pricing Proposal Form – <i>Annexure Q</i>		
11	Declaration by Bidder – <i>Annexure R</i>		
12	B-BBEE Certificate – <i>Annexure P</i>		
13	Priced Bill of Quantities (BOQ)		



## PART A: TECHNICAL RETURNABLES

These are returnable schedules required for Tender Evaluation Purposes only

### 36 ANNEXURE K - SCHEDULE OF THE BIDDER'S EXPERIENCE

The bidder must list relevant projects completed currently and/or between 2010 and 2020.

Firm: Contact Person and Telephone Number	Consulting Principal Agent / Engineer (where applicable): Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Date Completed

Signed

Date

Name

Position

Bidder

### 37 ANNEXURE L - PERFORMANCE ON PAST PROJECTS

The bidder shall attach hereto Reference Letters from previous clients where installation civil engineering services or plumbing works projects have been undertaken successfully. Note that no letters of appointment will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic.

**No reference letters from other contractors will be accepted. Reference letter must be solely from clients or reputable client's agents such architects, engineers, etc.**

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*

### 38 ANNEXURE M – STAFF CAPABILITY

#### COMPETENCY OF SITE FOREMAN AND QUALIFIED PLUMBER

The Bidder shall attach the CV's of the Site Foreman and Qualified Plumber being in control for the implementation of the project with similar scope. The CV's shall provide information on their track record and details of similar projects.

Category of Employee	Name of key Personnel, Part of the Contractor's Organization	Qualification	Years of Experience
Site Foreman			
Qualified Plumber			

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*

### 39 ANNEXURE N - PRELIMINARY PROGRAMME

The Bidder shall attach a preliminary programme reflecting the proposed sequence of the various activities comprising the work for this Contract. The programme shall be in accordance with the scope of works and requirements of the Project Specifications and with all other aspects of the Tender.

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*

## **PART B: FINANCIAL PROPOSAL**

These are returnable schedules required for evaluation purpose, and will also be incorporated in the Contract.

### **40 ANNEXURE O - PRICING INSTRUCTIONS TO BIDDERS & BILLS OF QUANTITIES**

The Bills of Quantities forms part of the Tender Document and must be read and used in conjunction with the Conditions of Tender, Conditions of Contract, 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.

### **Scope of contract**

The description hereunder is a general guide only and the bidder is referred to the 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 CSIR 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 for reasons which the Project Manager 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**

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.

#### **41 ANNEXURE P - B-BBEE CERTIFICATE**

The bidder shall attach a certified copy of their B-BBEE Certificate or Sworn Affidavit.

If no certificate is provided, no points will be scored during the evaluation process. (RSA suppliers only)

SIGNATURE: .....

DATE:

*(of person authorised to sign on behalf of the Bidder)*



## 42 ANNEXURE Q - 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**

#### 43 ANNEXURE R - DECLARATION BY BIDDER

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

**RFP No: 3353.1/19/03/2021**

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 3353.1/19/03/2021** 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 bidder 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.....