



science & innovation

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA

(“The DSI”)

## TERMS OF REFERENCE

VENTILATION ASSESSMENT 2023

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**N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.***

## 1. BACKGROUND

The Department of Science and Innovation (DSI) is committed in providing a safe and healthy workplace for all employees. In terms Occupation Health and Safety Act No 85 of 1993, section 8, every employer shall provide and maintain, as far as reasonable, a working environment that is safe and without risk to the health of his employees. Every employer must keep the workplace well-ventilated by natural or mechanical means to reduce the SARS-COV -2 viral load.

The DSI conducted a Ventilation assessment in September 2022 to assess the effectiveness and safety of the departmental ventilation system in relation to the containment of viruses and bacteria including Covid 19 virus in the workplace. This was meant for the department to get some advice on whether it is safe to increase the number of employees in the office after the uplifting of Covid 19 Regulations.

The reports showed that the current system is not safe mostly in offices without openable windows. The department was advised to keep the windows always open even when they are using the split air conditioners. Windows can only be closed when the HVAC system is fixed. Offices without openable windows are not to be used as it is in contravention with the National building Regulation. The boardrooms without openable windows were not assessed because they were not in use on the.

## 2. PURPOSE

The purpose of this ventilation assessment is to evaluate the ventilation performance and safety of employees from virus and bacterial cross infection at Gondwana and DG boardrooms.

## 3. SPECIFICATION

The service provider must:

- i) Conduct the indoor air quality in Gondwana and DG boardroom according to the requirements of the international ASHRAE standards.
- ii) Focus on the following parameters.

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- Carbon monoxide
  - Carbon monoxide
  - Relative humidity
  - Ambient temperature and
  - Microbiological contaminants
- iii) Conduct the assessment on 2 boardrooms on the same day. Assessment will be conducted on the day of the EXCO meeting. The first session of the meeting will be held at Gondwana, the second session of the meeting will be held at DG boardroom. Each session must have at least 1h30 minutes-2hrs.

#### **4. INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL**

- 4.1. Submit a detailed proposal which outlines the methodology, human resources, instrument/template and any relevant information to successfully conduct the ventilation assessment.
- 4.2. Submit a project plan with deadlines on how they intend to deliver on the above.
- 4.3. Submit a detailed budget breakdown to indicate how they arrived at the final amount. All monetary values quoted (in South African Rand) must include Value Added Tax (VAT). The amount quoted should cover all the cost.
- 4.4. Provide a sample report of previously completed ventilation assessment.
- 4.1 Provide 3 or more references specifying the dates in which the similar services of similar nature (ventilation assessment) as the one requested was presented in his/her organization. Your references must specify name of the organization, services rendered, dates in which services were rendered, contact person and contact numbers of the client or the organization in which services were rendered.
- 4.2 All prices quoted must include VAT and should be linked with specific tasks to be undertaken.
- 4.3 A service provider should comply with the specification.

#### **5. EVALUATION OF PROPOSALS**

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5.1 The proposals will go through three stages of the evaluation process which will include the following:

- a) Mandatory Evaluation;
- b) Functional Evaluation; and
- c) Evaluation on Price and Specific Goals.

## 5.2 Mandatory and Administrative Requirements

The following documents are compulsory and should be submitted together with the proposal; *failure to submit the following will result in disqualification*:

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit to claim B-BBEE credentials.
- e. **Latest Company registration documents (CIPRO) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Attach proven experience by providing a list of current and past contracts which are relevant to the required service in the bid specifications, according to the template in **Part A**: Client Base. Only the relevant experience shall be considered for bid evaluation purposes. Reference screening will be undertaken to confirm the validity of referees provided.
- h. Detailed company profile, which clearly spells out the relevant experience, knowledge, and accreditation of the company as well as directorship.

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- i. Service provider must submit to the DSI, a detailed quotation of providing Ergonomics assessment to above mention site.
- j. The name and contact details (telephone and/or mobile, fax and email) of the service provider.
- k. The ideal service provider should demonstrate a clear understanding of workplace environmental management. Have the relevant environmental and/or health and hygiene certificates.

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### 5.3 Functionality Evaluation

- a) Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of sixty percent (60%).
- b) The DSI panel members will individually evaluate the responses received against the following criteria as set out below:

FUNCTIONALITY EVALUATION	
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent	
CRITERIA	WEIGHTS
1. <b><u>Experience:</u></b> Qualification and experience of the company directors and the person who will conduct assessment clearly stated, company years of experience in conducting ventilation assessments. Experience of company directors and the person who will be conducting the ventilation assessments (NB. specify years of experience clearly)	40

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	No qualification and no experience	Qualified with 1 year experience	Qualified with 2 years Experience	Qualified with 3 years Experience	Qualified with more than 3 years' experience	
	1	2	3	4	5	
<b>2. <u>Track Record:</u></b>  Refences/ track record of provider in conducting ventilation assessment (List of clients with contact person, telephone, email address, services rendered, date the service was rendered.)						30
	No relevant reference	1 relevant & traceable Reference	2 relevant & traceable reference	3 relevant & trace Reference	More than 3 relevant & traceable references	
	1	2	3	4	5	
<b>3 <u>Proposal:</u></b>  Completeness of the proposal: A relevant proposal, with company details on providing ventilation assessment, methodology on how assessments are conducted, sample report of previously conducted assessments, project plan with the deadlines on how service provider will deliver services as specified in the ToR						30
	Proposal not relevant	Only the proposal is included but partially relevant to what is required. No clear description	The proposal is relevant and display the proper competency of ventilation assessment. Methodology included but	The proposal is relevant and display the proper competency of ventilation assessment. Methodology and sample	The proposal is relevant, and display the proper competency of ventilation assessment. Methodology and sample	

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		of ventilation assessment No project plan methodology and sample reports	no sample reports. No clear project plans.	report included. Project plan included but not clear.	report included. Project plan with clear deadlines included.	
	1	2	3	4	5	
<b>TOTAL SCORE</b>						<b>100</b>
<b>MINIMUM THRESHOLD SCORE</b>						<b>60</b>

c) Service Providers must take note that any proposal not meeting a minimum score of 60 percent on functional proposal will be disqualified and will not be considered for the next Phase.

d) Functional evaluation guidance:

i. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

<b>Value</b>	<b>Description</b>
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

ii. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

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- iii. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
- iv. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- v. Service providers will not rate themselves, but need to ensure that all information is supplied as required. The DSI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

#### 5.4 Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to

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R50 000 000.00:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration.

$P_t$  = Price of tender under consideration.

$P_{\min}$  = Price of lowest acceptable tender.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal specified for the tender, as per the table below:

Table 1 – Specific goals

<b>The specific goals allocated points in terms of this tender:</b>	<b>Number of points allocated (80/20 system)</b>
EMEs and QSEs	05
Companies owned by black people	05
Companies owned by women	05
Companies owned by youth	03
Companies owned by people with disabilities	02

- i. A bidder must submit proof of its Specific goals' status.
- ii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.

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- iii. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- iv. The points scored must be rounded off to the nearest two decimal places.
- v. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
  - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
  - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
  - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
  - If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.
- vi. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
- vii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.**

## **6. AWARDING OF THE BID**

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- 6.1 The successful service provider will work in close collaboration with the DSI team to ensure that the objectives of the Department are accommodated.

## **7. SUBMISSION OF PROPOSALS**

- 7.1 The deadline for the proposal is 3 November **2023** at **11:00**. Email it to Odessa.martin@dst.gov.za
- 7.2 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.

## **8. CONTACT PERSONS**

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations.

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## PART A: CLIENT BASE

Name of client / organization where contract is being executed/was executed	Description of Contract Services	Physical Address of the Client/ organization	Contact persons and telephone numbers of your client	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**NB: DSI reserves the right to verify the contents of this list directly with the bidders' clients and also conduct site inspections**

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