

Request for Proposal

RFQ NUMBER:	API01REQ001577
CLOSING DATE:	Date: 15-November-2024 Time: 10:00
DESCRIPTION	Request for Proposal (RFP) – Consulting Services to assist with Assessment report, drawing of plans and compilation of bill of quantities of GI-Microbiology Laboratory Structure.
ADDRESS	API - Animal Nutrition and Products Old Olifantsfontein Road Irene 0062
ENQUIRY	Name: Ngoako Waleng Supply Chain Management Email: WalengN@arc.agric.za
COMPULSORY SITE BRIEFING	Date: 08 November 2024 Venue: ARC-AP Irene Main Building Time: 10:00
Special Condition	None

Consulting Services:

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).

Description	Quantity	Unit of Measure
Request for Proposal (RFP) – Consulting Services to assist with Assessment report, drawing of plans and compilation of bill of quantities of GI-Microbiology Laboratory Structure.	1	EA

REQUEST FOR A SERVICE PROVIDER TO ASSIST WITH ASSESSMENT REPORT, DRAWING OF PLANS AND COMPILATION OF BILL OF QUANTITIES OF GI-MICROBIOLOGY LABORATORY STRUCTURE

No	Description
1.	We are inviting qualified professional service providers to submit bids for the inspection of our laboratory building located at Agricultural Research Council-Animal Production. This inspection and assessment is critical, as it will validate the feasibility of upgrading the building to accommodate new equipment and ensure that the current infrastructure meets all necessary standards. The focus of this inspection will be on understanding the current structural status of the laboratory, identifying any potential risks, and making recommendations for necessary upgrades. As part of this process, the inspection will include an assessment of the entire GI-Microbiology Laboratory structure, reviewing both the integrity of the existing structure and the viability of proposed modifications. Key aspects of the inspection will include evaluating the installation of new fume hoods and specialized cabinets for hazardous reagents, assessing the dismantling of small rooms and other rooms to accommodate new offices and biobank equipment, and examining the current state of outdated wiring and plumbing systems. Also the scope of work will include feasibility of replacing brick walls with glass forest walls partitioning, electrical, office glass forest walls partitioning, amendment ceilings in order to accommodate LED lights, striping of old laboratories benches to replace them with benches containing (Adjustable wall bands to hold shelves alternatively recommending a suspend cupboard from the ceiling with doors to make it neater; Suspended beams from the ceiling +/- 100 x 150mm services mounted to benches; 16mm/32mm melamine or hygiene board shelf with 2mm pvc edging; Double power skirting 20mm chemical resistant laboratory grade work tops width 1500mm 20mm chemical resistant laboratory grade work tops; Island bench frames made from 1.6mm thick 32/32 square tubing which is epoxy powder coated; 1440mm(D) x 84mm(H) 5D1 mobile cupboard made from 16mm melamine or hygiene board 1 draw/ 1 door/ 1 shelf), stripping the old tile floor to replace it with Linoleum Flooring, removal of old fume hoods, removal of old fans on the walls, removal of old GLP pipes and feasibility of installing new ones. The inspection will also involve assessing the installation of 4.5 metre (4.5 m) high Biobank equipment in one of the room created. Again, the inspection will also involve determining the load-bearing capacity of the building, particularly in areas where heavy new equipment will be installed. Additionally, the inspection will assess the integrity of both the ground floor and the first level, considering the potential impact of shutting down Level 1 during renovations. The service provider will also need to evaluate the risks associated with keeping parts of the laboratory operational while renovations are underway and provide expert recommendations on how to mitigate any unanticipated variables that may arise. The selected service provider will conduct a series of specialized tests, including a drone survey of the building's exterior, scanning tomography to detect internal structural defects, ultrasonic pulse velocity (UPV) testing to assess the quality of the concrete, electrochemical potential measurements to evaluate corrosion risks, resistivity measurements to determine the concrete's durability, and a petrographic examination of the concrete to analyze its composition and identify potential issues.

The final report must comply with SANS 10400 standards and include a detailed visual inspection that addresses the current state of the building, any identified defects, and the level of deterioration. The report should also include a risk analysis using a 5/5 risk matrix, prioritize repairs based on the visual inspection, and identify high-risk elements that would require attention during any refurbishment efforts.

Duration of the project:

- ✓ The successful service provider will be expected to do the assessment within a period of two months after receipt of a purchase order.

Expected outcomes:

- ✓ The service provide must provide bill of quantities for the proposed upgrade/ or refurbishment.
- ✓ The service provider must provide drawing for designs of a proposed upgrade.
- ✓ The service provider must provide a detailed list of machinery and equipment that will be installed and their functioning.
- ✓ The service provider must provide a list of expertise, experience and qualification of personnel that will be suitable to do the refurbishment.
- ✓ The service provider must provide list of role players in the market who specialised in refurbishment of laboratories.

Compulsory briefing session:

Venue: ARC-AP Irene Campus Main Building.

Date: 08 November 2024

Time: 10h00.

Pre-requisites for Qualification:

The evaluation criteria that will be used for this bid will be as follows:

1. Professional Qualifications (Mandatory requirement):

- The lead inspector must hold a degree in Civil or Structural Engineering, Architecture, or a related field.
- Certification from a recognized professional body, such as ECSA (Engineering Council of South Africa) or SACAP (South African Council for the Architectural Profession), is mandatory.
- Health and safety certificate.
- All required Certificates and Qualifications SHALL BE CERTIFIED by a Commissioner of Oaths CLEARLY LEGIBLE AND CERTIFIED NOT OLDER THAN THREE MONTHS from the date of tender closure. The Commissioner's details, with signature and date must be CLEARLY VISIBLE.
- **NB: bidders without the above qualifications will be disqualified and will not be evaluated further.**

2. Experience:

- The team must have at least 15 years of combined experience in building inspections, with specific experience in laboratory or industrial facility inspections (**the experience must be indicated in their CV's**).

- The lead inspector must have led a minimum of two (2) similar inspection projects within the past ten years.
 - The team must have prior experience in conducting the specialized tests mentioned above (**must be indicated in the CV**).
3. **Technical Expertise:**
- The team should demonstrate proficiency in using modern inspection tools and techniques, including non-destructive testing methods, thermal imaging, and structural analysis software (**clearly provided in a report with a heading**).
 - Knowledge of local and international standards for laboratory construction and safety is required (**provided in a report**).
4. **Compliance and Safety:**
- The service provider must comply with all relevant occupational health and safety regulations and demonstrate a strong safety record in previous projects (**Provide a report**).

Submission Requirements:

Interested service providers are requested to submit the following documents:

1. **Company Profile:** Detailing the history, experience, and qualifications of the company.
2. **CVs of Key Personnel:** Highlighting qualifications, experience, and roles in the project.
3. **Project References:** At least three (3) references from similar projects completed in the past five years.
4. **Methodology and Work Plan:** A detailed proposal on how the inspection will be conducted, including timelines and deliverables.
5. **Pricing Structure:** A detailed cost breakdown for the cost as per expected outcomes listed in expected outcomes.

NB: Bidders who fail to submit and comply with the above will be disqualified.

Submission Deadline:

All bids must be submitted by 15 November 2024 @ 10:00 to WalengN@arc.agric.za. Late submissions will not be considered.

Evaluation Criteria:

Bids will be evaluated based on the following criteria:

1. Compliance with pre-requisites and submission requirements.
2. Relevant experience and qualifications of the team.
3. Proposed methodology and work plan.
4. Cost-effectiveness of the bid.
5. References and past performance.

2. Essential Administrative Requirements:

- 2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal.
 - 2.2. Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
 - 2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
 - 2.4. Submission should be sent to WalengN@arc.agric.za
3. The above specified goods/services should be delivered / rendered to the ARC- Institute at above-mentioned delivery address.
 4. The particulars of the guarantee that will apply to the goods quoted for, with the particular regards to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.
 5. Your written quotation must be emailed depending on the instructions given in the email or advert.
 6. All price quotations that have a rand value of R 2,000.00 to below R 50,000,000.00, including VAT, will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
 7. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

Specific Goals	Percentage Ownership (1%)	Points (20)	Ponts (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 - 4	2	1
RDP Goals	Any Goal/s	2	1
TOTAL POINTS		20	10

8. Standard conditions:

8.1 The validity of the quotations must be indicated.

8.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

8.3 No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.

8.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

8.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

8.6 Quotes should be submitted on an official letterhead and duly signed .

8.7 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

8.8 The General Conditions of Contract issued by National Treasury are applicable .

8.9 The ARC supply chain management code of conduct is applicable .

8.10 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.

8.11 Your quotation must indicate the delivery date.

8.12 The ARC reserve the right to do due diligence on the quotations .

8.13 The ARC reserves the right to benchmark prices quoted.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

Price; and
Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.1. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.1.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of-
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific goals	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above		6		
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above		2		
Below 51%				
RDP Goals		Points (2)		
Any RDP Goal/s		2		
BEE Status		Points (2)		
Level 1-4		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 3.1. Name of company/firm.....
- 3.2. Company registration number:
- 3.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [Tick applicable box]

3.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation , communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid ,bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder