

Request for Quotation (RFQ) for the refurbishment and upgrade of office space at CSIR Scientia Campus, Building 44G

RFQ Number: 9548/10/11/2026

Date of issue	Friday, 16 October 2026	
Compulsory Online Briefing Session	Date and Time	Monday, 26 October 2026 @ 11h00
	MS Teams Link	Click here to join the meeting Meeting ID: 371 841 948 371 120 1 Password: eV9Uq3Yq
Compulsory Site Inspection	Date and Time	Friday, 30 October 2026 @ 10h00
	Venue	CSIR Scientia Campus, Building 44G
Last date for submission of enquiries/clarifications	Thursday, 05 November 2026 @ 16h30	
Closing Date and Time	Tuesday, 10 November 2026 @ 16h30 (Late submissions will not be accepted)	
RFQ Validity Period	90 calendar days (Commencing from the RFQ closing date)	
Enquiries and submission of quotations	For submission of quotations or any other enquiries: Email tender@csir.co.za (Please use RFQ No and RFQ Description as subject reference)	
CSIR Hours	08h00 – 16h30	

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, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 INITATION FOR QUOTATION

Quotations are hereby invited for the refurbishment and upgrade of office space at the CSIR Scientia Campus, Building 44G, in accordance with the description of the services required (Item 2) and the detailed specification / scope of work outlined in **Annexure A**.

3 SCOPE OF WORK

The detailed scope of work is provided in **Annexure A**. Bidders must price and execute the works in accordance with Annexure A.

Delivery / Site Address

CSIR Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria – Building 44G (TSO).

4 PRICING REQUIREMENTS

- 4.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 4.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 4.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

4.4 Payment will be according to the [CSIR Payment Terms and Conditions](#).

4.5 Please provide a detail pricing using a Bill of Quantities outlined under **Annexure B**.

Bidders are to price their quotations using the Bill of Quantities. Explanatory notes must be provided in the quotation when deviating from the Bill of Quantities

5 RETURNABLES

Returnables are required for evaluation purposes. Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

5.1 Essential Returnable Documents

Without limiting the generality of the CSIR's other critical requirements for this Bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s).

Please confirm submission of the Essential Returnable Documents detailed below by so indicating [Yes or No] in the table below:

Table 1

ITEM NO	ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	Annexure C: Standard Bidding Document (SBD) 1 Form	
2	Annexure D: Standard Bidding Document (SBD) 4 Form	
3	Annexure E: Preference Points Award Form (Mandatory documents to claim preference points)	
4	Annexure F: Mutual Non-Disclosure Agreement	
5	Annexure G: Quality Control Plan (QCP)	
6	Technical datasheets for the proposed equivalent air-conditioning unit and proposed equivalent product	
7	Latest National Treasury CSD Registration Summary Report	
8	Valid SARS Tax Compliance Status (TCS Pin)	

5.2 Mandatory Returnable Documents

Failure to submit **all** Mandatory Returnable Documents by the closing date and time of this RFQ will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their RFQ.

Please confirm submission of the Mandatory Returnable Documents detailed below by so indicating [Yes or No] in the table below:

Table 2

ITEM NO	MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	Annexure B: Fully completed Bill of Quantities or quotation on company letterhead aligned to the Bill of Quantities	
2.1	Bidder must have a valid and active CIDB registration with level 4GB or higher	
2.2	Please indicate CIDB CRS number or submit proof of CIDB registration	
3	Bidder must submit a valid Letter of Good Standing relevant to the scope of work (<i>e.g. Building construction, floor covering, painting works, & aluminium, Electrical and Mechanical works</i>) from the Department of Employment & Labour (COIDA) with the relevant class of works or any other private insurer.	
4	Bidder must submit valid proof of registration as an electrical contractor with the Department of Labour	
5	Wireman license for Installation Electrician (IE No) from the tendering company or sub-contracted to the tendering company In case of sub-contracting – A sub-contract agreement must be submitted	

6	For air-conditioning installation, the bidder must submit a valid proof of SAQCC card for Gas registration under Category B6, authorising the holder to perform refrigeration work and issue the required Certificate of Conformity (CoC)	
7	Bidder must submit a SABS approved Glazing Certificate of Compliance (or Certificate of Conformance)	
8	The bidder must submit a minimum of three (3) contactable reference letters and/or completion certificates for multidisciplinary projects successfully completed between 2020 and 2026. The submitted reference letters or completion certificates must demonstrate experience in the following works: • Office renovations • Floor covering • Painting works • Ceiling installation • Aluminium door installation • Air-conditioning installation • Electrical works • Glazing works Where any specialist component of the works is to be subcontracted, the bidder must submit a minimum of one (1) contactable reference letter and/or completion certificate for each subcontracted discipline, demonstrating relevant experience in a multidisciplinary project in the following disciplines: • Aluminium door installation • Air-conditioning installation • Electrical installation • Glazing works	

	N.B: Purchase orders, contracts, and appointment letters will not be accepted as reference documents.	
9	In the case of Joint Ventures, bidder must submit a copy of the signed Joint Venture Agreement. – all JV submissions will be evaluated as per standard JV requirements	
10	In the case of subcontracting arrangements, bidder must submit a copy of the signed subcontracting agreement	

6 EVALUATION PROCESS AND CRITERIA

The RFQ will be evaluated as per the following:

Phase 1 – Elimination Criteria

The bidders will be evaluated on the elimination criteria as stated in Point 6.1 below. Bidders that are eliminated during this phase will not be evaluated further on price and preference points.

Phase 2 – Price and Preference Points Evaluation

Bidders will be evaluated as per the preference points system stated in point 6.2 below.

6.1 Elimination Criteria

Bidders will be eliminated if they fail to provide the following information:

- a) Bidder that submit late bids will not be considered.
- b) Bidder that submit to the incorrect location or email address will not be considered.
- c) Bidder that is listed on the NT database of restricted suppliers will not be considered.
- d) Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- e) Bidder who did not attend the compulsory briefing session and site inspection will not be considered.
- f) Bidder that did not submit mandatory returnable documents as listed on paragraph 5.2 (**Table 2**).
- g) Bidder that fail to meet the specification requirements will not be considered.

6.2 Preferential Points System Evaluation Criteria

Selection of suppliers will be based on the 80/20 preference point system as stipulated in **Annexure E: Preference Points Award Form**.

7 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.

8 SUBMISSION REQUIREMENTS

- 8.1 All quotations must be submitted electronically to tender@csir.co.za
- 8.2 Respondents must use the RFQ number and RFQ Description as the subject reference number when submitting their bids.
- 8.3 Documents received after the closing date and time of this RFQ will be considered late submission. Late submissions will not be evaluated.
- 8.4 The email and file sizes must not exceed a total of 25MB per email.
- 8.5 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 8.6 Documents must be submitted electronically in PDF format.
- 8.7 Documents submitted must be visible and easy to read.
- 8.8 The naming / labelling syntax of files or documents must be short and simple.

9 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

9.1 Only those tenderers who are registered with the CIDB or are capable of being so prior to the closing date and time of this RFQ submissions, with a grading of **4GB or higher** class of construction works, will be considered.

9.2 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 **4GB or higher** class of construction work; or not lower than one level below the required grading designation in the class of works 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 **4GB or higher** class of construction work.

10 COMPULSORY ONLINE BRIEFING SESSION INFORMATION

10.1 A compulsory online briefing session will be held under the following details:

Date	Monday, 26 October 2026
Time	11:00am – 01:00pm
MS Teams Link	Click here to join the meeting Meeting ID: 371 841 948 371 120 1 Password: eV9Uq3Yq

11 COMPULSORY SITE INSPECTION INFORMATION AND PROTOCOL

11.1 A compulsory site inspection will be held under the following details:

Date	Friday, 30 October 2026
Time	10:00am – 11:30am
Venue	CSIR Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria – Building 44G (TSO)

11.2 Please take note of the following Protocols to follow when visiting the CSIR for the site inspection:

- Form of identification i.e. Identity Card/ Book (ID) or driver's license will be required by the CSIR security personnel to gain entry to the CSIR premises.
- Only a maximum of two (2) delegates from each company will be allowed to attend the session.
- An attendance register will be circulated for signatures. Bidder's must clearly write their details on the attendance register and sign. Only a maximum of two people from the same company allowed to sign attendance register.
- No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc.
- No refreshments will be served during the briefing/ site inspection.

12 MEDIUM OF COMMUNICATION

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

13 CORRECTNESS OF RESPONSES

- 13.1 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 RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 13.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

14 VERIFICATION OF DOCUMENTS

- 14.1 Bidders 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.
- 14.2 Pricing schedule and specific goals credentials should be submitted with the RFQ response.

15 PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

16 OTHER TERMS AND CONDITIONS

- 16.1 No bidder shall under any 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.
- 16.2 Bidders 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.
- 16.3 Changes by a bidder to its submission will not be considered after the closing date and time.
- 16.4 Bidders confirm that by submitting a tender, they 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.
- 16.5 Bidders further confirm that by submitting a tender, they accept to take accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under this RFQ as the principal liable for the due fulfilment of this RFQ process.

- 16.6 No goods and/or services shall 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 the supplier.

17 SPECIAL CONDITIONS

The CSIR reserves the right to

- 17.1. Extend the closing date of this RFQ;
- 17.2. Correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 17.3. Verify any information contained in the bidder's submission;
- 17.4. Request documentary proof regarding the bidder's submission;
- 17.5. Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFQ;
- 17.6. Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 17.7. Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 17.8. Award this RFQ as a whole or in part;
- 17.9. Award this RFQ to multiple bidders;
- 17.10. Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 17.11. Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 17.12. Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

18 CONFIDENTIALITY

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this RFQ. This confidentiality clause extends to bidder partners whom you may decide to involve in preparing a response to this RFQ. Bidders must complete and sign **ANNEXURE F: Non- Disclosure Agreement**.

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

19 PROTECTION OF PERSONAL INFORMATION

- 19.1 Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.
- 19.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities,

governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

- 19.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 19.4 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 19.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 19.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 16 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

20 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

21 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. If a recommended bidder is not tax compliant, the bidder will be notified in writing of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so CSIR will reject their bid.

The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

22 LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

23 MISREPRESENTATIONS DURING THE LIFECYCLE OF THE CONTRACT

- 23.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 23.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

24 DISCLAIMER

This RFQ is a request for Quotations only and not an offer document. Answers to this RFQ 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 RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, 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.

25 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

- 25.1 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database. Registrations can be completed online at: www.csd.gov.za;
- 25.2 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

ANNEXURE A

SCOPE OF WORK

The works comprise the refurbishment and upgrade of office space and the associated passageway at CSIR Scientia Campus, Building 44G. The Contractor must allow for all labour, materials, plant, supervision, protection of existing finishes/services, and making-good to complete the works to a neat and functional standard. The successful bidder/Contractor shall commence the works within one (1) week after approval of the Health and Safety File, and the duration of the project shall not exceed sixty (60) working days from the date of safety file approval unless otherwise agreed in writing by the Client.

1. Demolition, removals and disposal

- Remove existing dry walling/partitioning and dispose of all debris to municipal approved disposal site.
- Remove existing carpet and dispose of all debris off-site.
- Remove existing vinyl floor tiles and dispose of all debris off-site.
- Remove existing 48000 BTU mid-wall air-conditioning units and all associated sundries for replacement works.

2. Preparatory works and making-good

- Prepare office areas and the passageway for installation of new partitions, carpet and vinyl flooring, including surface preparation and protection of existing surfaces/ finishes.
- Make-good all affected surfaces following removals, penetrations and installations, leaving all areas clean and ready for final finishes.

3. Doors, frames and masonry alterations

- Demolish existing brickwork as required to form openings for new door frame(s) and a single door in the passageway, including proper support and making-good to adjacent finishes.
- Supply and install a new steel industrial door frame and a double-leaf meranti vertical slatted door set to suit a 1500 mm x 2100 mm frame opening in the passageway, complete with all ironmongery. The door finish shall be oak varnish.

- Clean, prepare and paint all specified door frame(s) using **Plascon** enamel paint, colour **Dark Onyx** (preferred), or approved equivalent that matches the colour and meets or exceeds the minimum performance requirements below.
- Include all preparation, primers/undercoats, finishes, protection and making-good.
- **Minimum requirements:**
 - (a) **Paint type:** solvent-borne alkyd enamel suitable for metal/woodwork (or 2K enamel system of equal or better durability);
 - (b) **Finish / sheen:** **matt** finish unless instructed otherwise by the Client;
 - (c) **Coating system:** one (1) coat compatible primer (rust-inhibitive primer for ferrous metal; suitable primer for timber/masonry as applicable) plus two (2) full finish coats enamel; apply an undercoat where required by the manufacturer to achieve uniform colour/opacity;
 - (d) **Surface preparation:** clean/degrease, abrade to provide a key; remove loose/flaking paint to a sound feathered edge; treat corrosion by removing rust to bright metal and priming the same day; fill/repair defects; ensure dry, dust-free substrate prior to coating;
 - (e) **Application:** brush/roller/spray as appropriate; no runs, sags, pinholes, overspray or visible brush marks; comply with manufacturer mixing/thinning, drying and recoat times; protect adjacent finishes, hardware and glass;
 - (f) **Performance:** finish to be hard-wearing, washable and resistant to normal office cleaning agents; good adhesion with no peeling, blistering or excessive chalking under normal internal conditions;
 - (g) **Submittals:** prior to procurement/application submit manufacturer technical data sheets and SDS for primer/undercoat/enamel, and a colour reference confirming Dark Onyx match;
 - (i) **Manufacturer warranty** (for the minimum of 7 years): paint products must carry the manufacturer's standard product warranty/guarantee (where offered) and shall be applied strictly in accordance with manufacturer data sheets.
- Supply and install door strips compatible with all new single and double doors.

4. Windows and brick infill (SANS requirements)

- Removal of the louvres window frames size 2.5mx 1.5m x10 and 23m x1,5m and Construct a solid ,structurally stable brick infill after the removal of the existing window frames louvers

of 2.5m x 1.5m x 10 and 23m x1.5m , Prepare window areas/louvers to be blocked off with 220 mm x 90 mm Agate satin bricks with smooth, non-grainy face finish size 222 length x106 width x73mm height with compressive strength of greater than 25Mpa and water absorption of greater than 7% in accordance with SANS requirements and compliant with SANS 10400-K

- Lay stock clay bricks in bonded brickwork using concrete mortar of 7 MPa (or higher) and tie new brickwork to existing frame/wall and seal to prevent water ingress, make-good finishes.

- **Agate satin brick requirements (minimum):**

- (a) standard size 222 length x106 width x73mm height (unless existing brickwork dictates otherwise) to SANS dimensional tolerances;
- (b) compliance: bricks to comply with SANS 227 (Fired clay masonry units);
- (c) strength: minimum compressive strength class suitable for structural infill, ≥ 25 MPa (or higher if required by design/Armcor);
- (d) durability: bricks to be suitable for the exposure conditions at the façade/opening, with low risk of deterioration (manufacturer to confirm exposure category to SANS 227);
- (e) Water absorption: bricks to have controlled absorption appropriate to exposure and mortar used, and be laid with correct pre-wetting/conditioning where required to prevent rapid suction;
- (f) Quality: units to be sound, free from cracks, lime pops and other defects; minimal efflorescence;
- (g) Appearance/match: colour and texture to match existing adjacent masonry as closely as practicable;
- (h) Workmanship: maintain consistent perps and bed joints (nominal 10 mm), fully filled joints, proper bonding at corners/returns, and use approved stainless steel brick ties/anchors at junctions as required. Contractor to submit brick product data sheet/certification (SANS 227) for approval prior to procurement.

5. Drywall partitions and internal doors

- Supply and install 65 mm x 65 mm square tubing with base plates to support new dry walling where required.
- Supply and install galvanized floor tracks and studs to provide high structural integrity.
- Supply and install 12.5 mm gypsum plasterboard's (RhinoBoard preferred, or approved equivalent) to form drywall partitions.

- Approved equivalents will be accepted only where they meet or exceed the minimum requirements:
 - (a) Type / application: standard gypsum wallboard suitable for internal partitions; provide moisture-resistant board to wet/tea-point areas where applicable;
 - (b) Thickness: 12.5 mm nominal (minimum);
 - (c) Board properties: paper-faced gypsum core, straight and true with no warping; minimum edge integrity suitable for taped joints;
 - (d) Edges: tapered edges for jointing unless otherwise required;
 - (e) Performance equivalency: board to achieve equal or better impact resistance, screw pull-out resistance and surface hardness to Rhino-board 12.5 mm for the intended application;
 - (f) Compliance: boards and accessories to comply with relevant SANS/ISO/EN gypsum board standards and manufacturer quality certification;
 - (g) Fixing: fix boards to galvanized steel studs/tracks with corrosion-resistant drywall screws at maximum 220 mm centres along studs (and closer at board edges as per manufacturer), with screws set just below surface without tearing paper;
 - (h) Jointing system: use manufacturer-approved jointing compound and paper/fibre tape; treat all joints, internal corners and fastener heads with a minimum three-coat jointing process;
 - (i) Finish level: sand smooth and provide a uniform surface suitable for painting (minimum Level 4 finish or equivalent), free of ridges, blisters and visible fasteners;
 - (j) Tolerances: partitions to be plumb, true and flat; align board joints and maintain neat openings;
 - (k) Submittals: submit board technical data sheet (type, thickness, compliance standard) and jointing system data for approval prior to procurement/installation.
- Provide shutter board backing where required for TV mounting (22 mm x 3600 mm x 1220 mm) positioned as required.
- Supply and install partitioning office doors (single and double) complete with frames, ironmongery, seals, closers where required, and making-good.

6. Ceilings

- Supply and install suspended ceiling structure suitable for (1200 mm x 600 mm) tegular edge ceiling tiles with all accessories and integration to new drywall structures.

- Supply and install 1200 mm x 600 mm fine fissured tegular edge ceiling tiles to relevant areas.
- Ceiling installation must meet applicable fire and acoustic requirements installation of fire-rated gypsum boards of 12.5mm or higher inherently fire-resistant boards made of fire cement for suspended ceilings falls under class A fire rated ceiling tiles

7. Painting and finishes

- Prime and paint all new drywall partitions and affected walls with a complete internal painting system in colour Amazon Mist (colour reference) or approved equivalent colour match.
- Approved equivalent products will be accepted only where they meet or exceed the minimum performance requirements:
 - (a) Surface preparation: ensure gypsum board joints are finished to a paint-ready Level 4 (or equivalent); remove dust; spot-fill and sand defects; seal and make good all patches; protect adjacent finishes;
 - (b) Primer/sealer: apply one (1) coat of water-based acrylic/PVA plasterboard sealer/primer suitable for new gypsum board and previously painted internal walls (as applicable), with good alkali resistance and sealing of porous substrates; primer must be compatible with the specified topcoat;
 - (c) Topcoat: apply two (2) full coats of high-quality interior acrylic (PVA) wall paint, low-odour/low-VOC, suitable for commercial office environments;
 - (d) Finish/sheen: matt (unless instructed otherwise by the Client);
 - (e) Performance: washable and stain resistant; minimum scrub resistance equal to a commercial-grade interior acrylic (Class 1 wet scrub resistance to ISO 11998 / EN 13300 or equivalent test standard); good opacity/coverage with no visible lap marks; colour uniformity across adjoining surfaces;
 - (f) Application: apply by roller/brush/spray as appropriate; comply with manufacturer's spreading rate, drying and recoat times; maintain clean cut lines and neat edges;
 - (g) Quality control: finish to be even, free of runs, sags, pinholes and patchiness; no flashing over joints and repairs;
 - (h) **Submittals:** submit technical data sheets and SDS for primer and topcoat, plus the colour card/reference confirming Amazon Mist (or colour match) prior to procurement;

(i) Manufacturer warranty: paint products must carry the manufacturer's standard product warranty/guarantee (where offered) and shall be applied strictly in accordance with manufacturer instructions.

8. Flooring

8.1. Supply and install heavy commercial carpet tiles to offices, Belgotex Accelerate Boost (preferred) or approved equivalent.

- Approved equivalents will be accepted only where they meet or exceed the following minimum performance requirements:
 - (a) Format: modular carpet tiles, nominal 500 mm x 500 mm (or to match existing grid/selection), with consistent batch dye lots;
 - (b) Use class: heavy commercial, minimum classification Class 33 to EN 1307 (or equivalent ISO/SANS classification for contract carpet);
 - (c) Construction: tufted loop pile or multi-level loop suitable for office use, with high tuft bind to resist raveling;
 - (d) Pile fibre: solution-dyed nylon or equivalent contract-grade fibre with proven stain resistance and colourfastness;
 - (e) Pile weight / density: minimum 600 g/m² pile weight (or equivalent density performance) suitable for high foot traffic;
 - (f) Backing: dimensionally stable bitumen/PVC or polyurethane backing suitable for direct stick installation, with dimensional stability ≤ 0.2% and resistance to curling;
 - (g) Fire performance: minimum Bfl-s1 to EN 13501-1 (or equivalent to SANS 10177) for internal floor finishes;
 - (h) Static control: permanent anti-static performance suitable for office environments (manufacturer to state static generation/ESD compliance);
 - (i) Acoustic: impact sound reduction and/or sound absorption suitable for office spaces (manufacturer to provide acoustic data);
 - (j) Colourfastness: lightfastness and rubbing/wet fastness suitable for commercial interiors;
 - (k) Installation: install in accordance with manufacturer instructions using approved tackifier/adhesive; include all floor preparation (cleaning, repairs, levelling compound as required), setting out, cutting, and edge trims at interfaces; ensure neat junctions to vinyl and thresholds;

(l) **Submittals:** submit product data sheet, classification (Class 33), fire rating, backing type, maintenance instructions, and colour sample for approval prior to procurement. Colour/pattern selection to be confirmed by the Client prior to ordering.

8.2. Supply and install 1200 mm x 200 mm vinyl planks/tiles in the passageway as specified, Belgotex Penninsula Cherrybark Oak Luxury Vinyl Plank (LVT) (preferred) or approved equivalent.

- Approved equivalents will be accepted only where they meet or exceed the following minimum performance requirements:
 - (a) High-performance commercial-grade flooring solution,
 - (b) Colour Finish: Cherrybark Oak,
 - (c) Installation Type: Dry Back / Glue Down (Stick Down),
 - (d) Plank Dimensions: 1200mm x 200mm (Standard commercial sizing variant, though some production runs measure 1516.9mm x 228.6mm),
 - (e) Total Thickness: 3mm (Engineered to provide a balance between underfoot comfort and extreme resistance to heavy furniture point loads),
 - (f) Wear Layer: 0.55mm (Commonly referred to as a 0.5mm class heavy commercial wear layer, providing top-tier scratch, stain, and scuff resistance),
 - (g) Application Rating: Heavy Residential / Heavy Commercial,
 - (h) Warranty: 20-Year Residential / 10-Year Commercial Use,
 - (i) Safety Ratings: R10 slip resistance rating and Bfl-s1 fire rating.

9. Electrical works and lighting

- Safely remove the existing electrical Distribution board 220(44G/G R1) with all associated equipments such as circuit breakers ,socket outlets ,wireways and disposal of rubbles Supply and installation of new structured powder coated finish 72 way four row surface mounted electrical distribution board IP65 weatherproof (size :1000mmH x1000mmW x300mm D) prewired with CBI or equivalent samite mounted associated equipments.
- Supply and install a 300mm W x 50mmH x6mmD x23m L wire mesh cable tray within the ceiling void to route small power electrical cables. Provision must be made for all required cable tray brackets and support systems. All installations and fixings must preserve the integrity of the existing structure
- Supply and installation of steel double compartment hospital grey electrical power skirting size 55m x180mmx60mm and its associated equipment.

- Supply and installation of 2.5mm twin flat electrical cable plus earth for socket outlets onto the wire mesh cable tray
- Supply and installation of 1.5mm twin flat cable plus earth for electrical light fittings onto the wire mesh cable tray
- Supply and installation of 5A socket outlets for electrical light fittings from the wire mesh cable tray
- Supply and installation of complete 1-way switch onto the new partitioning walls for the office space and boardrooms
- Supply and installation of complete 2-way 2x4 light switch onto the new partitioning walls for the passageway lighting
- Supply and install 1200 mm x 600 mm modular LED luminaires in offices and passageway, preferred OSRAM LEDVANCE or approved equivalent.
- Any approved equivalent must meet or exceed the following minimum performance outputs: luminous flux $\geq 3\,600$ lm per luminaire; efficacy ≥ 110 lm/W; CCT 4000 K; CRI ≥ 80 ; UGR ≤ 19 (office areas); PF ≥ 0.90 ; lifetime L70B50 $\geq 50\,000$ h; IP $\geq$ IP20; minimum 5-year manufacturer warranty; and compliance with relevant IEC/SANS safety and EMC requirements.
- Submit datasheets and photometric/UGR data for approval prior to procurement.

10. Air-conditioning

- Supply and install Samsung, Mitsubishi, Daikin or equivalent 12000BTU midwall, 18 000 BTU Midwall air-conditioning and two (2) 24 000 BTU cassette inverter-type air-conditioning units including piping, drainage, electrical connections, brackets and accessories.
- **Equivalent Airconditioning unit should meet the below requirement**

INDOOR NOISE LEVEL		
Unit capacity	Acceptable indoor sound level for quite /low speed range	Medium permitted speed level
12 000 BTU/h Mid wall with motion sensor	18–21 dB(A)	≤ 26 dB(A)
18 000 BTU/h Mid wall with motion sensor	19–27 dB(A)	≤ 44 dB(A)
24 000 BTU/h Cassette with motion sensor	28–40 dB(A)	≤ 45.5 dB(A)

OUTDOOR COMPRESSOR NOISE LEVEL		
Unit capacity	Acceptable compressor noise level range	Maximum Compressor noise level permitted level
12 000 BTU/h Inverter Mid wall with motion sensor	43 dB(A)	≤ 53dB(A)
18 000 BTU/h Inverter Mid wall with motion sensor	45 dB(A)	≤ 54 dB(A)
24 000 BTU/h Inverter Cassette with motion sensor	45 dB(A)	≤ 57 dB(A)

- Supply and installation of new fresh air system in the office space.
- Test, commission and issue the required certificate of compliance (CoC) for the air-conditioning installation.

11. Testing, commissioning, quality control and handover

- Test, commission and issue an electrical Certificate of Compliance (CoC) for all electrical works.
- Implement a Quality Control Plan (QCP) with inspection hold points and rectify defects promptly.
- Clean site daily and upon completion; remove surplus materials; hand over operational and tidy works.

12. Safety, Health, Environmental (SHE) Requirements

- Submit a Safety File for approval by CSIR SHEQ prior to commencement.
- The Contractor shall obtain a daily Permit to Work (PTW) from the relevant CSIR Representative before any work starts each day. The CSIR Representative will issue the daily PTW only after an on-site pre-task risk assessment is conducted and the CSIR Representative is satisfied that adequate risk mitigation measures are in place. No work may commence without a valid daily PTW.
- If the Contractor is found to contravene CSIR safety protocols or regulatory requirements, CSIR may implement an immediate work stoppage and issue a Non-Conformance (NCR) to the Contractor, in addition to any other remedies available to CSIR.

13. Risk Considerations

The Contractor shall note and allow for the following risk considerations applicable to these works:

- (a) The building is a high-security environment and all work shall be carried out in full compliance with applicable CSIR security instructions and site controls;
- (b) Lifting equipment and safe material-handling methods shall be provided as necessary for the transportation of bricks and other materials to the second floor, which is approximately 6 metres above ground level;
- (c) All contractor personnel required to work at height shall hold valid working-at-heights training and be medically fit for such work, with proof to be available on request;
- (d) Working hours shall be limited to Monday to Friday during normal business hours only, and no weekend or after-hours work shall be permitted unless expressly approved in writing by the Client;
- (e) A suitable and sufficient risk assessment, supported by method statements and mitigation measures, shall be prepared and approved prior to commencement of the works, with specific attention to glazing, falling bricks, dust, noise -related hazards;
- (f) The protection and security of the construction site, work areas, materials, equipment and adjacent occupied areas is critical and shall be maintained at all times;
- (g) Effective noise and dust control measures shall be implemented throughout the works, as the project will be executed during normal building operations.

14. Workmanship warranty

- The Contractor shall provide a minimum 12-month workmanship warranty from date of practical completion for all works executed under this RFQ (including, without limitation, painting/enamel coatings, drywalling, ceilings, flooring, doors/ironmongery, masonry making-good, electrical and air-conditioning works).
- Defects attributable to workmanship within the warranty period (including peeling, blistering, flaking, poor adhesion, defective finishes, loose fixings, excessive cracking beyond normal shrinkage, leaks, or installation faults) shall be rectified by the Contractor at no cost to CSIR within a reasonable time after written notification. Manufacturer product warranties (where offered) shall apply in addition to the workmanship warranty, subject to correct installation/application and normal use conditions.

15. Standards

The works shall comply with the latest editions (as amended) of all applicable South African legislation, regulations, compulsory specifications, national standards and project-specific requirements relevant to the scope of work. Without limiting the generality of the foregoing, the following standards and requirements shall apply where relevant to the works:

- (a) National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), including the applicable provisions of SANS 10400 for building work, masonry, glazing, fire safety, access and any other parts relevant to these works;
- (b) SANS 10142-1 for all low-voltage electrical installations, testing and certification, including the issue of a valid Certificate of Compliance (CoC);
- (c) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014, including all obligations relating to supervision, risk assessments, permits, method statements, safe work procedures and statutory compliance;
- (d) Applicable SANS standards, manufacturer requirements and recognised good practice for drywall partitions, suspended ceilings, floor finishes, painting systems, door and frame installation, glazing, aluminium windows, and air-conditioning/HVAC installations, testing and commissioning;
- (e) SANS 227 for fired clay masonry units and all relevant standards for mortar, brickwork, plastering, sealing and making-good associated with the brick infill works;
- (f) All manufacturer data sheets, installation instructions, technical approvals and warranty conditions for specified or approved equivalent products and systems; and
- (g) CSIR security requirements and instructions applicable to CSIR sites, facilities, information, personnel and contractors, including security registration, access control, escorting requirements, protection of information/assets, movement of personnel, materials and equipment, and any other site-specific security measures communicated by CSIR.

The Contractor shall be deemed to have allowed for and shall execute the works in strict accordance with the applicable standards and CSIR security instructions referred to above. The applicable CSIR security instructions shall be issued to the Contractor at the time of appointment and/or at the kick-off meeting, and the Contractor shall ensure that its employees, subcontractors, suppliers and visitors comply fully with such instructions for the duration of the works.

16. Project timelines

The successful bidder/Contractor shall ensure that the works commence within one (1) week after receipt of the approved Health and Safety file. The overall project duration shall not exceed sixty (60) working days calculated from the date of safety file approval. The bidder shall make full allowance in their pricing for planning, procurement and resource allocation to achieve completion within this period.

17. Security site access

Applicable to the successful bidder/ contractor – All employees to be assigned to this project will be subject to security vetting processes.

Annexure B Bill of Quantities

Item	Description	Unit	QTY	RATE (Excl VAT)	AMOUNT (Excl VAT)
1	Removal of the existing dry walling and disposal of all debris to municipal approved disposal site	M	44	R	R
1.1	Temporary site access				
	Removal of the existing cat ladder and allow for re installation on completion of the project Size of the cat ladder: 7.5mx 560mm	Each	01	R	R
	Safely cut the double layer bricks and removal of dry walling to create an opening for temporarily site visit Size of the wall: 2mx 1.0m	Each	02	R	R
	Supply and installation of industrial steel door frame for temporarily site access size of the door frame: 2mx 1.0m	Each	02	R	R
	Supply and install heavy-duty timber single doors including all ironmongery and the temporarily safety signage Size of the doors: 2m x 900mm	Each	02	R	R
1.2	Scaffolding Runway & Ramps for offloading materials	M ²	7.3	R	R
	Erect structural steel scaffolding runway to bridge floor levels safely for construction site including supporting balustrades or railing Size of the scaffolding runway: 7.3m L x 1.0m W x 2.7m H				
	Erect structural steel scaffolding ramp to bridge floor levels safely for construction site including balustrades or railing Size of the scaffolding ramp: 6.2m L x 1.0m W x 500mm to 2.7m H	M ²	5	R	R

	Remove steel palisade fencing to create temporarily vehicles driveway and allow for re installation and make good Size of the vehicle's driveway: 5m W x 2.4m H	Each	01	R	R						
	Supply and lay tightly abutted scaffold boards (38x225mm) for a minimum 1m wide runway.	M ²	13.5	R	R						
	Install 25x150mm timber edge toe-boards/upstands to prevent wheelbarrows from slipping off	M	27	R	R						
	Timber/rubber transition wedges for smooth wheelbarrow rolling at ramp ends. Size 1mx 500mm	Each	01	R	R						
	Temporarily site entry closing Removal of the temporarily installed door frames, doors including ironmongery and disposal of rubbles to municipal approved site	Each	02	R	R						
	Supply and brick up the temporarily opening with double layer bricks to match the existing bricks, re plaster and paint the internal walls and partitioning	M ²	06	R	R						
	Dismantle scaffolding runway/ramp and clear all debris.	Each	01	R	R						
2	Removal of the existing carpet and disposal of all debris	M ²	73	R	R						
3	Removal of the existing 300mmx300mm vinyl floor tiles and disposal of all debris	M ²	281	R	R						
4	Preparations of the office space, passageway before the installation of partitioning walls, carpet and vinyl flooring	M ²	281	R	R						
5	Removal of the existing 48000BTU mid wall Air-conditioning split units and all sundries	Each	02	R	R						
6	Demolishing of the brick walls to allow the installation of new door frame and door half door and allow for blocking off the existing door frame with Agate satin and clay bricks and apply 7mpa of plaster as per the below measurements <table><tr><td>Item</td><td>Description</td><td>Qty</td></tr><tr><td>001</td><td>1.5m x 2.1m</td><td>01</td></tr></table>	Item	Description	Qty	001	1.5m x 2.1m	01	Each	01	R	R
Item	Description	Qty									
001	1.5m x 2.1m	01									

7	Supply, installation and painting of new industrial steel door frames with appropriate primer and dark onyx or equivalent paint		Each	02	R	R
	Item	Description				
	001	1.5mx2.1m				
8	Supply and install a double-leaf meranti vertical slatted door set in the passageway, complete with ironmongery and oak varnish finish, to suit the opening shown below.		Each	01	R	R
	Item	Description				
	001	1.5mx2.1m				
9	Supply, installation of top security door including all ironmongery as per the below door specification:		Each	01	R	R
	Item	Description				
	Door opening	1250W X 2040H				
	Configuration	Single -leaf security door				
	Door leaf	Approximately 50-55 mm thick, reinforced security construction				
	Door glazing	Frosted security -rated glazing, where required, incorporated into the reinforced door leaf				
	Face skins	Minimum 2.0 mm aluminium skins				
	Frame	Heavy -duty extruded aluminium security frame, minimum 3mm wall thickness, mechanically anchored to the structure wall				
	Hinges	Minimum three heavy -duty security hinges with anti -lift protection				
	Finish	Powder -coated aluminium				

10	Construct a solid, structurally stable brick infill without removing the existing window frames louvers of 2.5m x 1.5m x 10 and 23m x1.5m to block off the windows, Prepare window areas/louvers to be blocked off with 220 mm x 90 mm Agate satin bricks with smooth, non-grainy face finish size 222 length x106 width x73mm height with compressive strength of greater than 25Mpa and water absorption of greater than 7% and compliant with SANS 10400-K <table><tr><td>Item</td><td>Description</td><td>Qty</td></tr><tr><td>001</td><td>2.5m x 1.5m</td><td>10</td></tr><tr><td>002</td><td>23m x 3.4m</td><td>01</td></tr></table>	Item	Description	Qty	001	2.5m x 1.5m	10	002	23m x 3.4m	01	M ²	72	R	R
Item	Description	Qty												
001	2.5m x 1.5m	10												
002	23m x 3.4m	01												
11	Supply and installation of 65mm x 65mm square tubing including surface mount base for square tubing to support the dry walling structure from ground level to the ceiling or roof concrete level Size of the square tubing <table><tr><td>Item</td><td>Description</td><td>Qty</td></tr><tr><td>001</td><td>65mmx65mmx4.8m</td><td>12</td></tr></table>	Item	Description	Qty	001	65mmx65mmx4.8m	12	Each	12	R	R			
Item	Description	Qty												
001	65mmx65mmx4.8m	12												
12	Supply and installation of the untreated pine plywood shutter board inside the dry walling for the purposes of hanging the TV screen and all the accessories, Size of the untreated pine plywood shutter board is 22mm x 3.6mx 1220mm as per the below measurements <table><tr><td>Item</td><td>Description</td><td>Qty</td></tr><tr><td>001</td><td>22mmx4.8mx1220mm</td><td>22m</td></tr></table>	Item	Description	Qty	001	22mmx4.8mx1220mm	22m	M ²	160	R	R			
Item	Description	Qty												
001	22mmx4.8mx1220mm	22m												
13	Supply and installation of galvanized floor tracks and studs, frequently using specialized systems like Ultra-steel or similar for high structural integrity for dry walling Supply and install 12.5mm Gyproc RhinoBoard, or equivalent, installed to ensure stability. Ensure that boards are securely fixed, often with SABS approved Sharp Point Screws (3.5mm x 25mm), generally spaced at 220mm centers Joints should be treated with Fiber Tape and finished with RhinoGlide or equivalent, sanded to a smooth finish on the new dry wall structure for two offices Office size 6.2mx 4.8mx 1 and 6.2mx 5.2m x1	M ²	160	R	R									
14.1	Supply and installation of galvanized floor tracks and studs, frequently using specialized systems like	M ²	198	R	R									

	Ultra-steel or similar for high structural integrity for dry walling Supply and install 12.5mm Gyproc RhinoBoard, or similar, installed to ensure stability. Ensure that boards are securely fixed, often with SABS approved Sharp Point Screws (3.5mm x 25mm), generally spaced at 220mm centers Joints should be treated with Fiber Tape and finished with RhinoGlide, sanded to a smooth finish on the new dry wall structure for three offices as per the below measurements Size 6.2mx 4.543m , 6.2mx3.617m and 6.2m x 4.867m				
14.2	Supply and installation of partitioning offices single door frames and single doors including all ironmangery Size of the single doors :2.100mmx900mm	Each	02	R	R
14.3	Supply and installation of partitioning offices double door frames and double doors including all ironmangery Size of the single doors :2.100mmx1600mm	Each	03	R	R
15	Supply and installation of suspended ceiling grid of 1200mmx600mm onto the new dry walling structures including Beam end retaining clip, Ceiling stabilizer clips, Tees, stabilizer bars, hanger wire, single tee adaptor clip, grip clip 3-way adaptor and grip clip wall adaptor Supply and installation of the 1200mm x600mm fine fissured tengular edge ceiling tiles onto the existing ceiling structure for dry walling office spaces Ceiling installation must meet applicable fire and acoustic requirements installation of fire -rated gypsum boards of 12.5mm or higher inherently fire-resistant boards made of fire cement for suspended ceilings falls under class A fire rated ceiling tiles N.B: Soundproof ceiling	M ²	295	R	R
16	Supply and painting of the dry walling partitioning offices with approved SABS Approved primer paint and apply 2x coat of SABS Approved Amazon mist paint or equivalent	M ²	850	R	R
17	Supply and painting of the brick wall with SABS Approved plaster primer and 2x coat of SABS Approved Amazon mist paint or equivalent	M ²	208	R	R

18.1	Supply and install heavy commercial carpet tiles to offices, Belgotex Accelerate Boost (preferred) or approved equivalent. Approved equivalents will be accepted only where they meet or exceed the following minimum performance requirements: (a) Format: modular carpet tiles, nominal 500 mm x 500 mm (or to match existing grid/selection)	M ²	143	R	R																					
18.2	Supply and installation of fully varnished wooden skirting 100mm x 23m	M	46	R	R																					
19	Supply and installation of door strips for single and double doors as per the below <table><tr><td>Item</td><td>Description</td><td>Qty</td></tr><tr><td>001</td><td>Single doors</td><td>02</td></tr><tr><td>002</td><td>Double doors</td><td>03</td></tr></table>	Item	Description	Qty	001	Single doors	02	002	Double doors	03	Each	05	R	R												
Item	Description	Qty																								
001	Single doors	02																								
002	Double doors	03																								
20	Supply and install 1200 mm x 200 mm vinyl planks/tiles in the passageway as specified, Belgotex Peninsula Cherrybark Oak Luxury Vinyl Plank (LVT) (preferred) or approved equivalent.	M ²	45	R	R																					
21.1	Safely remove the existing electrical Distribution board 220(44G/G R1) with all associated equipments such as circuit breakers, socket outlets, wireways and disposal of rubbles	Each	01	R	R																					
21.2	Supply and installation of new structured powder coated finish 72-way four row surface mounted electrical distribution board IP65 weatherproof (size :1000mmH x1000mmW x300mm D) prewired with CBI or equivalent samite mounted associated equipments outlined below <table><tr><td>Item</td><td>Description</td><td>Qty</td></tr><tr><td>001</td><td>100A/6KA Three pole switch disconnecter for Main switch</td><td>01</td></tr><tr><td>002</td><td>30A/3A Three pole circuit breakers</td><td>05</td></tr><tr><td>003</td><td>60A/3KA Three pole earth-leakage disconnecter</td><td>01</td></tr><tr><td>004</td><td>30A/3KA Three pole circuit breakers</td><td>02</td></tr><tr><td>005</td><td>30A/3KA single pole circuit breakers</td><td>03</td></tr><tr><td>003</td><td>63A/3KA double pole earth-leakage disconnecter with overload protection</td><td>03</td></tr></table>	Item	Description	Qty	001	100A/6KA Three pole switch disconnecter for Main switch	01	002	30A/3A Three pole circuit breakers	05	003	60A/3KA Three pole earth-leakage disconnecter	01	004	30A/3KA Three pole circuit breakers	02	005	30A/3KA single pole circuit breakers	03	003	63A/3KA double pole earth-leakage disconnecter with overload protection	03	Each	01	R	R
Item	Description	Qty																								
001	100A/6KA Three pole switch disconnecter for Main switch	01																								
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003	63A/3KA double pole earth-leakage disconnecter with overload protection	03																								

	004	20A/3KA single pole circuit breakers	20				
	005	10A/3KA single pole circuit breakers	15				
	006	10A/3KA Three pole circuit breaker	01				
	007	20KA Four pole discharge capacity surge arrestor for 100A Three phase switch disconnector	01				
	008	Allow for labelling of the new electrical distribution boards, socket outlets, light switches to meet SANS 101420-1 standards	sum				
21.3	Supply and install a 300mm W x 50mmH x6mmD x23m L wire mesh cable tray within the ceiling void to route small power electrical cables. Provision must be made for all required cable tray brackets and support systems. All installations and fixings must preserve the integrity of the existing structure			Each	01	R	R
21.4	Supply and installation of steel double compartment hospital grey electrical power skirting size 55m x180mmx60mm and its associated equipment outlined below:			M	55	R	R
	2x4 Dedicated (Red) Crabtree or equivalent socket outlets for electrical power skirting			Each	15	R	R
	2x4 Non-dedicated (White) Crabtree or equivalent socket outlets for electrical power skirting			Each	15	R	R
	x4 non-dedicated (white) Crabtree or equivalent Euro socket outlets for electrical power skirting			Each	05	R	R
	4X4 wall mounted None Dedicated white Crabtree single socket outlets for electrical power skirting			Each	10	R	R
	Allow for the supply and installation of covers for the electrical socket outlets and all sundries			Each	Sum	R	R
21.5	Supply and installation of 2.5mm twin flat electrical cable plus earth for socket outlets onto the wire mesh cable tray			Each	100m	R	R
	Supply and installation of 1.5mm twin flat cable plus earth for electrical light fittings onto the wire mesh cable tray			Each	100m	R	R
	Supply and installation of 5A socket outlets for electrical light fittings from the wire mesh cable tray			Each	15	R	R
	Supply and installation of complete 1-way switch onto the new partitioning walls for the office space and boardrooms			Each	06	R	R
	Supply and installation of complete 2-way 2x4 light switch onto the new partitioning walls for the passageway lighting			Each	02	R	R

22	Supply and install 1200 mm x 600 mm modular LED luminaires in offices and passageway, preferred OSRAM LEDVANCE or approved equivalent.	Each	15	R	R
23	FRESH AIR SYSTEM Supply and install diameter 315 in-flow fan 288l/s ,205Pa at 1440 rpm installation to be complete with anti -vibration mounts, canvass collars and support brackets where required	Each	01	R	R
24	Supply and installation of electrical timer to be set for 12-hour operation, ductwork. (Air passage sizes indicated on tender drawings for measurements)	Each	01	R	R
25	SRAIGHT DUCT Supply and installation of diameter 250mm spiral round straight duct	M	35	R	R
26	TRANSFORMATION PIECES				
26.1	Diameter 250mm, 90 degrees bend				
26.2	Duct & fan final connection pieces to be measured onsite	Each	02	R	R
27	DUCT SPIGOTS				
27.1	Diameter 150mm spigot duct ,2.5 meters long				
27.2	Diameter 200mm spigot duct ,2.5 meters long	Each	04	R	R
27.3	Diameter 150mm flexible connect ,1m long maximum	Sum	01	R	R
27.4	Diameter 200mm flexible connect ,1m long maximum	Sum	01	R	R
28	DIFFUSERS/GRILLES				
28.1	Ø 150 disc valve white	Each	10	R	R
28.2	Ø 200 disc valve white	Each	05	R	R
28.3	Weather louvre 450x300, Natural anodised c/w fresh air plenum box, 95% efficiency washable filters & wiremesh	Each	04	R	R
28.4	Diameter 315 x600 long attenuators	Each	04	R	R

29	AIR-CONDITIONING				
29.1	Supply and installation of Samsung, Mitsubishi, Daikin or equivalent midwall airconditioning units for the office space, 12000BTU Inverter type, recharged with R410/R32 refrigerant Unit installed to be complete with: Hard wired controller installed in pvc trucking (linking both units) Suitable Refrigerant pipes & complete with armaflex Allow for 10m pipe run Condensate Drain pipe is blue Galvanised trunking for all outside exposed pipes Communication cable Supporting brackets Wiremesh cable tray for all pipes in ceiling void	Each	06	R	R
29.2	Supply and installation of Samsung, Mitsubishi, Daikin or equivalent mid-wall units for office G112&G114, 18000 BTU inverter type recharged with R410/R32 refrigerant Unit installed to be complete with: Har wired controller installed in pvc trunking (linking both units) Suitable Refrigerant pipes &complete with armaflex Allow for 10m pipe run Condensate Drain blue Galvanised Trunking for all outside exposed pipes PVC Trunking for all inside exposed pipes Communication cable Supporting brackets Wiremesh cable tray for all pipes in ceiling void	Each	02	R	R
30	NUMBER COMMAND & WAR ROOMS				

30.1	Supply and installation of Samsung, Mitsubishi, Daikin or equivalent 24 000 BTU cassette inverter type, recharged with R410/R32 refrigerant Unit installed to be complete with: Hard wired controller installed in pvc trunking (both units) Suitable Refrigerant pipes & complete with armaflex Allow for 10m pipe run Condensate Drain blue Galvanised trunking for all outside exposed pipes PVC Trunking for all inside exposed pipes Communication cable Supporting brackets Wiremesh cable tray for all pipes in ceiling void Galvanised ducting to be externally acoustic insulated ,SABS spec for medium pressure ductwork.(Air passage sizes indicated on tender drawings for measurement)	Each	02	R	R
31	Supply & install diameter 250mm spiral round straight duct	M	12	R	R
32	TRANSFORMATION PIECES				
32.1	Duct & final connection pieces to be measured on site	Each	02	R	R
33	DUCT SPIGOTS				
33.1	Diameter 200mm spigot duct ,1 meter long	Each	02	R	R
33.2	Diameter 200mm acoustic flexible connections ,1m long maximum	Each	01	R	R
34	DIFFUSERS/GRILLS				
34.1	Supply and installation of diameter 200 swirl diffusers	Each	02	R	R
35	FIRE DETECTION SYSTEM				
35.1	Allow provisional sum for the installation of fire detection system c/w smoke detectors, sounders,	Sum			R150 000

	manual call points, PH30 cables, conduits under CSIR prerogative (provisional sum)				
36	Testing, commissioning and issuing of certificate of compliance for Air conditioning	Each	05	R	R
37	Testing, commissioning and issuing of certificate of compliance for Electrical installation	Each	01	R	R
38	Preliminaries & General Establishment of Site Twelve month guarantee Workshop drawings As-Built drawings Minor Builder's work & making good Testing and commissioning of mechanical systems Transportation Hiring of scaffolding and Rigging of the equipment	Each	01	R	R
39	Allowance for OHS requirements (Safety file)	Sum	01	R	R
Sub-Total Price (VAT Excl.)					
Contingency (15%)					
Sub-Total <i>plus</i> Contingency					
Vat (15%)					
Grand Total (VAT Incl.)					

Annexure C Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	9548/10/11/2026	CLOSING DATE:	10 November 2026	CLOSING TIME:	16h30
DESCRIPTION	Request for Quotation (RFQ) for the refurbishment and upgrade of office space at CSIR Scientia Campus, Building 44G.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number: CSIR RFQ 9548/10/11/2026 and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	tender@csir.co.za	E-MAIL ADDRESS		tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

Annexure D Standard Bidding Document (SBD) 4

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 interest¹ in the enterprise, employed by the ☐ state? ☐ /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.

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

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.

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 consortium² 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

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.

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 FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

Annexure E

Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

2. POINTS AWARDED FOR PRICE

2.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Ownership	20
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

3.3.1.1 Preferential points for black ownership will be awarded as follows:

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	0%

3.4 Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture³ will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. Only valid consolidated BBBEE

³ 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.

certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

3.5 Sub-contracting

A bidder must not be awarded preference points 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 EME that has the capability and ability to execute the sub-contract.

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 bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. BID DECLARATION

Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes √	No √
Valid copy of BBBEE certificate/ sworn affidavit to claim Black Ownership preference points ⁴		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of
company/firm:.....

⁴ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number.

In case of sub-contracting both parties must submit copies of their valid BBBEE certificates

CSIR Request for Quotation: 9548/10/11/2026

This is not a Purchase Order.

VAT registration

number:.....

Company registration

number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we 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 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it must—
 - (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
 - (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

CS
TH

Annexure F

Mutual Non-Disclosure Agreement

MUTUAL NON-DISCLOSURE AGREEMENT

1 Preamble

The Parties as identified herein are engaged in discussions relating to their potential collaboration in the Field as likewise described therein; are by virtue thereof are required to disclose Confidential Information to one another, and have agreed to do so subject to the terms and conditions as set out in this agreement.

2 Definitions

2.1 The following words and/or phrases, when used in this agreement, shall have the following meanings:

2.1.1 “Confidential Information” shall mean all scientific, technical, business, financial, past, present or future research, development, business activities, products, services and technical knowledge or marketing information, whether inside or outside the Field, which one party (the “Disclosing Party”) discloses to the other party (the “Receiving Party”) in connection with the discussions, and either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the Receiving Party that it constitutes Confidential Information. (Without limiting the generality of the foregoing, “Confidential Information” shall include any information that falls within the definition of ‘Personal Information’)

2.1.2 “Disclosing Party” shall mean the Party disclosing Confidential Information under this agreement;

2.1.3 “Disclosing Purpose” shall mean, as pertains to any particular joint opportunity(ies) in the Field, the discussions held or to be held between the Parties regarding their possible collaboration and future working relationship with regards to any such opportunity(ies);

2.1.4 “Effective Date” shall mean the date of the commencement of this agreement herein”;

2.1.5 “Notice” shall mean a written document addressed by one Party to the other and either delivered by hand; sent per registered post or telefaxed to the addresses as indicated herein”;

2.1.6 “Personal Information” means any information that falls within the definition of ‘Personal Information’ as defined in the Protection of Personal Information Act, No 4 of 2013 (“POPI”);

2.1.7 “Receiving Party” shall mean the Party receiving Confidential Information under this agreement;

“Responsible Party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information, as defined in POPI.

3 Obligation of Confidentiality

3.1 The Receiving Party undertakes and agrees:

3.1.1 to use the Disclosing Party’s Confidential Information only to give effect to the Disclosing Purpose;

3.1.2 to hold in strict confidence and not to publish or disclose to any unauthorised third parties any of the Confidential Information of the Disclosing Party without the prior written consent of the Disclosing Party;

3.1.3 to use the same degree of care (and in any event not less than reasonable care) to safeguard the confidentiality of the Disclosing Party’s Confidential Information that it uses to protect its own information of like kind;

3.1.4 to limit any disclosure of such Confidential Information only to those of its employees and professional advisors who have a specific need – to- know to access such Confidential Information and either entered into a written agreement which impose, or are otherwise bound by the same restrictions as those imposed upon it by virtue of this agreement;

3.1.5 not to disclose or reveal to any third party, whomsoever, either the fact that discussions or negotiations are taking, or have taken, place between the Parties; the content of any such discussions, or other facts relating to the Disclosing Purpose;

3.1.6 on termination of this agreement, to act with the Disclosing Party’s Confidential Information in accordance with a Notice delivered to it by the Disclosing Party, and if no such Notice is delivered to the Recipient, to destroy the Disclosing Party’s Confidential Information in a similar manner to which it would destroy its own Confidential Information.

4 Protection of Personal Information

4.1 The Party(ies) undertake(s) to:-

4.1.1 comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;

4.1.2 treat all Personal Information strictly as defined within the parameters of POPI;

4.1.3 process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, any lawful and reasonable written instructions received from the applicable Responsible Party and as permitted by law;

4.1.4 process Personal Information in compliance with the requirements of all applicable laws;

4.1.5 secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;

- 4.1.6 not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding transborder information flows; and
- 4.1.7 not retain any Personal Information for longer than is necessary for achieving the purpose in terms of this Agreement or in fulfilment of any other lawful requirement.
- 4.2 The Party(ies) undertake(s) to ensure that all reasonable measures are taken to:
 - 4.2.1 identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;
 - 4.2.2 establish and maintain appropriate security safeguards against the identified risks;
 - 4.2.3 regularly verify that the security safeguards are effectively implemented;
 - 4.2.4 ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
 - 4.2.5 provide immediate notification to the Responsible Party if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Responsible Party where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
 - 4.2.6 remedy any breach of a security safeguard in the shortest reasonable time and provide the Responsible Party with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
 - 4.2.7 provide immediate notification to the Responsible Party where either party has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
 - 4.2.8 provide the Responsible Party, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose in terms of this Agreement and any applicable law; and
 - 4.2.9 notify the CSIR, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the CSIR.
- 4.3 The CSIR reserves the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the contracting Party to ensure compliance with the provisions of clause 4.
- 4.4 The provisions of clause 4 shall survive the termination of this Agreement, regardless of cause, in perpetuity.

5 Exclusions

- 5.1 The Receiving Party recognises that this agreement is not intended to restrict use or disclosure of any portion of the Disclosing Party's Confidential Information which:
 - 5.1.1 is as at the Effective Date, or later, made known to the public or otherwise enters the public domain through no default by the Receiving Party of its obligations under this Agreement;
 - 5.1.2 it can show was in its possession prior to the earliest disclosure by the Disclosing Party, as evidenced by written documents in its files;
 - 5.1.3 is rightfully received by it from a third party having no obligation of confidentiality to the Disclosing Party;
 - 5.1.4 is independently developed by the Receiving Party by a person(s) who did not have access to the Confidential Information of the Disclosing Party;
 - 5.1.5 is disclosed by the Receiving Party after receipt of written permission from the Disclosing Party; or
 - 5.1.6 it is requested or required by subpoena, court order, or similar process to disclose, provided that, in such an event, it will provide the Disclosing Party with prompt written notice of such request(s) so that the latter may seek an appropriate protective order and/or waive the Receiving Party's compliance with the provisions of this agreement.

6 Ownership and Provision of Information

- 6.1 The Disclosing Party shall retain ownership of all its Confidential Information as disclosed hereunder.
- 6.2 Nothing contained in this agreement or in any disclosures made hereunder shall create or imply, or be construed as to grant to the Receiving Party any license or other rights in or to the Confidential Information and/or any intellectual property rights attached thereto, or act as a waiver of any rights that the Disclosing Party may have to prevent infringement or misappropriation of any patents, patent applications, trademarks, copyright, trade secrets, know-how or other intellectual property rights owned or controlled by the Disclosing Party as at the Effective Date.
- 6.3 The Disclosing Party provides the Confidential Information "as is" and accordingly no disclosure thereof by it hereunder shall constitute any representation, warranty, assurance, guarantee or inducement by such Disclosing Party with respect to infringement of patents or other rights of third parties, nor is any warranty or representation as to the accuracy, completeness, or technical or scientific quality of any of the Disclosing Party's Confidential Information provided hereunder. (For the avoidance of doubt it is stated expressly that the Disclosing Party neither makes, nor have made, any representation or warranty as to the merchantability or fitness for a particular purpose

of any Confidential Information disclosed hereunder).

arising therefrom which the Parties are unable to settle amicably.

7 Term of Obligation

7.1 The Parties' obligations concerning non-disclosure of Confidential Information contained in the above clauses shall commence on the Effective Date and shall continue for five (5) years from the date of each disclosure, unless otherwise agreed between the parties in writing, where after such obligations shall forthwith terminate.

8 No Violation

8.1 Each party represents that its compliance with the provisions of this agreement will not violate any duty which such party may have towards any third party, including obligations concerning the provision of services to others, confidentiality of information and assignment of inventions, ideas, patents or copyright.

9 Breach

9.1 It is acknowledged that the breach of this agreement by the Receiving Party would cause the Disclosing Party irreparable injury not compensable in monetary damages alone. Accordingly, in the event of a breach, or a threat of a breach, the Disclosing Party, in addition to its other remedies, is entitled to a restraining order, preliminary injunction or similar relief so as to specifically enforce the terms of this agreement or prevent, cure or reduce the adverse effects of the breach.

10 DOMICILIUM CITANDI ET EXECUTANDI

10.1 The Parties hereto respectively choose as their *domicilium citandi et executandi* for all purposes of, and in connection with this agreement, the physical addresses and contact details stated herein.

11 Notices

11.1 Any Notice to be given hereunder shall be given in writing and may be given either personally or may be sent by post or facsimile and addressed to the relevant party at its *domicilium citandi et executandi* address as chosen herein. Any notice given by post shall be deemed to have been served on the expiry of 7 (seven) working days after same is posted by recorded delivery post or air mail. Any notice delivered personally or sent by facsimile shall be deemed to have been served at the time of delivery or sending.

12 Governing Law and Jurisdiction

12.1 This agreement will be governed and construed by the laws of the Republic of South Africa and the Parties hereby submit to the exclusive jurisdiction of the South African courts to hear any dispute

13 General

13.1 This agreement comprises the entire agreement between the parties concerning the subject matter and supersedes all prior oral and written agreements between them.

13.2 No waiver, alteration or cancellation of any of the provisions of the Agreement shall be binding unless made in writing and signed by the party to be bound.

13.3 The parties hereby warrant that the officials signing this agreement have the power to do so on behalf of the parties.

13.4 No public announcement, such as a media release, or disclosure beyond those disclosures authorised for Confidential Information hereunder may be made by either party concerning this agreement without the prior written approval of the other party.

13.5 Neither party is, by virtue of this agreement, authorised to use the name, logo(s) or trademarks of the other in connection with any advertising, publicity, marketing or promotional materials or activities, or for any other purpose whatsoever, without the prior written consent of the other party. For purposes of this clause, it is also recognised that, under the provisions of section 15 (1) of the Merchandise Marks Act, Act No 17 of 1941 of the Republic of South Africa, the use of the abbreviation of the name of the Council for Scientific and Industrial Research, "WNNR" and CSIR, is prohibited in connection with any trade, business, profession or occupation or in connection with a trade mark, mark or trade description applied to goods, other than with the consent of the CSIR.

13.6 Both Parties shall remain free to use, in the normal course of its business, its general knowledge, skills and experience incurred before, during or after the discussions envisaged hereunder. (To this end, it is also recorded that nothing in this Agreement shall be construed as constituting an exclusive arrangement between the parties and both Parties shall remain free to explore market opportunities in the Field, unless otherwise agreed to in writing in a subsequent agreement.)

Annexure F
Mutual Non-Disclosure Agreement

ANNEXURE F: MUTUAL NDA

14 Parties to the NDA

THE CSIR, a statutory council, duly established under Act 46 of 1988,

and

The Bidder (Name).....

Company registration number:....., with

limited liability duly incorporated under the applicable laws of the Republic of South

Africa herein represented by

in his/her capacity as

and he/she being duly authorised thereto.

15 Contact Details for Purposes of Clause 10:

15.1 The CSIR

Physical Address:

Meiring Naude Road

Brummeria

Pretoria

0002

Postal Address:

PO BOX 395

Pretoria

0001

Email: Tender@csir.co.za

The Bidder (Name).....

Physical Address:

Postal Address:

Email:

16 Signature (Bidder):

SIGNED ON THIS THE.....DAY OF.....AT..... IN

THE PRESENCE OF THE FOLLOWING WITNESSES:

1.

2.

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Quality Control Plan (QCP)

This Quality Control Plan (QCP) sets out the minimum quality management, inspection, testing and documentation requirements for the refurbishment and upgrade works described in **Annexure A**. The successful bidder/Contractor shall implement this QCP for the full duration of the works and shall allow for all resources, inspections, testing and records necessary to demonstrate compliance.

QC.1 Roles, responsibilities and communication

- The Contractor shall have a competent site supervisor on site at all times while work is being carried out. The site supervisor shall oversee the day-to-day execution of the works, ensure the quality of workmanship, and ensure full compliance with all Health and Safety (SHEQ) requirements. The Contractor shall ensure implementation of this QCP (no separate Quality Representative is required); the site supervisor or another competent person designated by the Contractor shall coordinate inspections/hold points and keep the simple records required in this QCP.
- CSIR (or its appointed representative) will act as the Client's Representative for approvals, inspections, and acceptance of completed works and deliverables.
- All subcontractors (drywall, flooring, electrical, HVAC, etc.) remain under the Contractor's responsibility and must comply with this QCP and applicable standards.
- The Contractor shall provide at least 24 hours' notice (or as agreed) for hold/witness point inspections and shall not cover up or proceed past hold points without written acceptance by the Client's Representative.

QC.2 Submittals, samples and approvals

- Submit for approval prior to procurement: technical data sheets (TDS) and safety data sheets (SDS) for paints/primers, enamel system, gypsum boards and jointing compounds, carpet tiles, vinyl/LVT, luminaires (including photometric/UGR data), and air-conditioning equipment.
- Submit colour and finish samples for approval: Amazon Mist (or approved colour match) for walls, Dark Onyx (Plascon or equivalent match) for door frames, and flooring samples for carpet tile and vinyl/LVT.

- Submit manufacturer installation method statements where required (e.g., flooring adhesive systems, ceiling systems, luminaire installation accessories, HVAC installation and commissioning procedures).
- No alternative/equivalent products may be installed without written approval confirming that performance requirements in Annexure A are met or exceeded.

QC.3 Inspection and Test Plan (ITP) – minimum hold/witness points

Work package	Minimum inspections / tests	Records / acceptance
Demolition & removals	Verify isolation/protection of services; confirm extents; check waste handling and safe removal methods.	Photos before/after + keep disposal slip.
Masonry openings & door frames	Hold point: opening formed and supported before frame install; check alignment, fixings, making-good.	CSIR check and sign-off (frame plumb & level).
Windows & brick infill	Hold point: ties/anchors and first courses; verify SANS 227 brick compliance, mortar mix, bonding, sealing and plaster.	Keep brick delivery note + photos + CSIR sign-off before plaster.
Drywall partitions	Hold point: framing before boarding; verify stud spacing, bracing/backing; verify board type and screw spacing; check Level 4 finish.	CSIR sign-off: framing before boards + finish before paint.
Ceilings	Hold point: grid/hanger installation prior to closing; verify level, bracing, integration at partitions/services.	CSIR sign-off before ceiling tiles go in.
Painting (Amazon Mist)	Verify substrate dryness/cleanliness; primer approval; colour/finish approval; wet film checks as needed; final finish inspection.	Keep paint datasheet + CSIR colour approval + final sign-off.
Enamel (Dark Onyx door frames)	Verify surface prep and primer system; confirm matt finish; inspect for runs/sags; DFT target compliance.	Keep enamel datasheet + CSIR colour approval + final sign-off.

Flooring – carpet tiles	Hold point: substrate prep/moisture check before install; verify product Class 33, fire rating; check setting-out and seams.	Moisture check result + CSIR sign-off before laying tiles.
Flooring – vinyl/LVT	Hold point: screed/leveller cured and flatness verified; adhesive system approval; check joints/edges and transitions.	CSIR sign-off: floor level OK before vinyl is glued.
Electrical DB relocation	Verify CSIR layout plan received; hold point: new location and containment before energising; test earth continuity and circuit schedule.	Electrical CoC + updated DB labels (give copy to CSIR).
Lighting	Verify luminaire outputs and photometrics; installation and alignment; functional tests.	Keep light datasheet + CSIR sign-off after lights work.
Air-conditioning	Verify equipment selection; pressure/vacuum tests; condensate drainage; commissioning and performance checks.	HVAC CoC/commissioning sheet + CSIR sign-off.

QC.4 Non-conformance, defects and corrective action

- Any work not meeting Annexure A requirements, approved submittals, or applicable standards shall be recorded as a Non-Conformance (NCR) or snag item.
- The Contractor shall propose corrective actions, implement them promptly, and request re-inspection. Concealment of non-conforming work is not permitted.
- Practical completion will be granted only once all critical snags are closed, statutory certificates (CoCs) are issued, and handover documents are submitted.

QC.5 Handover documentation

- As-built information and updated schedules (where applicable), including updated DB circuit schedules and labels.

- Electrical Certificate of Compliance (CoC) for all electrical works (SANS 10142-1) and HVAC commissioning records and CoC (where applicable).
- Product warranties (manufacturer warranties where offered) and maintenance instructions for flooring, luminaires, paints/coatings, and air-conditioning equipment.
- Final inspection sign-off, snag list close-out confirmation, and practical completion certificate (as issued by CSIR/Client's Representative).