



(“The DSI”)

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE ONCE OFF SUPPLY AND DELIVERY OF OFFICE LIGHTS AT THE DEPARTMENT OF SCIENCE AND INNOVATION (DSI)

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

1. BACKGROUND

The Department of Science and Innovation (DSI) is housed in Building 53, within the CSIR Campus. The department requires the services of a service provider who will supply and deliver office lights on a once off basis.

2. PURPOSE

The purpose of this request is to request quotations from potential service providers who will be able to perform the work required by the DSI and in accordance with the specifications as outlined below.

3. SPECIFICATION

- 3.1 The service provider shall be expected to supply and deliver the following types of lights to the DSI building:

Table 1: Types of Lights Required

TYPES OF LIGHTS	QUANTITY
PL26 26W LAMP 2PIN G24-D3	2 boxes
PL36 CFL PL-L36W 4IN TUBE 2G11 840	2boxes
58W/640 STD C/W FLOU TUBES BX25	2boxes
2 spin 13 w	2boxes
9W LED Down light day light	4boxes
Lamp T35w PB M/H HCI NDL OSR-HCI-T35W-CER-MH-PB	18
26W 4PIN PL26 OSRAM DULUXE G24Q-3	2boxes
Cool white FQ 54W/ 840	2boxes
TS 24W Cool white	2boxes
LED T8 24W 230V	2boxes
Powerball HCI-T 70W/ WDL	8
Power star HQI-TS 150WNDL	8
FQ 54W/840 Cool White	2boxes
TS 24W/840 day light	2boxes
4 Fit LED tubes	2boxes
18w/640 Day light tubes	2boxes

TYPES OF LIGHTS	QUANTITY
18W florescent tubes day lights	4box
5ft emergency light fittings and LED double tubes	2box
18w LED tubes	8box

- 3.2 Service Providers submitting quotations must ensure that they provide a quotation for the quantities as highlighted in Table 1 above.

4. REQUIREMENTS FROM SERVICE PROVIDERS

The service provider shall be expected to:

- 4.1 Submit a quotation for provision of the service. The costs should include VAT where applicable and where not applicable, the service provider must indicate as such.
- 4.2 Ensure compliance with the specification.
- 4.3 Ensure the submission of a valid Tax clearance certificate.

5. PRICING

- 5.1 The quotation to be submitted to the DSI must be in the format as outlined in Table 2 below. The service provider must provide the quotation on the company letterhead.

Table 2: Price Proposal Format

TYPES OF LIGHTS	QUANTITY	UNIT PRICE	UNIT PRICE VAT Incl.
PL26 26W LAMP 2PIN G24-D3	2 boxes		
PL36 CFL PL-L36W 4IN TUBE 2G11 840	2boxes		

TYPES OF LIGHTS	QUANTITY	UNIT PRICE	UNIT PRICE VAT Incl.
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Powerball HCI-T 70W/ WDL	8		
Power star HQI-TS 150WNDL	8		
FQ 54W/840 Cool White	2boxes		
TS 24W/840 day light	2boxes		
4 Fit LED tubes	2boxes		
18w/640 Day light tubes	2boxes		
18W florescent tubes day lights	4box		
5ft emergency light fittings and LED double tubes	2box		
18w LED tubes	8box		

5.2 No advance payments be provided to the service provider for supplying the required lights. Payments shall only be processed upon delivery of the required lights.

6. EVALUATION OF PROPOSALS

6.1. The evaluation process will comprise of the following phases:

a) Price and Specific Goals Evaluation.

6.2. Screening for Compliance

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the**

below requirements to proceed further to price and specific goals evaluation; failure to submit the following will result in disqualification:

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.

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6.3. Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

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

- The bid price (maximum 80 points)

- Specific Goals mentioned below in Table1 (maximum 20 points)

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

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

$$P_s = 80 \times \frac{P_t - P_{\min}}{P_{\min}}$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration;

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

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

Table 1 – Specific goals

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
EMEs and QSEs	
Companies owned by black people	10
Companies owned by women	
Companies owned by youth	
Companies owned by people with disabilities	10

- i. A bidder must submit proof of its Specific goals' status.
- ii. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
- iii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- iv. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- v. The points scored must be rounded off to the nearest two decimal places.
- vi. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
 - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
 - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
 - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
 - If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.
- vii. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

- viii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

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

7. AWARDING OF THE BID

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

8. SITE VIEWING

- 8.1** Site viewing will be carried out on an appointment basis. The appointment should be scheduled a day prior before 15:00 Monday to Friday. An email to be sent to Nombulelo.Dlalisa@dst.gov.za and copying the Supplier Chain Practitioner who sourced the quotation.

9. SUBMISSION OF PROPOSALS

- 10.1** The closing date for submission of proposals is **30 July 2024 at 11:00.**
- 10.2** The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to the source. Deliveries can be made at reception in the tender box at the DSI building.

10. CONTACT PERSONS

Technical Enquiries can be directed to:

Ms N Dlalisa

DD: Facilities

Nombulelo.Dlalisa@dst.gov.za

076-480-5067

SCM RELATED ENQUIRIES

Enquiries related to the registration and submission of proposals must be directed to Supply Chain practioner who sourced the quotation.