

Request for Proposal (RFP)

MDS Additional Office Space Project Upgrade to Building 17 Blocks A & C

RFP Number: 112/31/09/2011

Date of issue:	23 September 2011	
Closing Date and Time:	3 October 2011 - 11:00 a. m	
Submission of Documents:	Gate 03,CSIR Main Reception Tender Box, North Gate	
Enquiries:	Strategic Procurement Unit	E-mail:tender@csir.co.za

1 Introduction

The Council for Scientific and Industrial Research (CSIR) intends to appoint the professionals to render professional services in terms of the relevant statutory council acts for the renovation of Modeling and Digital Science offices in Buildings 17A and C.

The professionals sought after are:

- Architectural Services
- Quantity Surveying Services
- Electrical Engineering Services

2 Background and Description

MDS (Modeling and Digital Science) is a Unit at the CSIR and was founded in April 2008. The unit has 3 competency areas, namely: the Advance Mathematical Modeling (**AMM**), Information Security (**IS**) ERA (Emerging Research Area), and Mobile Intelligent and Autonomous Systems (**MIAS**).

- Currently **AMM** occupies the first floor of **Building 17C**. This 400m² space has 13 offices, a tearoom, printer room kitchen and a boardroom.
- **IS** occupies the South Section of the 2nd floor in **Building 17B**. This 1037m² space has 27 offices, a tearoom, printer room, kitchen, a boardroom and 2 labs.
- **MIAS** occupies the ground floor and first floor of **Building 17A**. This space has 14 offices, a reception office, a tearoom, printer area, kitchen, boardroom, small meeting room and a lab.
- MDS management and support functions occupies the 4th floor of **Building 22**.
- Since its inception in April 2008, MDS has grown its staff complement from about 33 (16 permanent, 9 temporary including studentships and 8 Bursars) to 91 (41 permanent, 27 temporary including studentships and 21 bursars)

Summary of Staff Vs Office space

Competency Area	# of Staff	Available Offices
AMM	30	13
IS	37	27
MIAS	21	14
Executive Director, PA & SRM	3	3
Support Function	5	5
Total	97	62

In addition to the current office needs, MDS has already made progress in the area of contract R&D and the prospects of obtaining long-term contracts with several government Departments are quite positive. These long-term contracts will mean that MDS will have to acquire additional full-time staff in order to meet contract obligations.

3 Invitation to Proposal

Bidders are invited to submit a proposal for the additions and renovations of two office spaces in any one of the following disciplines:

3.1 Professional Electrical Engineer Services

The CSIR would like to appoint an Electrical Firm in terms of the South African Council for the Engineering Profession's Professional Tariff of Fees as per Section 34(2) of the Act, for the rendering of professional services according to the following stages.

- Full Professional Electrical Engineering Services
- Design the best suitable electrical installation
- Detailed Electrical Specifications and full technical drawings
- Prepare Bill of Quantities for electrical Installation
- Technical Evaluation of Electrical Contractors
- Monitor Electrical Installation during construction phase
- Prepare and issue Compliance Certificates
- Provide feedback and regular progress reports

3.2 Professional Architectural Services

The CSIR would like to appoint an Architectural Firm in terms of the South African Council for the Architectural Profession's Act No. 44 of 2000 and in terms of Tariffs of Professional Fees in terms of section 34(2) of the act for the rendering of professional services according to the different stages.

- Full Professional Architectural Services as stipulated in the Client/Architect agreement.
- Stage 1 Inception
- Stage 2 Concept and viability
- Stage 3 Design Development
- Stage 4 Documentation and procurement
- Stage 5 Construction contract
- Stage 6 prepare project close-out documents

3.3 Professional Quantity Surveying Services

The CSIR would like to appoint an Quantity Surveying Firm in terms of the Act for the Quantity Surveying Profession Section 25 (Act 49 of 2000) South African Council for the Quantity Surveying Profession (SACQSP) for the rendering of professional services according to the different stages.

STAGE 1: Inception

Includes the following services:

Assisting in developing a clear project brief and defining the scope of work
Attending project initiation meetings
Advising on the procurement policy for the project
Advising on other professional consultants and services required
Defining the quantity surveyor's responsibilities and scope of services
Concluding the terms of the client/quantity surveyor professional services agreement with the client
Advising on economic factors affecting the project
Advising on appropriate financial design criteria
Providing necessary information within the agreed scope of the project to the other professional consultants

STAGE 2: Concept and viability

Includes the following services:

Agreeing the documentation programme with the principal consultant and other professional consultants

Attending design and consultants' meetings

Reviewing and evaluating design concepts and advising on viability in conjunction with the other professional consultants

Receiving relevant data and cost estimates from the other professional consultants

Preparing preliminary and elemental or equivalent estimates of construction cost

Assisting the client in preparing a financial viability report

Auditing space allocation against the initial brief

Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants

STAGE 3: Design Development

Includes the following services:

Reviewing the documentation programme with the principal consultant and other professional consultants

Attending design and consultants' meetings

Reviewing and evaluating design and outline specifications and exercising cost control in conjunction with the other professional consultants

Receiving relevant data and cost estimates from the other professional consultants

Preparing detailed estimates of construction cost

Assisting the client in reviewing the financial viability report

Commenting on space and accommodation allowances and preparing an area schedule

Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants

STAGE 4: Documentation and procurement

Includes the following services:

Attending design and consultants' meetings

Assisting the principal consultant in the formulation of the procurement strategy for contractors, subcontractors and suppliers

Reviewing working drawings for compliance with the approved budget of construction cost and/or financial viability

Preparing tender documentation for both principal and subcontract procurement

Assisting the principal consultant with calling of tenders and/or negotiation of prices

Assisting with financial evaluation of tenders

Assisting with preparation of priced contract documentation for signature

STAGE 5: Construction

Includes the following services:

Attending the site handover

Preparing schedules of predicted cash flow

Preparing pro-active estimates for proposed variations for client decision making
Attending regular site, technical and progress meetings
Adjudicating and resolving financial claims by the contractor(s)
Assisting in the resolution of contractual claims by the contractor(s)
Establishing and maintaining a financial control system and issuing regular cost reports
Preparing valuations for payment certificates to be issued by the principal agent
Preparing final account(s) for the works on a progressive basis

STAGE 6: Close-out

Includes the following services:
Preparing valuations for payment certificates to be issued by the principal agent
Concluding final account(s)

4 Appointment and Remuneration

A single appointment per professional service will be made and remuneration will be calculated in accordance with the relevant Council of South African Profession's Professional Tariff of Fees and in terms of the proposal that your firm will be submitting.

Interim progress payments will be made upon delivery of invoices and the appropriate supporting documentation with regard to work completed to the satisfaction and approval of the CSIR. It must be noted that payment will only be made after the work has been approved by the CSIR.

5 Professional Indemnity Insurance

Your firm will be required to take out a professional indemnity insurance policy from an insurance company, which is registered according to the law of the Republic of South Africa, that render coverage against the following with respect to all work to be executed by your firm's appointed agents

5.1 Any loss or damage that the CSIR can suffer due to any misconceptions, omissions or negligence, due to the non compliance of professional duties by the Service Provider or his / her employees with regard to the services that he / she has undertook to deliver. Your firm shall insure against professional negligence, errors and omissions under a Professional Indemnity Policy for at least R 2 million per claim and the number of claims unlimited, and

5.2 Any accountability for the death or injury of any third party due to misconceptions, omissions or negligence due to non compliance of professional duties for which the Service Provider is responsible for with respect to the appointment and agreement.

5.3 The Professional Indemnity Insurance must valid for the entire project duration, and it would be preferred that the Professional Indemnity Insurance extends beyond the period of the project, and Service Providers must indicate such in their respective proposals.

NOTE: Provided that adequate professional indemnity insurance cover is held by the Respondent, there would, normally, be no necessity for personal sureties, or guarantees, to be furnished by the Respondent's principals to the Employer.

One exception to the foregoing statement would be when the Respondent operates under limited liability. In such a case the Employer may wish to obtain personal sureties from the Respondent's principals in respect of the first amount that would be payable by the Respondent in respect of a claim against his professional indemnity insurance.

6 Proprietary Information

The CSIR (CSIR) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Respondent, to be proprietary to CSIR. It shall be kept confidential by the Respondent and its officers, employees, agents and representatives. The Respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of CSIR. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

7 Enquiries & Responses

All communication related to this RFP should be channeled to Zano Zikalala in writing to tender@csir.co.za with 'MDS Additional Office Space Project Upgrade to 17 Blocks A and C - RFP 112/31/09/2011' as the subject".

8 Medium of Communication

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

9 Verification of Documents

Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

10 Submission of RFPs

Proposals should be submitted at **CSIR GATE 03 - main reception** (in the tender box) at the address mentioned below. It is the responsibility of the prospective supplier to ensure that the proposal is deposited in the tender box before **12h00 on 03 October 2011**.

Please indicate the discipline for which you are responding i.e. **ARCHITECTURAL SERVICES / QUANTITY SURVEYING SERVICES / ELECTRICAL ENGINEERING SERVICES**.

**Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria**

10.1 Four (4) copies of each proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail proposals will not be accepted.

10.2 **Pricing schedule (see annexure A) and B-BBEE credentials** should be submitted with the proposal, but as a **separate document** and no such information should be available in the main proposal. All bids are to be clearly marked with the RFP number and the name of the bidder on the outside of the main package.

10.3 Proposal must consist of three (3) parts, each of which must be placed in a separate sealed package clearly marked: **RFP number 112/31/09/2011**

10.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, as mentioned above.

11 General RFP terms and conditions

11.1 Where a proposal is not received by the CSIR by the due date, it will be regarded as a late proposal. Late proposals will not be considered.

11.2 Each proposal shall be valid for a minimum period of sixty (60) days calculated from the closing date.

11.3 A consultant 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.

11.4 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

11.5 A copy/ies of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

11.6 Kindly note that the CSIR is entitled to :

11.6.1 amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;

11.6.2 verify any information contained in a proposal;

11.6.3 not to appoint any bidder;

11.6.4 vary, alter, and/ or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;

11.7 An omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.

11.8 The CSIR reserves the right not to accept the lowest proposal or any proposal in part or in whole. It normally awards the contract to the Respondent who proves

to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to the CSIR. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days.

11.9 from the appointment date, the CSIR shall be entitled to appoint the contractor who was rated second, and so on.

11.10 The CSIR also reserves the right to award this RFP to:-

11.10.1 an organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation

11.10.2 an organisation that is a joint venture with a black empowered company.

11.10.3 B-BBEE status will be considered as part of the evaluation criteria when evaluating the proposals.

11.11 The CSIR also reserves the right to award this RFP as a whole or in part without furnishing reasons.

11.12 The CSIR also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.

11.13 The Respondent hereby offers to render all of the services described in the attached documents (if any) to the CSIR on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

11.14 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

11.15 Proposals submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors.

11.16 The Respondent shall prepare for a possible presentation should the CSIR require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

12 Project Programme

The Project Programme, as currently envisaged, incorporates the following key dates:

Issue of proposal documents	23 September 2011
Briefing Session	28 September 2011
Closing/submission Date	03 October 2011
Target date for completion of project	30 March 2010

The completion date is fixed and non-negotiable. Proposals shall be submitted at the address mentioned in point **10**. no later than 12h00 on Monday 03 October 2011. CSIR reserves the right to disregard proposals received after the specified due date.

13 Compulsory Briefing Session / Site Inspection

The compulsory briefing session / site inspection will take place as follows:

Date: 28 September 2011
Venue: Building 17a (entrance)
Place: CSIR Pretoria Campus
Time: 11h00

Proposals received from bidders that did not attend the compulsory briefing session will not be considered for evaluation.

14 Compulsory Documents

The following documents must be included in the proposal:

- 14.1 Company Profile
- 14.2 Completed and signed CSIR Supplier registration form – attached to invitation for proposal.
- 14.3 Completed Supplier Registration Form and relevant valid documents listed on the forms
- 14.4 Valid Tax Clearance Certificate, in case of a consortium / joint venture, or where sub-contractors are utilized, an original SARS tax certificate for each consortium / joint venture member and/or sub-contractor (individual) have to be submitted as well.
- 14.5 B-BBEE Certificate or letter from Auditors confirming your turnover per annum, if your company's turnover was less than R5m for the previous financial year. The CSIR is committed to Broad-Based Black Economic Empowerment and preference will be given to suppliers/contractors who meet the CSIR requirements. If no B-BBEE certificate is available, provide shareholding certificates and certified copies of all Black Shareholders.
- 14.6 Curriculum Vitae's and applicable certificates of key personnel, which will be allocated to this project.
- 14.7 The above is in addition to specific information requested in the RFP document regarding skills, areas of competence, technical expertise, contactable references and prices etc
- 14.8 Methodology
- 14.9 Your firm should calculate the tender price in detail as requested in accordance with relevant Statutory Council as per the relevant Government Gazette. **(see annexure A)**
- 14.10 Proof of your company's professional registration.
- 14.11 Proof and extend of Public Liability Insurance.
- 14.12 If insurance related information is needed please provide

- 14.12.1 Name of Insurance broker and/or Insurer
- 14.12.2 Amounts of current limits of indemnity
- 14.12.3 Adherence to Safety standards

15 Prospective Bidders must also demonstrate/provide the following in their proposal:

- 15.1 Trading history with the CSIR.
- 15.2 Composition of the team that will be allocated to this project.
- 15.3 Reasons why you believe the CSIR should award this contract to your company.
- 15.4 Reference/track of involvement in similar projects.

16 Personnel

- 16.1 Information regarding personnel (Curriculum Vitae's (CV's)) that will be involved in the project must be provided as part of the tender.
- 16.2 The company capability statement must also be provided with specific reference to knowledge, experience and expertise.

17 Technical Evaluation Criteria

Request for Proposals are evaluated according to an approved Evaluation matrix as detailed in the table below:

Criteria	Points
Technical Criteria	50
Price	30
B-BBEE	20
Total	100

Technical Evaluation Criteria are determined by the evaluation committee. The criteria include but are not limited to:

- Submission of all requested documentation and information
- Professional presentation of documents in the prescribed format
- Clear and concise explanations and submissions
- Compliance with all laws and regulations Statutory bodies e.g. SACAP, SAIA, SACQSP, ASAQS and SACE
- The size of the firm, demonstrable ability to execute the task
- No. of staff allocated to this project and their seniority.
- No. of years the firm has been in practice
- Proven track record, contactable references
- List of similar projects done

18 Additional Conditions of Proposal

18.1 Official orders will be placed and invoices must be submitted timeously for payment.

The lowest tender will not necessarily be accepted, and the Council for Scientific and Industrial Research reserves the right to accept the whole or any portion of a proposal.

18.2 Proposals are to remain open for acceptance for a period of sixty (60) days from the date on which they are to be lodged and may be accepted at any time during the said period of sixty (60) days.

18.3 All prices and details must be legible / readable to ensure that the proposal will be considered for adjudication.

18.4 Firms are requested to furnish the full registered name of the tendering company / supplier on the proposal.

18.5 Corrections may not be made by means of a correction fluid such as Tipp-Ex or a similar product. In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration. The CSIR reserves the right to reject the Tender if corrections are not made in accordance with the above.

18.6 The tenderer may submit a comprehensive company profile, for example the founding company statements, as well as a detailed exposition of previous work done.

18.7 If items are not offered for, a line must be drawn through the space in pen.

18.8 All information obtained and paid for during the course of the project is required to be submitted to the CSIR in a pre-specified format.

18.9 All data, information, plans, documents and other deliverables collated and / or produced as a result of the appointment to be made will be the rightful property of the CSIR and the CSIR shall also require the copyright thereof.

18.10 The CSIR reserves the right, in its sole discretion, to make any of the above-mentioned data, information, plans, documents and other deliverables, available for use, processing or sharing with / by other organisations.

18.11 The CSIR, in paying for any appointment of a consultant, also acquires the intellectual property associated with the project being / having been undertaken. This

intellectual property shall not be utilised elsewhere without prior written consent of the CSIR.

The source codes of all electronically developed programmes and systems that are considered to be a part of the project and need to be delivered to the CSIR on completion of the project will then assume full ownership of such source codes.

18.12 In the event that source codes are changed / or altered or modified for whatever reason, such changes shall be communicated and delivered to the CSIR on a mutually agreed basis.

Any development of programmes, systems and other applications need to be undertaken in such a manner so as to be compatible with the CSIR's systems at the time of development.

18.13 The appointment to be made will be subject thereto that your firm accepts responsibility as part of your acceptance letter should your firm be successful to be appointed that you will ensure compliance with the provisions of the Public Management Finance Management Act, 1999 (Act 1 of 1999) during the implementation and execution of the abovementioned project.

19. Annexure A

FEE PROPOSAL GUIDELINES

Proposed fees will be calculated based on the Gazetted Professional Tariff of Fees
(depending on the type of service to be rendered)

PROJECT BASED FEES, EXPENSES AND COSTS (ECSA)

TASK	AMOUNT (Excl VAT)
Project Cost Base Fees	
Primary Fee	R
Secondary Fee	R
Sub-Total (1) for the abovementioned	R
Discount on Fees (%)	R
Sub-Total (2) consisting of Sub-Total (1) minus Discount	R
Expenses and Costs	
Disbursements	R
Recoverable Expenses / Costs	R
Sub-Total (3) for the abovementioned	R
Grand Total (4) consisting of Sub-Total (2) plus Sub-Total (3)	R

Project Cost Estimate

No.	Description	Quantity	Rate	Amount	Comments
9	Total Building Cost	1,404m ²		R3,571,490.00	
10	Add Professional Fees				
10.1	Project Management fees (@ _____%)				Includes disbursements
10.2	Architectural fees (@ _____%)				
	Plus Disbursements				
10.3	Electrical Engineering fees (@ _____%)				
	Plus Disbursements				
10.4	Mechanical Engineering fees (@ _____%)				
	Plus Disbursements				
11	Sub-total (c)				
12	Total Project Cost (a)+(b)+(c)				

Note the following:

- The project cost for the proposed works has been estimated as shown on the table above, all prices exclude VAT.
- Total Building cost includes
 - Building alterations
 - All finishes.
 - Electrical Installation.
 - Aircon Installation
 - ICT installation
 - Smoke Detection services
 - Plumbing works
- Total floor area is 1,404m²
The total Building cost excludes all professional fees