



**Professional Services Provider for Cost Models for Fair Value and
Preservation Estimates: RFP 072/09/07/2010**

REQUEST FOR PROPOSAL (RFP)

**PROFESSIONAL SERVICES PROVIDER
FOR
COST MODELS FOR “FAIR VALUE” AND PRESERVATION ESTIMATES FOR IMMOVABLE
ASSETS OF STATE DEPARTMENTS**

RFP NUMBER: 072/09/07/2010

Issue Date: 16 July 2010

Response Deadline: 23 July 2010

1 INTRODUCTION

The CSIR hereby requests proposals for professional services for assistance to Software Product Services regarding the implementation of its Immovable Asset Management System. The service entails the development and maintenance of the cost models to calculate “fair value” and the preservation (maintenance, renovation and replacement) budget requirements for Immovable Assets of the State and generally taking Professional Responsibility for the quantity surveying requirements during the development of the system.

The CSIR developed an immovable asset management information system called PREMIS. This system is based on old technology and the CSIR has decided to develop a new system in this regard. The deliverables from this system will be an immovable asset register, a MTEF preservation budget and trustworthy book values for immovable assets for the opening and closing balances in the financial statements of Departments. The data that will be gathered and processed in the system has not changed much. This data is site and building information such as location, layout, size, age, capacity, building materials, condition, utilization, functionality, legal compliance, etc. Information that cannot be directly measured is assessed on a five point scale from 5=very good to 1=very bad. Buildings are assessed on elements and these will differ from client to client. The cost models to be developed are required to use the data such as size, building material, condition, etc. to calculate the replacement value and the depreciation of buildings and to also calculate preservation budget requirements. Various techniques are available to do these calculations and it is in this regard that the CSIR invites service providers to come up with fresh ideas and initiatives. The term of the service will be two years, or up to the completion of the system, whichever will be first.

2 INVITATION FOR PROPOSAL

Tenderers must submit comprehensive proposals that would enable the CSIR to evaluate the proposals properly in terms of project plan, resources, skills, team composition, costs (sufficiently detailed to evaluate various scenarios), professional indemnity and other matters that are relevant. If there are any shortcomings in the RFP, Prospective Consultants must on their own initiative add relevant information.

The Respondent, or in the case of a joint venture or consortium, the senior partner of the enterprise, should operate from an established office in Pretoria (i.e. an office which has been in operation for at least two years prior to the publishing of this request for proposals), and the work involved must be primarily undertaken from this office.

3 PROPRIETARY INFORMATION

The 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.

4 ENQUIRIES & RESPONSES

All communication and attempts to solicit information of any kind relative to this RFP should be channelled to the Contact Person named in the RFP. All Enquiries regarding this proposal shall be submitted in writing to supplier@csir.co.za with “**CSIR Cost Models for Fair Value and Preservation Estimates – RFP – 072/09/07/2010**” as the subject.

5 ADJUDICATION OF PROPOSALS

This will be treated as confidential, as is the normal procedure for tenders submitted to the CSIR.

The envelopes marked TECHNICAL will be opened first and will be adjudicated in line with the scoring system indicated in 11. The PRICE envelopes of only the top two TECHNICAL proposals will be opened and the proposal with the combined highest score for both proposal and price will be accepted. The other PRICE envelopes will be left unopened and filed.

The Adjudication Committee will comprise of 3 people from Project Management Services of Consulting and Analytical Services and will be chaired by the Manager: Project Management Services. This committee will adjudicate the proposals, after which it will be submitted to the General Manager: Consulting and Analytical Services for final approval.

6 MEDIUM OF COMMUNICATION

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

7 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.

8 SUBMISSION OF PROPOSAL

- 8.1 Proposal 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 23 July 2010**.

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

- 8.2 Four 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.
- 8.3 Proposals should be in two parts, which should be in different sealed envelopes. The one envelope should include the proposal without the price and B-BBEE credentials and must be clearly marked **TECHNICAL**, with the name of the service provider. The second envelope should only include the price and the B-BBEE information and must be marked **PRICE**, with the name of the service provider.
- 8.4 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.

9 GENERAL RFP TERMS AND CONDITIONS

- 9.1** Where a proposal is not received by the CSIR by the due date and time, it will be regarded as a late proposal. Late proposals will not be considered.
- 9.2** Each proposal shall be valid for a minimum period of sixty (60) days calculated from the closing date.
- 9.3** The Respondent 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.
- 9.4** The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 9.5** A copy/ies of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 9.6** Kindly note that the CSIR is entitled to :
- 9.6.1** 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;
- 9.6.2** verify any information contained in a proposal;
- 9.6.3** not to appoint any bidder;
- 9.6.4** vary, alter, and/ or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- 9.7** 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.
- 9.8** 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 from the appointment date, CSIR shall be entitled to appoint the contractor who was rated second, and so on.
- 9.9** The CSIR also reserves the right to award this RFP to:-
- 9.9.1** an organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation
- 9.9.2** an organisation that is a joint venture with a black empowered company.
- 9.9.3** B-BBEE status will be considered as part of the evaluation criteria when evaluating the proposals.

- 9.10** The CSIR also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- 9.11** 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.
- 9.12** 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).
- 9.13** This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- 9.14** Proposals submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors.
- 9.15** The Respondent shall prepare for a possible presentation should CSIR require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

10 PROJECT PROGRAMME

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

10.1.1 Issue of proposal documents	16 July 2010
10.1.2 Closing/submission Date	23 July 2010
10.1.3 Target date for completion of project	August 2012

Proposals shall be submitted at the address mentioned in 8.1 no later than 12h00 on 23 July 2010. CSIR reserves the right to disregard proposals received after the specified due date.

11 EVALUATION CRITERIA

B-BBEE	20.00%
Price	30.00%
Technical requirements	50.00%

The following technical evaluation criteria will be applied by the CSIR during the evaluation process:

Competence Criterion	Key Aspects of Criterion	Weighting
Consultant's practice	<ul style="list-style-type: none"> Organisation and management systems Relevant experience Financial status Workload and resources Quality assurance systems Reputation and references 	30
Project proposal	<ul style="list-style-type: none"> Quality of proposal in terms of content layout clarity etc Consultant's understanding of the project Feasibility and risk Workplan, scheduling and resource allocation for project Organisation of project and subteam leaders Quality, time, cost control, procedures 	40
Key personnel for project	<ul style="list-style-type: none"> Specific knowledge relating to project Understanding of brief Qualifications Relevant experience Communication skills 	30
Total		100

Only the top two proposals will qualify for further consideration.

12 MANDATORY DOCUMENTS

The following documents must be included in the proposal:

- 12.1** Company Profile.
- 12.2** CK2 Registration documents
- 12.2** Completed and signed CSIR Supplier registration form – attached to invitation for proposal.
- 12.3** Valid Original 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.
- 12.4** 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. CSIR is committed to Broad-Based Black Economic Empowerment and preference will be given to suppliers/contractors who meet CSIR requirements.
- 12.5** Curriculum Vitae's and applicable certificates of key personnel that will be allocated to this project.
- 12.6** The above is in addition to specific information requested in the RFP document regarding skills, areas of competence, technical expertise, application references and prices etc.

13 BASIS OF REMUNERATION

Prospective Professional Service Providers must indicate the basis for payment and include it in the proposal. For example, fixed rate per month, fixed % of Programme turnover, time and cost basis for fixed term, time and cost basis for variable term, others, or a combination of the foregoing. Proposals must be quite clear on exactly how the remuneration will be calculated.

Note that the rates for Professional Services Providers as prescribed by the Government Gazette from the National Department of Public Works, for Quantity Surveyor services, may not be exceeded. Proposals must clearly state how escalation will be handled in line with Government rates.

14 CONCLUSION

14.1 Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.

14.2 CSIR's decision on proposals received shall be final and binding.