



## Request for Proposals (RFP)

### **The Provision of *Land Preparation/Cultivation Services* of a 20ha Nursery & 100ha Sisal Cultivation Site at Madikwe, North West Province**

### **RFP No. 3135/18/08/2017**

Date of Issue	Thursday, 03 August 2017	
Compulsory briefing session	Friday, 11 August 2017	
Briefing Session Time	12H00 – 13H00	
Closing Date	Friday, 18 August 2017	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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## **SECTION A – TECHNICAL INFORMATION**

### **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, 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 BACKGROUND**

The Enterprise Creation for Development unit (ECD) of CSIR implements projects funded by various government agencies. The North West Provincial Government has requested ECD to expand further the Madikwe Sisal plantation which has been stalled for the past 2 years. The plantation is over 1,000 hectares in extent and for the purpose of this RFP 20 hectares should be prepared for a sisal bulbil nursery and 100 hectare for the cultivation of sisal suckers. The 100 hectares is in addition to 200 hectare cultivated and planted land.

The purpose of this RFP is to invite suitably qualified and experienced contractors to prepare a total of 120 hectares of land for the purpose of expanding the plantation.

### **3 INVITATION FOR PROPOSAL**

Proposals are invited for the provision of land preparation services for 20 hectares of a nursery and 100ha for the establishment of a sisal plantation. The work must conform to the minimum specifications described in the scope of work of this RFP. The successful Respondent will perform the work within the specifications, time schedule and cost stipulated, and will liaise with the designated CSIR Project Manager. The contractor should advise the ECD project manager if alternative preparation protocols would be more suitable.

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

The Contractor must prepare the full 120 hectares of land, conforming to the following guidelines:

**Purpose:**

The purpose of this guideline is to provide general information on preparing land for a nursery for the growing of sisal plants from bulbils and for the cultivation of sisal plants in readiness for harvesting.

**Guideline:**

**20 hectare nursery**

- It is proposed that the nursery will be 1000 m long and 200 m wide and the contractor should provide a sketch of the proposed layout showing access roads etc.
- De-bush if necessary, cut in all grasses and other plants on the soil surface with a disc harrow and work down to a fine tilth (seed bed) in readiness for planting.
- Fertiliser to be applied if considered necessary.

**100ha cultivation site**

- The cultivation site should be divided into 5 areas of 20ha each. The contractor should also provide a sketch which could also indicate the inclusion of 10m wide access roads which could be used to accommodate the removed trees and bushes. These roads could be cut after every 20ha block.
- De-stump and de-bush the whole area to be cultivated and move the debris to an area where the removal thereof will not inhibit further land preparation. Protected indigenous trees such as the Witgatboom should not be removed.
- It would be advisable to prepare the planting area in such a manner as to lessen weed growth
- Disc harrows to a rough planting tilth to a depth of 300mm.
- Soil samples should be taken and analysed to determine if fertilisation is necessary. The contractor should indicate the cost of fertiliser in the proposal.
- Dosing the land with weed killer should be included in the proposal.

After completion of the land preparation the contractor should remove all equipment and any waste that might have been generated

## **Deliverables**

The Contractor must work in close collaboration with the CSIR project manager and site supervisor to ensure that any complementary activities are effectively executed and that the work is completed within the schedule.

The Contractor must deliver 120 hectares of suitably prepared land for the cultivation of sisal bulbils and suckers, including the purchase and application of weed killer and fertiliser if deemed necessary

## **5 FUNCTIONAL EVALUATION CRITERIA**

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

- Methodology **(30%)**
- Concept & project plan **(30%)**
- Experience for project leader **(15%)**
- Company experience **(15%)**
- Management skills **(10%)**

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

## **6 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- *Non-attendance of the compulsory briefing session; and*
- Failure to provide a project schedule containing a list of key milestones and firm completion dates. The schedule must contain at least the following milestones:-
  - Commencement of land preparation for nursery and cultivation site

- Completion of discing and ploughing
- Completion of fertiliser and weed killer application
- Completion of roads and paths

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION**

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address  
Council for Scientific and Industrial Research (CSIR)  
Meiring Naudé Road  
Brummeria  
Pretoria

### 9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 03/08/2017
- Compulsory briefing session / site inspection etc: 11/08/2017
- Briefing Session Address: The Madikwe Sisal project is situated on the farm Tolane adjacent to the village Madikwe in the North West province. Its 90km north west of Rustenburg. The GPS coordinates are as follows:- 25<sup>0</sup> 19' 44.50" S and 26<sup>0</sup> 30' 52.41" E
- Last date for submission of queries: 15/08/2017
- Closing / submission Date: 18/08/2017

### 10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: RFP No.: 3135/18/08/2017

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 3135/18/08/2017

10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.

10.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

## 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 18 August 2017** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## 12 AWARDING OF TENDERS

12.1 Awarding of tenders will be published on the National Treasury e-tender portal. No regret letters will be sent out.

## 13 EVALUATION PROCESS

### 13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**, local production and content.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

### 13.2 Preference points system

*The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.*



## 14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

## 15 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

## **16 APPOINTMENT OF SERVICE PROVIDER**

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2 Appointment as a successful service provider 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 CSIR reserves the right to appoint an alternative supplier.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **17 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“RFP No 3135/18/08/2017 - The provision of land preparation / cultivation services”*** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

## **18 MEDIUM OF COMMUNICATION**

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

## **19 COST OF PROPOSAL**

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

## 20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer 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 RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers 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.
- 21.2 *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4 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, by the stipulated due date.

## 22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer 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 person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

## **23 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

## **24 TRAVEL EXPENSES**

24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

## **25 ADDITIONAL TERMS AND CONDITIONS**

25.1 A tenderer 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.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

- 25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **26 CSIR RESERVES THE RIGHT TO**

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

**DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No:** .....

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal 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.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	

## 28 ANNEXURE A

Competence	Criterion	Key Aspects of Criterion	Points
<b>Methodology [30%]</b>	Clearly defined and detailed methodology.	Detailed and well-articulated methodology which described the approach that the bidder will use to implement this project. The methodology must be clear, practical, and structured. It must also be in line with the scope of work	10
		The methodology is not well articulated and does not cover adequate details of how the project will be implemented.	7
		The methodology is non-existent/unclear/unstructured or not in sync with the scope of work.	0
<b>Concept &amp; Project plan [30%]</b>	The proposed concept of the proposal and the implementation plan must be relevant, practical and within scope.	The proposal and project plan are very clear, offers a good solution. The implementation plan is in sync with the project's scope and timelines.	10
		Proposal and implementation plan have been articulated but does not address all areas adequately. The level of details covered is inadequate.	7
		The proposal and implementation plan lacks specifications and the proposed timelines are not in line with the project's deadlines.	3
		Proposal out of sync with the project's scope of work.	0
<b>Experience (Project leader) [15%]</b>	The project leader is expected to have relevant experience in managing similar projects.	10 years working experience + 3 examples of projects with similar size and budget or more.	10
		5 - 9 years working experience + 2 examples of projects with similar size and budget.	7
		0-4 years working experience + 0 examples of projects with similar size and budget.	0
<b>Experience (Company) [15%]</b>	The company must be able to provide examples previously managed and similar projects.	10 years working experience + 3 examples of projects with similar size and budget or more.	10
		5-9 years working experience + 2 examples of projects with similar size and budget.	7
		0-4 year working experience + 0 examples of projects with similar size and budget.	0
<b>Management skills [10%]</b>	The company's ability to manage such projects will be measured by way of testimonials from the contact people at the companies where such work was completed.	List of 4 or more previously managed projects including contact details of the company	10
		List of 2-3 previously managed projects including contact details of the company	7
		No List of previously managed projects with no contact details of the company	0