

## Request for Proposals (RFP)

# The Appointment of Professional Service Providers for the Design and Monitoring of Repairs and Refurbishments to the Model Hall Facility at the CSIR Stellenbosch Campus

**RFP No. 3516/13/05/2022**

Date of Issue	<b>Friday, 22 April 2022</b>	
Compulsory Site Briefing session	Date: Friday, 06 May 2022 Venue: CSIR Stellenbosch Campus Time: 11:00am – 12:00pm	
Closing Date and time	<b>Date: Friday, 13 May 2022</b> <b>Time: 16:30</b>	
Contact Details	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <i>(Please use the RFP No. as subject reference)</i>
CSIR business hours	08:00am – 16:30	
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**

South Africa is a maritime nation and relies on its ports for more than 90% of its trade. Some Southern African countries (Botswana, Lesotho, Swaziland and Zimbabwe) also rely on South Africa's ports to a large extent. The South African ports are therefore a vital link in the economy of the region. All ports are vulnerable to the forces of nature (wind and waves) and the structures (breakwaters) that allow vessels safe haven need to withstand these forces. A failure of a breakwater due to poor design or increased storm activity (climate change) would have catastrophic consequences to the economy of a region.

The CSIR's Physical Hydraulics Laboratory, in Stellenbosch, undertakes projects and research related to marine infrastructure, ship motion and ship navigation. The work done by the laboratory since the late 1960's when the laboratory was built has been of immense value to the South African Port Authorities. Ports such as Richard Bay, Saldanha Bay and Ngqura were all tested in the CSIR Physical Hydraulics Laboratory before a final design was approved. All of South Africa's major ports have been tested to some degree in the CSIR laboratory. In the 1970s the intake basin and breakwaters for the Koeberg Nuclear Power Station were extensively tested in the laboratory before being approved for construction. The Laboratory has also been involved in a number of community projects, Monwabisi tidal pool, Umhlanga tidal pool and more recently the new tidal pool at Port St Johns, in the Eastern Cape, to name but a few. The laboratory not only undertakes coastal engineering projects but also inland dams. The Katse Dam was modelled before construction and aspects of the Kariba dam plunge pool were also tested.

This project was commissioned to upgrade and refurbish the existing facility and will be funded through allocations made available by Department of Science and Innovation over a period of two years.

The project is set to commence in 2022 and all works should be completed by December 2023.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the appointment of Professional Service Providers for the Design and monitoring for the Repairs and Refurbishments of the Model Hall Facility at the CSIR Stellenbosch Campus.

### **4 PROPOSAL SPECIFICATION**

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

#### **4.1 Scope of Work:**

##### ***4.1.1. Milestone 1: Inception***

Establish client requirements and preferences, refine user needs and options, appointment of necessary consultants, and establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies. These will include but not limited to:

- Assist in developing a clear project brief.
- Attend project initiation meetings.
- Advise on procurement policy for the project.
- Advise on the rights, constraints, consents and approvals.
- Define the services and scope of work required.
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Milestone 2 including the availability and location of infrastructure and services.
- Determine the availability of data, drawings and plans relating to the project.

- Advise on criteria specific to own scope of work that could influence the project life cycle cost significantly.
- Provide necessary information within the agreed scope of the project to other consultants involved.

***Deliverables will typically include:*** *Agreed services and scope of work, Signed agreement. Report on status quo of project, site and functional requirements, Schedule of required surveys, tests, analyses, site and other investigations, Schedule of consents and approvals and related lead times.*

#### **4.1.2. Milestone 2: Concept Design**

The concept design is to provide the layout of the facility and estimate for works. This will be subject to approval by CSIR user department and PMG. These will include but not limited to:

- Agree on programme documentation with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into the design.
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Coordinate design interfaces with other consultants involved.
- Prepare preliminary process designs, preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimates and comment on life cycle costs as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

***Deliverables:*** *Concept Design, process design, preliminary design and cost estimates as required.*

#### **4.1.3. Milestone 3: Detailed design**

The detailed design milestone is to contain a Bill of Quantities, contractor tender documentation and specifications for appointment of the contractor. These will include but not limited to:

- Review programme documentation with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate other consultants' designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction cost.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- Submit the necessary design documentation to local and other authorities for approval.

***Deliverables:*** Design development drawings, outline specifications, local and other authority submission of drawings and reports, detailed estimates of construction costs.

#### **4.1.4. Milestone 4: Documentation and procurement**

Prepare procurement and construction documentation. These will include but not limited to:

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documents if necessary to remain within budget.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Prepare contract documentation for signature

#### **4.1.5. Milestone 5: Construction monitoring and sign off**

Monitoring construction and sign-off of completed work in line with specifications and issue of all necessary documentation required from a governance perspective.

- Attend site handover.

- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Review the Contractor's quality control programme and advise and agree a quality assurance plan.
- Inspect the works for quality and conformity to contract documentation, on average once every 2 weeks during the course of the works as described in more detail in 3.3.2 for Level 1: periodic construction monitoring.
- Review the outputs of quality assurance procedures and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued by the principal agent.
- Instruct witness and review all tests and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals

***Deliverables:*** Site inspection reports

#### 4.1.6. Milestone 6: Close-out

Monitoring construction and sign-off of completed work in line with specifications and issue of all necessary documentation required from a governance perspective.

- Inspect and verify the rectification of defects
- Receive, comment and approve completion certificate
- Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties.
- Attendance of close out meeting and presentation of close out report
- Preparation of AS-Built drawings to be submitted in soft copy (Pdf and dwg.) and hard copy.

**Deliverable:** Works and final completion lists, operations and maintenance manuals, guarantees and warranties, as-built drawings and documentation.

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
<b>Organogram</b>	<ul style="list-style-type: none"> <li>• Bidders are to submit an organogram indicating lead consultant and sub-contractors if necessary. This should also indicate Key resources that will support the project.</li> </ul>	10
<b>Company Experience</b>	<p>A list of Minimum 5 projects that are similar in nature completed in the past 6 years</p> <ul style="list-style-type: none"> <li>• e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress)</li> <li>• <b>NB</b> – The list must be relevant to the project</li> </ul>	20
<b>Reference letters</b>	<ul style="list-style-type: none"> <li>• Min. of 5 reference letters from previous clients for similar work undertaken in the past 6 years must be submitted (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted)</li> </ul>	20
<b>CVs (Experience and</b>	<ul style="list-style-type: none"> <li>• The CV(s) must clearly indicate the experience of the key resource with at least more than five (5) years' experience in managing similar work as well as relevant professional registration, e.g.</li> </ul>	50



<b>professional registration)</b>	<ul style="list-style-type: none"> <li>• Min 5 yrs Experience of Electrical Engineer – ECSA – Professional Engineer (PrEng) or Professional Engineering Technologist (PrTech)</li> <li>• Min 5 yrs Experience of Mechanical Engineer – ECSA – Professional Engineer (PrEng) or Professional Engineering Technologist (PrTech)</li> <li>• Min 5 yrs Experience of Civil / Structural Engineer – ECSA – Professional Engineer (PrEng) or Professional Engineering Technologist (PrTech)</li> <li>• Min 5 yrs Experience of Quantity Surveyor – SACQSP – Professional Quantity Surveyor (PrQS)</li> </ul>	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

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.

5.4 Bidders are to submit Professional Indemnity Insurance for lead consultant and sub consultants.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect location or email address.
- Non-attendance of the compulsory site briefing meeting.
- Non submission of Professional Indemnity Insurance for lead consultant and sub consultants.

## 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 or sworn affidavit. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 8 SUBMISSION OF ENQUIRIES AND CONTACT WITH THE CSIR

- All enquiries must be submitted electronically at: [tender@csir.co.za](mailto:tender@csir.co.za)  
*(Please use the RFP No. as subject reference)*
- All enquiries must be submitted no later than **Monday, 09 May 2022 at 16:30**

**NB:** 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.

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 22 April 2022
- Compulsory site briefing session: 06 May 2022
- Last date for submission of queries: 09 May 2022
- Closing / submission Date: 13 May 2022

### 10 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 10.1 All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)
- 10.2 All proposals are to be clearly marked with the RFP number on the subject of the email address provided.
- 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.

- 10.5 No hard copies, physical or any other electronic submissions except email (Such as Dropbox, WeTransfer links etc) will be accepted. **Only electronic submissions via email address provided will be considered.**
- 10.6 Proposals and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.
- 10.7 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 10.8 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 OF PROPOSALS**

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 13 May 2022** and **closing time of 16:30**. The CSIR business hours are between 08:00am and 16:30.

**N.B:** Where a proposal is not received by the CSIR by the due date and time at the stipulated email address, it will be regarded as a late tender. **Late tenders will not be considered.**

## **12 COMPULSORY SITE BRIEFING SESSION**

- 12.1 All bidders are expected to attend a compulsory site briefing session scheduled for **Friday, 06 May 2022** at the **CSIR Stellenbosch Campus** at **11:00am**.
- 12.2 All bidders are required to complete the certificate of attendance – **Annexure C** prior to the compulsory site briefing session and it shall be signed on the day of the compulsory site briefing session.
- 12.3 Due to Covid-19 pandemic, please take note of the following health and safety protocols to be adhered to when visiting the CSIR site:

**a. Prior to site visit**

- i) Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link –*  
<https://screen.csir.co.za/>
- All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Health and Safety video via the following link –  
<http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b>  
(Please view this video prior to visiting any of the CSIR sites)
- All bidders must watch the COVID-19 Visitors induction video via the following link  
<https://www.youtube.com/watch?v=XD4NDvtO8ck>  
(Please view this video prior to visiting any of the CSIR sites).
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront.*

**b. Entrance to the CSIR site**

- i) All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection.*
- ii) The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*
- iii) All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry.*

**c. Conduct during site visit**

- i) All Covid-19 precautionary measures as explained in the videos and induction must be obeyed.*
- ii) Masks must be worn for the duration of the visit.*
- iii) Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue.*
- iv) No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc. to avoid sharing or passing of items.*
- v) Social distancing of at least 2m must be maintained at all times.*
- vi) Where items for inspection need to be handled, sanitizer must be used by the delegate prior to and after handling/touching the item.*
- vii) Depending on the available space at the inspection site, the number of delegates allowed at a specific site may be limited to allow for social distancing.*
- viii) No refreshments will be served during the site inspection.*
- ix) Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance.*

**d. Confirmation / Certificate of Attendance of Briefing session**

- i) All bidders attending the compulsory briefing session will be required to complete and sign the certificate of attendance. The certificate of attendance, Annexure C, must be submitted on the day of the compulsory briefing session.*

**NB: Non-submission of certificate of attendance – Annexure C, may result in disqualification as there would be no proof of attendance.**

## **13 AWARDING OF TENDERS**

- 13.1 Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

## 14 EVALUATION PROCESS

### 14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for elimination criteria, 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 tenderer(s).

A three (3)-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination criteria**
- The second phase includes evaluation of **functionality criteria**
- The third phase includes the evaluation of **price** and **B-BBEE** level 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.

### 14.2 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.

Bidders **must** provide a valid and B-BBEE Certificate issued by SANAS accredited agency or a certified copy of sworn affidavit that is in line with the DTI regulations to verify and confirm their B-BBEE level status.

**No B-BBEE level status will be equal to zero points for B-BBEE.**

## 15 PRICING PROPOSAL

15.1 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.

15.2 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.

15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

15.4 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.*

15.5 Payment will be according to the CSIR Payment Terms and Conditions.

15.6 A 10% retention on all invoices will be held and released upon successful completion of the project.

15.7 Prospective suppliers are to make and provide an estimate for envisaged disbursements.

15.8 A 10% contingency will be allowed for in the pricing schedule to accommodate for an unforeseen cost – Any use of this allocation will be motivated in writing and approved by the CSIR in writing prior to use.

**Pricing Schedule:**

No.	Description	Amount (Excl. VAT)
1.	Inception	
2.	Concept Design and Estimate of works	
3.	Detailed Design, Bill of Quantities	



4.	Documentation and Procurement	
5.	Construction Monitoring and as-built drawings.	
6.	Close Out	
7.	Add Disbursements	
8.	Add - 10% Contingency	
		Sub- total
		15% VAT
		Total

**N.B: Pricing/ quotation must be submitted on the official company letterhead.**

## **16 VALIDITY PERIOD OF PROPOSAL**

16.1 Each proposal shall be valid for a minimum period of 120 Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

## **17 APPOINTMENT OF SERVICE PROVIDER**

17.1 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.

17.2 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.

17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **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 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.

## **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.

22.3 If the tenderer intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.

22.4 All B-BBEE certificates or sworn affidavit(s) of the sub-contractor(s) must also be submitted. Non-submission will result in 0 points being awarded for BBEE.

### **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-imbursments, 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 R1400 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.

**28 DECLARATION BY TENDERER**

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

**RFP No: 3516/13/05/2022**

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.3516/13/05/2022** 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 .....

WITNESSES	
1	.....
2	.....
DATE: .....	

29 ANNEXURE A – SCORING SHEET

Functional Factor	Criteria Description	Scoring	Weight (%)
<b>Organogram</b>	<ul style="list-style-type: none"> <li>• Indicates lead consultant</li> <li>• Indicates required resources and disciplines requested in the RFP</li> </ul>	<ul style="list-style-type: none"> <li>• Organogram meets all requirements – 5 points</li> <li>• Organogram submitted but information missing – 3 points</li> <li>• No organogram submitted – 0 points</li> </ul>	10
<b>Company Experience</b>	<ul style="list-style-type: none"> <li>• Min 5 projects of similar nature completed in the past 6 years</li> <li>• e.g., Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress)</li> <li>• NB – The list must be relevant to the project</li> </ul>	<ul style="list-style-type: none"> <li>• A list of more than 5 relevant projects completed in the past 6 years – 10 points</li> <li>• Less than 5 relevant projects completed in past 6 years – 5 points</li> <li>• List of projects are not relevant – 3 points</li> <li>• No list of projects – 0 points</li> </ul>	20
<b>Reference letters</b>	<ul style="list-style-type: none"> <li>• Reference letters from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted)</li> </ul>	<ul style="list-style-type: none"> <li>• More than 6 relevant reference letters – 10 points</li> <li>• Less than 5 relevant reference letters – 5 points</li> <li>• Reference letters are not relevant – 3 points</li> <li>• No reference letters – 0 Points</li> </ul>	20

<b>CVs (experience and professional registration)</b>	<ul style="list-style-type: none"> <li>• The CV(s) must clearly indicate the experience of the key resource with at least more than five (5) years' experience in managing similar work as well as relevant professional registration, e.g.</li> <li>• Min 5 yrs Experience of Electrical Engineer – ECSA – Professional Engineer (PrEng) or Professional Engineering Technologist (PrTech)</li> <li>• Min 5 yrs Experience of Mechanical Engineer – ECSA – Professional Engineer (PrEng) or Professional Engineering Technologist (PrTech)</li> <li>• Min 5 yrs Experience of Civil / Structural Engineer – ECSA – Professional Engineer (PrEng) or Professional Engineering Technologist (PrTech)</li> <li>• Min 5 yrs Experience of Quantity Surveyor – SACQSP – Professional Quantity Surveyor (PrQS)</li> </ul>	<ul style="list-style-type: none"> <li>• No CVs – 0 points</li> <li>• CVs are not relevant to the work – 3 points</li> <li>• Min 5 years relevant working experience – 5 points</li> <li>• 6-9 years relevant working experience – 7 points</li> <li>• More than 10 relevant working experience – 10 points</li> </ul>	25
		<ul style="list-style-type: none"> <li>• No proof of professional registration – 0 points</li> <li>• Professional registration is invalid, expired or irrelevant – 5 points</li> <li>• Valid proof of relevant professional registration – 10 points</li> </ul>	25
<b>TOTAL POINTS FOR FUNCTIONALITY</b>			<b>100</b>



**30 ANNEXURE B – SBD 1 FORM**

**(To be completed by service provider and submitted with the tender)**

**31 ANNEXURE C – CERTIFICATE OF ATTENDANCE**

**(To be completed by the bidder prior to the compulsory site briefing session and signed and submitted on the day of the compulsory site briefing session)**