



Expression of Interest (EOI)

The appointment of a panel to provide Research Support, Report Writing and Editing within the Spatial Planning and Urban Development Domain

EOI No. 8004/26/10/2018

Date of Issue	Friday, 12 October 2018	
Closing Date	Friday, 26 October 2018	
Place	Tender box, Jan Celliers Street CSIR Stellenbosch	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
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

From time to time CSIR requires the assistance of a range of complementary research and application services to meet its obligations and fulfil specialised and applied research / consulting projects for government and the private sector within the Spatial Planning and Built Environment Domain.

In all parts of the country a range of factors influence and inform settlement and development. CSIR seeks to understand the spatial trends and patterns of settlement development and makes use of expensive GIS and other spatial data for this purpose. Many South Africans, especially those from disadvantaged communities and vulnerable groups still experience difficulty in accessing government services and information or sharing in the development of the country. Furthermore settlement patterns, constrain the mobility of people affecting the choices people make with regards to making trips and accessing services and facilities. Facility location planning using accessibility analysis and the Service Access Planning methodology is a key focus of the work and this is supported by facility provision access norms and thresholds standards that have been developed by CSIR. The team is involved in guideline development as well as a range of projects in support of spatial planning and facility location decision making from local municipal to national level.

3 INVITATION FOR EXPRESSION OF INTEREST

Proposals are hereby invited from suitably-qualified service providers who would like to collaborate and support the CSIR – Built Environment Spatial Planning and Systems Support Group with respect to research support, report writing and editing in the execution of its mandate and specifically related to spatial planning and development, sustainable human settlement development, spatial analysis decision support, social facility auditing, social facility provision standards, and accessibility analysis .

Pre-qualification as a service provider is not a guarantee of a contract. All service providers will still need to submit a quote for each task request or comply with the tendering process.

Proposals specifically invited for the supply of the following services to the CSIR.

1. Providing research support including undertaking literature studies and writing progress reports and ad hoc data checking in the field of spatial planning, regional development, sustainable human settlement development accessibility analysis, social facility standards development and application, settlement analysis dynamics and town and regional planning.
2. Editing, co-authoring, structuring and writing of research reports, journal articles, contract reports, web-site material and related conference papers on an ad hoc basis as required.
3. Quality control of maps, tables and document formatting.

The supplier should demonstrate a specific competence and track record with respect to the specific field. A CV should be submitted for each staff member likely to participate in any future collaborative work. At this stage no specific projects are defined and you are requested to indicate your specific skills and experience in relation to this research field, and tasks as outlined above, hourly rate and annual escalation and desire to potentially collaborate with CSIR as well as your willingness to be available when requested to submit a specific quote.

Meetings will take place in Stellenbosch or Pretoria and the supplier may be expected to attend selected project meetings at one of these sites at their own cost. Use of Skype or tele-conference will be acceptable for most interactions.

The supplier should be willing and capable to undertaking the following tasks:

- Language editing of reports, research papers and other technical documents on spatial planning which comply with CSIR language and report policy.
- Co-authoring, structuring of conference papers, journal articles, monographs and reports on topics including settlement, development indicators, social facility provision standards, accessibility analysis, town and regional planning and spatial analysis.
- Quality control / editing of maps, tables, power point presentations and reports.
- Language and writing support to researches whose home language is not English.
- Providing research support including undertaking literature studies and writing progress reports and ad hoc data checking.

All service providers pre-approved following the CSIR approved evaluation process (based on the evaluation criteria set in **Annexure “A”**) will be provided with the opportunity to bid for future related projects in line with the CSIR procurement policy.

4 INTELLECTUAL PROPERTY

The intellectual property for all projects undertaken will vest with the CSIR or their client. Suppliers will have no claim to intellectual property developed. Prior knowledge used should be specified and negotiated in advance.

5 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

Only firms with Level 1 and 2 B-BBEE contributor status will be considered.

6 EOI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

All expressions of interest are to be submitted in a format specified in this EOI (as applicable). However, service providers are welcome to submit additional or alternative expression of interest over and above the originally specified format (e.g. other capabilities that you may be deem to be relevant).

7 FUNCTIONAL EVALUATION CRITERIA

7.1 The evaluation of the functional / technical detail of the expression of interest will be based on the following criteria:

The following will be used to evaluate functionality;

Description	Weighting
1. Education and qualifications	30%
2. Language and document editing experience and track record	20%
3. Academic / research experience in social facility norms and location planning and or spatial planning	20%
4. Number of published academic /technical reports, papers, guidelines in the field of settlement and spatial planning domain	15%
5. Technical skill in use of MS word, Power point and Excel	15%
Total	100%

Please provide documentary evidence of qualifications and examples of previous work. Contactable references should be provided in support of evidence of work experience with respect to paper writing support and editing.

7.2 Expression of interest with functionality / technical points of less than the pre-determined minimum overall percentage of **80%** and less than **70%** on any of the individual criteria will be eliminated from further evaluation.

7.3 The service provider shall prepare for a possible presentation should CSIR require such and the service provider shall be notified timeously.

7.4 Refer to **Annexure "A"** for the scoring sheet that will be used to evaluate functionality.

8 ELIMINATION CRITERIA

Expression of interest will be **eliminated** under the following conditions:

- Submission after the deadline;
- Responses submitted at incorrect location.

9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate or affidavit of exemption. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

10 VENUE FOR EOI SUBMISSION

Expression of interest proposals must be submitted in the tender box at:

- CSIR Jan Celliers Street, Stellenbosch

Alternatively, proposals may be submitted to: tender@csir.co.za with Eoi number 8004/26/10/2018 as reference

11 EOI PROGRAMME

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

- Issue of EOI documents: Friday, 12 October 2018
- Closing / submission Date: Friday, 26 October 2018

The CSIR will inform all successful suppliers qualifying to be registered on the CSIR supplier database in due course.

12 SUBMISSION OF RESPONSES

- 12.1 All expressions of interest are to be sealed. No open expression of interest will be accepted.
- 12.2 All expressions of interest are to be clearly marked with the EOI number and the name of the service provider on the outside of the main package.
- 12.3 Responses submitted by companies must be signed by a person or persons duly authorised.

13 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the address mentioned above no later than the closing date of **Friday, 26 October 2018** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

14 EVALUATION PROCESS

The EOI evaluation process will include a functionality/technical evaluation. No price evaluation will be done at this stage. To be a preferred supplier the service provider shall meet the minimum threshold for functionality and will have a B-BBEE level 1 certificate. Approved suppliers shall meet a minimum threshold for functionality.

15 VALIDITY PERIOD OF RESPONSES

- 15.1 Each expression of interest shall be valid for a minimum period of three (3) months calculated from the closing date.
- 15.2 Short-listed companies will be requested to provide financial statements for the last three years of operation.

16 ENQUIRIES AND CONTACT WITH THE CSIR

- 16.1 Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with “EOI No **8004/26/10/2018** - The appointment of a panel to provide Research Support, Report Writing and Editing within the Spatial Planning and Urban Development Domain” as the subject.

17 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English.

18 COST OF EXPRESSION OF INTEREST

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

19 CORRECTNESS OF RESPONSES

- 19.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

20 VERIFICATION OF DOCUMENTS

- 20.1 Service providers 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.
- 20.2 One hard copy and one electronic copy (CD or USB memory key) of each EOI must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 20.3 Emailed expression of interest submissions will not be accepted.

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

21 ENGAGEMENT OF CONSULTANTS

All potential service providers need to note that consultants will only be remunerated at the rates:

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

22 TRAVEL EXPENSES

All potential service providers need to note that travel expenses will be managed as followed should they need to travel on behalf of the CSIR in future:

- 22.1 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:
 - 22.1.1 Only economy class tickets will be used.
 - 22.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
 - 22.1.3 No car rentals of more than a Group B will be accommodated.

23 ADDITIONAL TERMS AND CONDITIONS

- 23.1 Service providers 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.
- 23.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.

- 23.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.
- 23.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.
- 23.5 No additional costs will be considered beyond the offered percentage fees proposed in the bid.
- 23.6 This is an open EOI process, and payment will only be applicable where a specific supplier on the panel is tasked with a particular task for which a quote will be requested.

24 CSIR RESERVES THE RIGHT TO

- 24.1 Extend the closing date;
- 24.2 Verify any information contained in a response;
- 24.3 Request documentary proof regarding any tendering issue;
- 24.4 Cancel or withdraw this EOI as a whole or in part; and
- 24.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

25 DISCLAIMER

This EOI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

26 CONFIDENTIALITY/ NON- DISCLOSURE AGREEMENT

Any documentation submitted by supplier shall be considered confidential in nature, and shall remain the property of the CSIR, unless otherwise stated by the supplier at the time of submission. All or any information provided to service providers by the CSIR, shall be regarded as strictly confidential and will not be made known to third parties without the written consent of the CSIR. The supplier should be willing to sign a non-disclosure agreement when working with the CSIR if requested to do so.

CSIR TENDER DOCUMENTATION

27 ANNEXURE “A” SCORE SHEET TO EVALUATE FUNCTIONALITY

Score 0 – 10 points

The functionality evaluation criteria will be based on the following:

- Education and qualifications- 30 %
 - Degree in English – 10 points (sub-category)
 - BA degree with 3rd year English or higher - 10 points
 - No degree in English – 0 points
 - Diploma in editing - 10 points (sub-category)
 - Industry recognised diploma – 10 points
 - No diploma – 0 points
- Language and document editing experience and track record - 20%
 - More than 3 years editing experience and 2 appointment or reference letters to be supplied - 5 points
 - More than 5 years editing experience and 3 appointment or reference letters supplied - 10 points
- Academic / research experience in social facility norms and location planning related field – 20 %
 - 3-5 years research experience - 2 points
 - 5 points 6-8 years research experience -5 point
 - More than 8 years research experience - 10 points
- Number of published academic /technical reports, papers, guidelines in the field of spatial and settlement planning -15 % points
 - Less than 3 publications -2 points
 - 3-4 publications - 5 points
 - 4 or more publications - 10 points

- Technical skill in use of MS word, Power point and Excel (Proficiency test may be required) -15 %
 - MS word and use of document templates - 5 points
 - MS word and use of document templates & Excel - 8points
 - MS word and use of document templates & Excel & Power Point – 10 points

Please provide documentary evidence of qualifications and examples of previous work. Contactable references should be provided in support of evidence of work experience with respect to paper writing support and editing.