

Expression of Interest (EOI)

**For the appointment of a Panel of Project Managers to
manage minor projects
at CSIR – Pretoria site**

EOI No. 8034/04/05/2021

Date of Issue	Monday, 19 April 2021	
Compulsory Briefing Session	Not applicable	
Last date for submission of queries / clarifications	Wednesday, 28 April 2021	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing Date and Time	Tuesday, 04 May 2021 at 16h30 (Late bids will not be accepted)	
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of Africa's leading scientific research and technology development organisations. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to improving 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 CSIR has a need for the employees to move from one office to the other as well as changing the operations of the work spaces. This necessitate the need to do minor renovations from time to time which take up lot of time from the projects office resources. The examples of minor projects include the renovations of bathrooms, the renovations of kitchens, the renovations or upgrading of office space, etc. The work will be done as and when required.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for appointing a panel of Project Management Firms to provide technical project management of minor projects at the CSIR. The appointed firms will serve on the panel for a period not greater than twenty-four (24) months as and when required depending on the project scope and budget. The firms will be expected to assign a PM that will be dedicated to manage a number of projects (between 4 and 7 minor projects). The PM / Firm should be able to apply various contracting forms such as PROCSA, NEC, JBCC, and GCC (where applicable).

The CSIR will not appoint a single company, but will work with different service providers that satisfy the set functionality criteria which are also the most competitive in terms of price and B-BBEE. The appointed service providers will be listed as preferred suppliers and will be approached as and when required.

3.1 Scope of professional consultants

The PM / Firm should be able to perform the following roles on behalf of the CSIR:

- Obtain the user requirements specification (URS) from the client to finalise a high-level scope of the works.
- Prepare a high-level estimate on the scope of works, ROM (Rough Order of Magnitude).

- Identify the contract that is relevant for the project (based on the scope)
- Identify the professional consultants that are relevant for the project (where applicable)
- Manage all the stages of the construction project, and where applicable act as a Principal Agent
- Report the progress of the works to the CSIR.
- Develop a detailed project plan with cashflow and any project-specific procedures;
- Indicate external project links/co-funding dependencies (risk awareness)
- Manage the day-to-day project activities and tasks;
- Run internal project specific progress meetings and draft minutes;
- Review progress and develop progress reports and submit these to the CSIR
- Follow project procedures as relevant or developed by the CSIR

3.2 Resources

The Firm is expected to provide the consultant with necessary working tools/resources not limited to:

- Microsoft (MS) Project software
- Laptop in good working condition
- Data
- Work station (Consultant will be office based or work remotely depending on the nature of the project and current COVID-19 regulations).

In addition to the above the professional project management firms / project managers are expected to provide their services according to stages 1 to 6 as per the government gazette.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format and filing guide specified in this request.

Bidders are to submit responses in the format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

4.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal:

- Profile indicating the company's age, resources, and capability.
- Experience on minor projects/ projects in the built environment executed between 2011 and 2021 – e.g., Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress)
- Reference letters for work completed between 2011 and 2021 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)

- CV of a relevant Project Manager that will be deployed in a project. The CV(s) must clearly indicate the experience of at least one (1) to two (2) years in managing projects in a built environment

4.2 Financial Proposal (Part B)

The following must be submitted as part of the **financial** proposal:

- Covering letter on company letterhead
- Completed Offer - price, the pricing must be firm for 90 days and inclusive of all costs to render the required service. The price must also include disbursements (where applicable)
- Copy of valid B-BBEE certificate or valid sworn Affidavit; and
- CSD registration report (RSA suppliers only).

5 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
Company profile (A1)	Profile indicating the : <ul style="list-style-type: none"> • Age, resources, and capability 	20
Company Experience (A2)	<ul style="list-style-type: none"> • List of minor projects/ projects in the built environment executed between 2011 and 2021 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) 	30
Reference letters (A3)	<ul style="list-style-type: none"> • Reference letters for work completed between 2011 and 2021 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) 	25
CVs (A4)	<ul style="list-style-type: none"> • CV of relevant Project Manager that will be deployed in a project must clearly indicate the experience of at least one (1) to two (2) years in managing projects in a built environment 	25
TOTAL POINTS FOR FUNCTIONALITY		100

5.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

5.2 Refer to Annexure A, paragraph 28 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 email address;
- Failure to submit a letter of intent to bid. The letter of intent to bid must indicate which discipline the bidder is applying for
- Failure to submit valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of R250 000.00 per discipline
- Failure to submit the Bidder's Declaration of Interest Form (Paragraph 26).
- Failure to file the submission according to filing guide provided in paragraph 27 (returnable documents and filing guide)

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION AND B-BBEE CERTIFICATE

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or 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 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1 All proposals must be submitted electronically to tender@csir.co.za
- 8.2 Respondents must use the EOI number as the subject reference number when submitting their bids.
- 8.3 The e-mail and file sizes should not exceed a total of 30MB per e-mail.
- 8.4 The naming/labeling syntax of files or documents must be short and simple
- 8.5 All documents submitted electronically via e-mail must be clear and visible.
- 8.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.
- 8.7 Proposals submitted by companies must be signed by a person or persons duly authorised to do so.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **04 May 2021** by 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 be disqualified.

10 TENDER PROGRAMME

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

- | | |
|--|--------------------------|
| • Issue of tender documents: | Monday, 19 April 2021 |
| • Briefing session: | Not applicable |
| • Last date for submission of queries: | Wednesday, 28 April 2021 |
| • Closing / submission Date: | Tuesday, 04 May 2021 |

11 AWARDING OF TENDERS

- 11.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

12 EVALUATION PROCESS

12.1 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.

12.2 A two-phase evaluation process will be followed.

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

12.3 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.

12.4 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.

13 PRICING PROPOSAL

13.1 Activity Schedule pricing must be cross-referenced to the deliverables identified in the Scope. 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.

13.2 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.

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

13.4 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.*

13.5 Payment will be according to the CSIR payment terms.

14 VALIDITY PERIOD OF PROPOSAL

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

15 APPOINTMENT OF SERVICE PROVIDERS

- 15.1** The contracts will be awarded to the tenderers who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 15.2** Appointment as successful service providers 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.
- 15.3** Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.
- 15.4** Upon appointment the appointed bidder(s) will be expected to submit the quality check list (for the relevant work).

16 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with ***"EOI No 8034/04/05/2021 - Appointment of a Panel of Project Managers for managing minor projects at CSIR – Pretoria site"*** as the subject.

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

17 MEDIUM OF COMMUNICATION

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

18 COST OF PROPOSAL

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

19 CORRECTNESS OF RESPONSES

- 19.1** 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 EOI. The prices and rates quoted must cover all obligations under any resulting contract.
- 19.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

20 VERIFICATION OF DOCUMENTS

- 20.1** 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.
- 20.2** 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.

21 SUB-CONTRACTING

- 21.1** 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.
- 21.2** 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 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

23 ADDITIONAL TERMS AND CONDITIONS

23.1 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.

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

23.3 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.

23.4 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.

23.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

24 CSIR RESERVES THE RIGHT TO

24.1 Extend the closing date;

24.2 Verify any information contained in a proposal;

24.3 Request documentary proof regarding any tendering issue;

24.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

24.5 Award this EOI as a whole or in part;

24.6 Award this EOI to one supplier or more than one suppliers

24.7 Cancel or withdraw this EOI as a whole or in part.

25 DISCLAIMER

This EOI is a request for proposals only and not an offer document. Answers to this EOI 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 EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the EOI, 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.

26 DECLARATION BY TENDERER

**Only tenderers who completed the declaration below will be considered for evaluation.
EOI No: 8034/04/05/2021**

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 EOI No.: 8034/04/05/2021 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:

27 RETURNABLE DOCUMENTS AND FILING GUIDE

Description (please label your file dividers according to this table so that it becomes easier to trace your documents)		Submitted (Please tick)	
		Yes	No
#	Elimination criteria (Folder 1)		
1	Letter of intent to bid.		
2	Valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of R250 000.00 per discipline		
3	Bidder's Declaration of Interest Form.		
#	Technical proposal (Part A) (Folder 2)		
4	Company profile		
5	Company Experience		
6	Reference letters		
7	CV		
8	Professional registration		
#	Financial proposal (Part B) (Folder 3)		
9	Cover Letter		
10	Completed Offer – price		
11	Copy of valid B-BBEE certificate or valid sworn		
12	CSD registration report (RSA suppliers only)		
#	Proposal from a joint venture (Folder 4)	Applicable	Not applicable
	In case of proposal from a joint venture, the following must be submitted together with the	Yes	No
13	Joint venture Agreement including split of work signed by both parties		
14	The original or certified copy of the B-BBEE certificate of the joint venture		
15	The Tax Clearance Certificate of each joint venture member		
16	Proof of ownership/shareholder certificates/copies		
17	Company registration certificates		

28 ANNEXURE A SCORING SHEET

Functional Factor	Criteria Description (Proof required)	Weight (%)	Scoring
Company profile	Profile indicating the : <ul style="list-style-type: none"> Age, resources and capability of the company 	20	<ul style="list-style-type: none"> No submission / Submission not relevant to the project - 0 1 to 2 years – 5 3 to 5 years - 7 > 5 years - 10
Company Experience	<ul style="list-style-type: none"> List of minor projects/ projects in the built environment (NB: in a tabular format) done between 2011 and 2021 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) 	30	<ul style="list-style-type: none"> No list of projects/ List of project are not relevant – 0 1 to 3 list of relevant projects - 5 4 to 7 list of projects relevant to the scope – 7 > 7 list of projects relevant to the scope - 10
Reference letters	<ul style="list-style-type: none"> Reference letters for work completed between 2011 and 2021 from previous clients. (Reference letters must be written by the clients where the work was done. NB: Reference letter from other team members or professional service providers will not be accepted) 	25	<ul style="list-style-type: none"> No reference letters / Reference letters are not relevant - 0 1 to 3 reference letters - 5 4 to 7 reference letters – 7 > 7 reference letters - 10
CVs	<ul style="list-style-type: none"> CV of a relevant Project Manager that will be deployed in a project must clearly indicate the experience of at least one (1) to two (2) years in managing projects in a built environment 	25	<ul style="list-style-type: none"> No CVs / CVs are not relevant to the work - 0 1 to 2 working experience - 5 3 to 5 working experience – 7 > 5 working experience – 10
TOTAL POINTS FOR FUNCTIONALITY		100	

29 ANNEXURE B PRICE SCHEDULE

No.	Service Components	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
1.	Senior Project Manager	hour	1		
2.	Intermediate Project Manager	hour	1		
3.	Junior Project Manager	hour	1		
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services.					
				Sub-total	
				VAT	
				Total	

