



## **Expression of Interest (EOI)**

**The Provision of Pavement Engineering Experts,  
Specialists and Consultants to the CSIR for as-and-  
when required basis over a five (5) year period**

**EOI No. 8061/02/11/2022**

Date of Issue:	Wednesday, 19 October 2022
Closing Date and Time:	Wednesday, 02 November 2022 at 16:30
Eoi submission:	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> Only electronic submissions will be acceptable
Enquiries	Strategic Procurement Unit E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30
Category	Science, Engineering and Technology

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## 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. The provision of services required in this EoI are for the CSIR office based in Pretoria.

## 2 BACKGROUND

The Smart Mobility Cluster is a CSIR Cluster within the Smart Society Division of the CSIR. The Smart Mobility Cluster has prioritised the development and implementation of practical, innovative, economic and sustainable road infrastructure engineering systems as well as technological solutions that enable and support efficient and effective end-to-end logistics (people and goods) in order to enhance socio-economic development, asset preservation and industry competitiveness. These initiatives are conducted across the value chain of road design, construction, maintenance, rehabilitation and management, supporting 4IR, sustainability, resilience and the circular economy, and are achieved through partnerships or co-investments with other role players in the private and public sectors, including State-owned-Entities.

The CSIR is inviting **expression of interest** submissions from interested local individuals, companies or research/academic institutions with relevant experience in the pavement engineering sectors for innovation and research partnerships as well as provision of services specific to the areas outlined below:

- road construction materials, inclusive of innovative and alternative materials
- road/pavement design
- road performance assessment and modelling
- road construction
- road maintenance

- transportation geotechnics
- climate adaptation: risk management and resilience optimisation of road network
- institutional support to road authorities
- human capital development, mentorship and training

Experts/specialists and consultants specialising in the fields above are hereby invited to submit an EoI to provide services to the CSIR on an “**as-and-when required**” basis for a period of five (5) years. Interested parties submitting an EoI may express interest for any number of areas mentioned above in a single submission. Nothing herein obliges the CSIR to award contracts for any or all the areas outlined above or to furnish reasons for doing so.

It is expected that once successful service providers are approved and registered on the CSIR supplier database, following the CSIR approved evaluation process based on the evaluation criteria set in Section 7 (evaluation process and criteria), they will be given a fair opportunity to bid for future work following the CSIR procurement policy.

### 3 SUBMISSIONS OF EXPRESSION OF INTEREST PROPOSALS

The CSIR requires that all EoI submissions be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). Should the EoI file size exceed 30 MB, interested parties can submit the EoI in multiple e-mails, but details must be provided in and summary email to ensure that all parts are submitted and received.

Telegraphic and telefax EoI proposals will not be accepted.

Use the EoI number **8061/02/11/2022** and description of the EoI as the subject on your email.

### 4 EOI PROGRAMME

The following key dates are envisaged for the EoI programme:

Issue of EoI documents:	Wednesday, 19/10/2022
Closing / submission Date:	Wednesday, 02/11/2022 at 16:30
Target start date of the project:	As and when required
Target completion date of project:	30/10/2027

Eol proposals shall be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) as specified in **Section 3** by no later than 16:30 on Wednesday, **02/11/2022**.

Where an Eol proposal is not received by the CSIR by the due date and time, it will be regarded as a late submission. Late submissions **WILL NOT** be considered.

## 5 PROPOSAL SPECIFICATION

Interested parties should submit the following documents as part of this Eol and the CSIR reserves the right to approach the relevant authorities to verify the documents submitted:

### 1. Mandatory documents:

- Proof of registration with National Treasury Central Supplier Database-CSD  
All suppliers must be registered with National Treasury and have a NT CSD M number
- Signed Declaration form (see **Section 11**)
- SBD1 form

### 2. Essential documents and certifications:

- Valid B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo, dti issued sworn affidavit or CIPC issued B-BBEE certificate
- Full CVs of key staff, including hourly rates, Including or excluding VAT where applicable
- Proof of qualifications
- Brief proposal(s) on area(s) of interest
- Examples of experience (previous projects), and project references
- Organogram (please state clearly if sole proprietor)
- Registration with professional bodies (if available)

### 3. Company profile incorporating (where applicable/relevant):

- Company background information, including detailed examples of past and current research or engineering projects or technological products in the areas below:
  - Expertise in road construction materials, inclusive of innovative and alternative materials
  - Expertise in road/pavement design
  - Expertise in road performance assessments and modelling
  - Expertise in road construction, inclusive of quality control and quality assurance
  - Expertise in road maintenance
  - Expertise in transportation geotechnics
  - Expertise in climate adaptation: risk management and resilience optimisation of road network

- Experience in institutional support to road authorities
- Experience in human capital development, mentorship and training
- Excellent writing skills with experience in detailed report writing and MS office
- Approach with respect to quality control, quality assurance and risk management, and compliance certificates (if available).

#### 4. Submission of Eol proposals

- All proposals are to be clearly marked with the Eol number: **8061/02/11/2022**, as indicated on the Eol terms of reference.
- The proposal must include all mandatory documentation
- The proposal must include the essential documents and certifications (necessary for functionality evaluation process)
- All proposals must be signed by a person (or persons) duly authorised to do so.

#### 5. Validity period of submission

Each submission shall be valid for a minimum period of six (6) months calculated from the closing date

#### 6. Medium of communication

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

The CSIR reserves the right to request clarity on any Eol proposal

### 6 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this Eol shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“Eol No 8061/02/11/2022 - The provision of Pavement Engineering Experts/ Specialists and Consultants to the CSIR”*** as the subject.

Contact by any means whatsoever with CSIR personnel is not permitted during the Eol process other than as required through existing service arrangements and/or as requested by the CSIR as part of the Eol process.

Any form of canvassing by the Interested Party to any member of staff or supplier, for purposes of influencing the award of the contract, will automatically disqualify the Interested Party from the evaluation process. Interested Parties shall not offer or give any consideration of any kind

to any employee or representative of the CSIR as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with the CSIR.

## 7 EVALUATION PROCESS AND CRITERIA

### 7.1 Evaluation of submissions

All Eol proposals will be evaluated by an evaluation team. Based on the results of the evaluation process, the CSIR will approve engagement of the successful Eol submissions.

Eol submissions will be evaluated based on the service / supply profile of each submission and points will be awarded to the content based on the following functionality matrix.

Description of Quality criteria	Weight
Ability and general approach for provision of capacity building and mentorship to industry sector and CSIR staff	20
Staffing (Organogram with institutional setup)	5
Staff experience in pavement engineering	25
Qualifications	10
Previous experience on projects of a similar nature in selected area(s)	30
Quality control standards	5
Risk management	5
<b>Total Evaluation Points</b>	<b>100</b>

Eol submissions with functionality points of less than the **pre-determined** minimum 75 points **WILL NOT** be considered.

### 7.2 Elimination criteria

Eol proposals will be eliminated under the following conditions:

- Proposals submitted to incorrect e-mail address (see Section 3)
- Submission after the deadline as specified in Section 4
- Mandatory documentation as outlined in Section 5 not submitted
- Attaining less than the prescribed minimum evaluation score (75 points)
- Failure to comply with any of the terms and conditions as set out in this document

## 8 APPOINTMENT OF EXPERTS AND SPECIALISTS

Appointment as a successful expert or specialist shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within a mutually agreed date after provisional appointment date, CSIR reserves the right to appoint, or not appoint, the expert or specialist who was rated second, and so on.

It is expected that the short-listed experts and specialists will be approved for a period of five years.

The services will be used as and when required, and the level of involvement will vary over time depending on the stage of each project. Payment will be based on the actual time spent on a specific project and the actual running expenses incurred. For each task order, a specific contractual agreement will be entered into, in which for example rates and costs will be stipulated and agreed upon.

## **9 GENERAL TERMS AND CONDITIONS**

Interested Parties are expected to fully acquaint themselves with the conditions, requirements and specifications of this EoI before submitting proposals. Failure to comply with any of the terms and conditions as set out in this document will invalidate the EoI.

- Each Interested Party 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 Interested Parties.
- Interested Parties 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.
- The Interested Party accepts that any mistakes regarding hourly rates will be at their own risk.
- The Interested Party 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.



- Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the submission.
- An omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of fact may result in the disqualification of the submission, or cancellation of any subsequent contract.
- CSIR's decision on Eols received shall be final and binding.

CSIR reserves the right to:

- Amend any Eol conditions, validity period, specifications, or extend the closing date and/or time of Eol's before the closing date. All Respondents, to whom the Eol documents have been issued, will be advised in writing of such amendments on time;
- Verify any information contained in a submission;
- Request documentary proof regarding any claim / statement contained in a submission;
- Vary, alter, and / or amend the terms of this Eol, at any time prior to the finalisation of its adjudication hereof;
- Award a contract to an organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation;
- Award a contract to an organisation that is a joint venture with a black empowered company;
- Give preference to local suppliers and locally manufactured goods;
- Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- Award a contract as a whole or in part;
- Cancel or withdraw this Eol as a whole or in part without furnishing reasons and without attracting any liability.

## **10 DISCLAIMERS**

The CSIR has produced this Eol in good faith. However, the CSIR, its agents and its servants do not warrant its accuracy or completeness. To the extent that the CSIR is permitted by law, the CSIR will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this Eol due to any misinterpretation of this Eol.

This 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 Proposal, Interested Parties shall be deemed to have satisfied themselves with and to have accepted all Terms and Conditions of this EoI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to Interested Parties concerning the EoI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the Interested Party or any other party in connection therewith.

## **11 DECLARATION**

**EoI No: 8061/02/11/2022**

**Only Interested Parties who have completed and signed the declaration part of the Expression of Interest documentation may be considered for evaluation.**

1. I hereby undertake to render services described in the attached EoI documents to CSIR in accordance with the requirements and directives / specifications stipulated in EoI Number **8061/02/11/2022**. 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 EoI proposal.
2. The following documents shall be deemed to form and be read and construed as part of this EoI proposal:
  - a. EoI documents, viz
    - CSD certificate
    - Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011, B-BBEE Certificate
    - Declaration of interest
    - Special Conditions of the EoI
    - Company profile, organogram, examples of experience (previous projects), and project references
    - Brief proposal(s) on the area(s) of interest

- Full CV(s) of key staff including hourly rates, but excluding expenses
- Registration with professional bodies (if available), and proof of qualifications
- Approach with respect to quality control, assurance and risk management, and compliance certificates (if available).

b. Terms and Conditions of the Eoi proposal.

3. I confirm that I have satisfied myself as to the correctness and validity of my proposal; that the hourly rate(s) quoted will cover the services specified in the proposal documents;

that the hourly rate(s) cover all my obligations and I accept that any mistakes regarding hourly rate(s) will be at my own risk.

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

ii. 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.

iii. I confirm that I am duly authorised to submit and sign this proposal.

NAME OF FIRM \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ WITNESS

CAPACITY \_\_\_\_\_ 1. \_\_\_\_\_

SIGNATURE \_\_\_\_\_ 2. \_\_\_\_\_

DATE \_\_\_\_\_

## 12 SCORE SHEET TO BE USED TO EVALUATE FUNCTIONALITY

Description of Quality criteria	Weight	Score 0	Score 5	Score 8	Score10
Ability and general approach for provision of capacity building and mentorship to industry sector and CSIR staff	20	No information	Basic information provided	Advanced, based on documented evidence	Proficient, based on documented evidence
Staffing (Organogram with institutional setup)	5	No information	Basic organogram	Full organogram	Full Staffing submitted, indicating all staff, with roles/positions /functions
Staff experience in pavement engineering (supported by evidence on previous projects)	25	No experience	≤ 8 years' experience	≤ 15 years' experience	More than 15 years' experience
Qualifications	10	None	Bachelor's degree	Masters' degree	PhD
Previous experience on projects/initiatives of a similar nature in selected area(s)	30	No list of previous projects in selected area(s) has been provided	A list of 1 – 5 previous projects in selected area(s) has been provided	A list of 6 – 9 previous projects in selected area(s) has been provided	A list of more than 10 previous projects in selected area(s) has been provided
Quality control standards	5	No documented evidence provided	Basic documented evidence provided on quality requirements	Examples of quality control plans submitted or registration with professional bodies	Compliance certificates and registration with professional bodies
Risk management	5	No information	Company Risk policy statement	Risk plan given (could be generic)	Risk management plan submitted
<b>Total Evaluation Points</b>	<b>100</b>				

### 13 TABLE OF DOCUMENTS TO BE SUBMITTED

MANDATORY DOCUMENTS	ESSENTIAL DOCUMENTS
CSD registration summary report	Valid B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; <b>or</b> Valid sworn affidavits made on dti designed templates; <b>or</b> dti issued sworn affidavit; <b>or</b> CIPC issued B-BBEE certificate.
Declaration form (completed and signed)	Brief proposal(s) on area(s) of interest
SBD1 form (completed and signed)	Company profile and/or capability statement
	Organogram (please state clearly if sole proprietor)
	Full CV(s) of key staff, including hourly rates
	Examples of experience (previous projects), and project references
	Ability/approach to human capital development, mentorship and training
	Registration with professional bodies (if available)
	Proof of qualifications
	Approach with respect to quality control/assurance and risk management, and compliance certificates (if available)

**END OF EOI**

## **Annexure “A”**

**RFQ No. 8061/02/11/2022**

### **BIDDER’S DISCLOSURE SBD 4 FORM**

#### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### **2. Bidder’s declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of institution</b>	<b>State</b>

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/**

**NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN

TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN

MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder