



## THE EXPRESSION OF INTEREST (EOI) TO PREPARE REFERENCE PUBLICATION ON TRANSPORT AND SPATIAL TRANSFORMATION

**EOI No 8062/18/11/2022**

Date of Issue	Friday, 04 November 2022	
Closing Date	Friday, 18 November 2022 by 16h30	
Electronic submission	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> If the size of the documents exceed 25MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing date for queries:	Thursday, 10 November 2022	
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 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 PROJECT BACKGROUND**

The CSIR Passenger Transport Research Group is involved in a public transport planning project which aims to facilitate the implementation of NLTA requirements in Metropolitan Municipalities. The project aims to support cities in order to develop fully functional transport planning and management competencies in the interest of spatial transformation, through responsive transport plans. The project will enhance the capability of cities and associated officials in transport departments to effectively internalise and implement spatial transformation imperatives in transport planning.

Municipal Integrated Transport Plans (“ITPs”) are the primary instruments for implementing transport projects and programmes in municipalities. However, most municipalities do not have up to date ITPs, and where such plans are available, they are often generated for the sake of complying. Programmes relating to spatial transformation are also inadequately covered. This implies that spatial transformation is generally not a priority in transport planning and management. Without an appreciation of the need to mainstream and prioritise spatial transformation in transport plans, spatial transformation agenda that is espoused in the NDP will remain largely unimplemented. The absence of guidance on how to consider spatial transformation imperatives in transport plans contributes to the state of affairs.

In the absence of interventions from the proposed project, the following is likely to continue:

- Transport planning for spatial transformation will remain unclear across cities.
- The spatial development frameworks in cities will continue to be functionally isolated from the integrated transport plans.
- Spatial transformation programmes, from a transport perspective, will continue to be under-resourced.
- Spatial transformation will not be scientifically measurable, reportable, and verifiable.

The project seeks to support cities in creating institutional capacity within transport departments to be responsive to spatial transformation imperatives. This will be achieved through creating relevant reference publications, learning programmes, and technical support in refining transport plans and associated implementation instruments. As a result of the proposed work, cities will be practically empowered to oversee the implementation of spatial transformation agenda in their transport plans and operationalise it. The project will also seek to create formal skills development programmes for the accreditation of participants.

### **3 INVITATION FOR EXPRESSION OF INTEREST**

The CSIR is calling for the expressions of interest from suitably qualified service providers in the 'transport planning', 'transport engineering', and 'urban planning' sectors to prepare a reference publication on transport and spatial transformation.

Specific questions that will be answered by the publication are:

- What is known; not known; disputed about transport and spatial transformation in the context of South Africa?
- How should spatial transformation be measured and reported?
- How sensitive/elastic are different typologies of developments to transport investments and operations?
- What are the specific examples of transport interventions, in the context of South Africa, that have improved the spatial transformation trajectory?
- What blend of skills and institutional configuration is required to effectively manage the implementation of transport as a spatial transformation instrument?

#### 4 ESTIMATED PROJECT TIMELINES

Successful bidders will be required to finalise their contributions within a period of two months, followed by a month of technical editing and a further month to finalise the contributions.

#### 5 DELIVERABLES

The deliverables emanating from this project will be:

- Book chapter contributions.
- Publishing of an edited volume.

#### 6 EOI OVERVIEW OF REQUIREMENTS

All expressions of interest are to be submitted in a format specified in this enquiry (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 deem to be relevant).

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.

#### 7 FUNCTIONAL EVALUATION CRITERIA

- 7.1 Submissions will be required to achieve a minimum functionality score of 70 points relevant to the particular sector out of a possible maximum of 100 points.
- 7.2 The evaluation of the functional / technical detail of the expression of interest will be based on the following criteria:

Description of quality criteria	Maximum number of evaluation points
Approach and methodology	30
Staff experience to sector	20

Description of quality criteria	Maximum number of evaluation points
Publishing history, in peer reviewed platforms, on subjects relating to transport and spatial transformation in the past 15 years	40
Quality control standards	10
<b>Total Points</b>	<b>100</b>

- 7.3 Bidders should clearly state the number of publications made in the past 15 years, where they were published (e.g., in books, in journals, in peer reviewed conference proceedings, etc.)
- 7.4 Expressions of interest scoring more than 70 points will be considered for registration on the CSIR's supplier database. The top ten (10) bidders who score the highest number of functional/technical points following the CSIR approved evaluation process based on the evaluation criteria set out in section 7.

## 8 ELIMINATION CRITERIA

Expression of interest will be eliminated under the following conditions:

- Bidders that submit late bids will not be considered.
- Bidders that submit to the incorrect location or email address will be eliminated.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

The following mandatory documentation will be required before any negotiations will start with the interested supplier and before the supplier will be registered on the CSIR's supplier database:

- Valid copy of B-BBEE certificate – where B-BBEE credentials were used as part of evaluation; (RSA suppliers only);
- Valid Tax Compliance Status (TCS) or Letter of Good Standing issued by SARS
- Proof of Company Registration (CK2 form)
- Banking details certified by the bank or a bank statement or crossed cheque

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

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

- be registered on the 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
- Valid copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
- Valid sworn affidavits made on dti designed templates; **or**
- dti issued sworn affidavit; **or**
- CIPC issued B-BBEE certificate.

## SECTION B – TERMS AND CONDITIONS

### 10 VENUE FOR EOI SUBMISSION

All expression of interests must be submitted at:  
tender@csir.co.za

### 11 EOI PROGRAMME

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

- Issue of EOI documents: 04 November 2022
- Closing / submission Date: 18 November 2022

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

### 12 SUBMISSION OF RESPONSES

The CSIR requires that all tender submissions be submitted electronically. Should tender file size exceed 25MB, bidders can submit tender in multiple emails. Use the EOI number 8062/01/11/2022 and description of the tender as the subject on your email.

12.1 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 **18 November 2022** 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. Approved suppliers shall meet a minimum threshold for functionality.

## 15 VALIDITY PERIOD OF RESPONSES

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

## 16 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with “***EOI No 8062/18/11/2022 - The Expression of Interest (Eoi) to prepare reference publication on Transport and Spatial Transformation***” 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 **The CSIR requires that all bidders to submit EoI electronically to CSIR at tender@csir.co.za..**

## **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 service provider.

## **22 TRAVEL EXPENSES**

All potential service providers need to note that travel expenses will be managed as follows 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 R1400 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.

## **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 ANNEXURE “A” SCORING SHEET TO EVALUATE FUNCTIONALITY

Criteria	Proof Required	Level	Score	Weight (%)
Approach and methodology	Generic methodology on how the service provider will undertake the task.	No methodology provided	0	30
		Methodology covers only a few aspects	5	
		Methodology covers most aspects	7	
		Methodology covers all aspects	10	
Staff experience in sector	CVs of staff with experience in transport planning, transport engineering, and urban planning sectors including number of years.	No evidence of experience	0	20
		Documented evidence and experience of less than 5 years	5	
		Documented evidence and experience of more than 5 years but less than 10 years	7	
		Documented evidence and experience of more than 10 years	10	
Publishing history, in peer reviewed platforms, on subjects relating to transport and spatial transformation in the past 15 years	List of publications including year, journal name, book title, or conference name.  Link to publications	All other publications	0	40
		5 or more publications in peer reviewed conference proceedings in the past 15 years	5	
		1 to 4 publications in journals or books in the past 15 years	7	
		5 or more publications in journals or books in the past 15 years	10	
Quality control standards	Documents list of standards the service provider complied with over the years. Provide list of registration bodies and the certificates	No documented evidence of standards	0	10
		Documented evidence of less than 5 years	5	
		Documented evidence of more than 5 years but less than 7 years	7	
		Documented evidence of more than 7 years	10	
			<b>Total weighted score</b>	<b>100</b>

**DECLARATION BY BIDDER**

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

**EOI No: 8062/18/11/2022**

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 EOI No. 8062/18/11/2022 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 bidder 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: .....	