



## Request for Proposals (RFP)

### The Design and Development of a Pavement Engineering Database – Long Term Pavement Performance [LTPP] and Accelerated Pavement Testing [APT] Data for the CSIR

**RFP No. 1068/27/03/2023**

Date of Issue	Monday, 13/03/03/2023	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
	Please use RFP No and RFP Description as subject reference	
Last date for submission of enquiries/clarifications	Wednesday, 22/03/2023 at 16H30	
Electronical Submission	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a> (If tenders exceed 25MB multiple emails can be sent)	
CSIR business hours	08h00 – 16h30	
Category	Professional Services	
Closing Date and Time	Monday, 27/03/2023 at 16H30	

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**SECTION A**  
**GENERAL RFP TERMS AND CONDITIONS**

**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, the 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 SUBMISSION OF PROPOSALS**

- 2.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.
- 2.2 All proposals will only be considered if received by the CSIR before the closing date and time (***as indicated on the cover page***). The CSIR business hours are between **08h00** and **16h30**.
- 2.3 All emailed proposal submissions are to be clearly subject-referenced with the **RFP number and RFP Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:
- PART 1: Technical Proposal (Please indicated the RFP Number on each Files/folder)**  
**PART 2: Pricing Proposal, Specific Goals claim documentation: RFP No.: (Please indicated the RFP Number on each Files/folder)**
- 2.4 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 2.5 Proposals submitted at incorrect location, will not be accepted for considerations and where practicable, be returned unopened to the Bidder(s).
- 2.6 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).
- 2.7 All dates and times in this bid are South African standard time.

- 2.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.
- 2.9 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 2.10 The naming / labelling syntax of files or documents must be short and simple.
- 2.11 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 specific goals.

### **3 COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the RFP Conditions or setting of counter conditions by Bidders or qualifying any RFP Conditions will result in the invalidation of such bids.

### **4 FRONTING**

- 4.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 4.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the RFP evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

## 5 PRICING PROPOSAL

- 5.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 5.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 5.3 Price should include additional cost elements such as travel cost, freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the CSIR Payment Terms and Conditions ([Link](#)).
- 5.5 Please provide a detail pricing using a Pricing Schedule/Bill of Quantities outlined under **Annexure D. Pricing must strictly be in accordance with the Pricing Schedule.**

## 6 APPOINTMENT OF SERVICE PROVIDER

- 6.1 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.
- 6.2 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.
- 6.3 Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

## 7 SERVICE LEVEL AGREEMENT

- 7.1 Upon award the CSIR and the successful bidder will conclude a Service Level Agreement in line with applicable form of contract ( i.e. [Draft Supplier Agreement](#)) regulating the specific terms and conditions applicable to the services being procured by the CSIR.
- 7.2 Bidder(s) are requested to:
  - a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
  - b. Explain each comment and/or amendment; and
  - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

- 7.3 The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

## **8 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFP document.

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 MEDIUM OF COMMUNICATION**

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

## **10 CORRECTNESS OF RESPONSES**

- 10.1 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.
- 10.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **11 VERIFICATION OF DOCUMENTS**

- 11.1 Tenderers should check the numbers of the pages to satisfy themselves that none is 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.
- 11.2 Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

## **12 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the

CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

## **13 ADDITIONAL TERMS AND CONDITIONS**

- 13.1 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.
- 13.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 13.3 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 Tax Compliance Status (TCS) of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificate.
- 13.4 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.
- 13.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **14 SPECIAL CONDITIONS**

The CSIR reserves the right to:

- 14.1 Extend the closing date of this RFP;
- 14.2 Correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 14.3 Verify any information contained in the bidder's submission;
- 14.4 Request documentary proof regarding the bidder's submission;
- 14.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFP;
- 14.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);



- 14.7 Award this RFP as a whole or in part;
- 14.8 Award this RFP to multiple bidders;
- 14.9 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

## **15 CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

- 15.1 The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
  - b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
  - c. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
  - d. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
  - e. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
  - f. has in the past engaged in any matter referred to above; or
  - g. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

## **16 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

- 16.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 16.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

## **17 PREPARATION COSTS AND LIMITATION OF LIABILITY**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

## **18 INDEMNITY**

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

## **19 PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

## **20 TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant. The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to The CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

## **21 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

## **22 GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

## **23 CONFIDENTIALITY**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

## **24 AVAILABILITY OF FUNDS**

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

## **25 PERSONAL INFORMATION**

- 25.1 Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The tenderer further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.
- 25.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 25.3 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 25.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

Where relevant, the tenderer shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 30 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit tenderers compliance with the requisite POPI Act safeguards.

## **26 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.

## SECTION B

### EVALUATION METHODOLOGY

#### 27 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)
Only bidders that comply with ALL the criteria set on paragraph 31.1 on <b>Phase 1</b> below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold on each of the individual criteria, and a predetermined minimum threshold on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on <b>Phase 2</b> below will proceed to Price and Specific Goals Evaluation (Phase 3)	Bidder(s) will be evaluated out of <b>100 points</b> i.e. <b>80 points</b> for Price and <b>20 points</b> for Specific Goals.

##### 27.1 Elimination Criteria (Phase 1)

Proposals 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 not be considered (Only electronic submission to [tender@csir.co.za](mailto:tender@csir.co.za) would be considered).
- Bidder 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.
- Bidder that did not submit mandatory returnable documents as **Annexure E: Proposal Form and List of Returnable Documents**.

## 27.2 Technical Evaluation Criteria (Phase 2)

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

27.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria in Table 27-1.

Table 27-1: Functionality evaluation criteria

Functional Factor	Criteria Description	Weight (%)
Company Profile	Company's core function, age, resources, organogram, specialists, and capability	5
Experience	Similar projects regarding database development on large volumes of data. List of similar projects completed between 2011 and 2023 Information to include the client, contact details, description of services, value of services, delivery date	15
Reference Letters	Work completed between 2011 and 2023 from previous clients where work was done. References letter must be written by clients where work was done. Reference letters from other team members or professional service providers will not be accepted	5
CV(s)	CV(s) of the key professional(s) that will be deployed in the project. The CV(s) must clearly indicate the experience of the key resource with at least (3) three years' experience in managing similar work / projects	10
Project Methodology	Data Configuration: The bidder is expected to develop a methodology on the data configuration requirements as described in Annexure B (Section 3.2)	10
	Server Setup: The bidder is expected to develop a methodology on the server setup requirements as described in Annexure B (Section 3.2)	10
	Privacy Assessment: The bidder is expected to develop a methodology on the privacy assessments requirements as described in Annexure B (Section 3.2)	5
	Database development: The bidder is expected to develop a methodology on the database development requirements as described in Annexure B (Section 3.2)	30
Project Risk Plan	A detailed project risk plan is to be developed which will highlight potential risks (technical, financial and force-majeure), together with mitigation measures. A risk rating is to be provided per line item	5
User Requirement Form	As per generally accepted user requirements for software applications, the following criteria are important for functionality and user-friendliness Annexure B (Section 2.2.1)	5

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

The Bidder shall prepare for a possible presentation should the CSIR require such and the Bidder shall be notified thereof no later than four (4) days before the actual presentation date. As part of due diligence, the CSIR may also request to visit the bidder's site/facilities to view the equipment and other resources, or conduct a site visit at a client of the bidder (reference) for validation of the services rendered. The choice of site will be at CSIR's sole discretion.

## **27.2 Price and Preference Points Evaluation (Phase 3)**

Only Bidders that have met meet minimum thresholds on Technical/functional Evaluation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure H: Preference Points Award Form**.

## **28 OBJECTIVE CRITERIA**

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The bidder must have a healthy business credit score
- The directors, shareholders or officers of the bidder must not be formally accused of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.

## **29 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with



no local registered entity need not register on the CSD. In order to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number: **1068/27/03/2023**

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.

## Annexure A

### Standard Bidding Document (SBD) 1

#### PART A: INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR</b>					
BID NUMBER:	1068/27/03/2023	CLOSING DATE:	27/03/2023	CLOSING TIME:	16:30
DESCRIPTION	The Design and Development of a Pavement Engineering Database				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
The CSIR requires that all tender submissions be submitted electronically to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number <b>1068/27/03/2023</b> and description of the tender as the subject on your email.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	B Masela		CONTACT PERSON	Benoit Verhaeghe	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES
<input type="checkbox"/> NO 00					

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B: TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## **Annexure B**

### **Technical Specification/Scope of Services for the Design and Development of a Pavement Engineering Database to the CSIR**

**RFP No. 1068/27/03/2023 The Design and Development of a Pavement Engineering Database**

#### **1 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the Design and Development of a Pavement Engineering Database to include Long Term Pavement Performance (LTPP) and Accelerated Pavement Testing (APT) Data to the CSIR. The following will be required as part of the services rendered:

- Preliminary Data Configuration
- Server Setup
- Database Development
- Testing and hand-over of the database

The purpose of the Request for Proposal (RFP) is to obtain capability, pricing and general information on the business of potential Contractors for the CSIR to determine the Contractors most capable of providing the service.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This RFP does not constitute an offer to do business with the CSIR, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the Design and Development of a Pavement Engineering Database.

#### **2 PROPOSAL REQUIREMENTS**

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

## 2.1 Overview

There is currently no systematic method of sorting, storing and analyzing LTPP / APT data in a combined platform. Therefore, there is a need to develop a database that will be beneficial to current and future researchers in terms of:

- Effectively managing, collecting and storing LTPP/APT data;
- Supporting the ease of analysis of data, and
- Aiding in development of improved models for performance prediction to enhance decision-making.

The proposed structure of the database is depicted in Figure B-1.

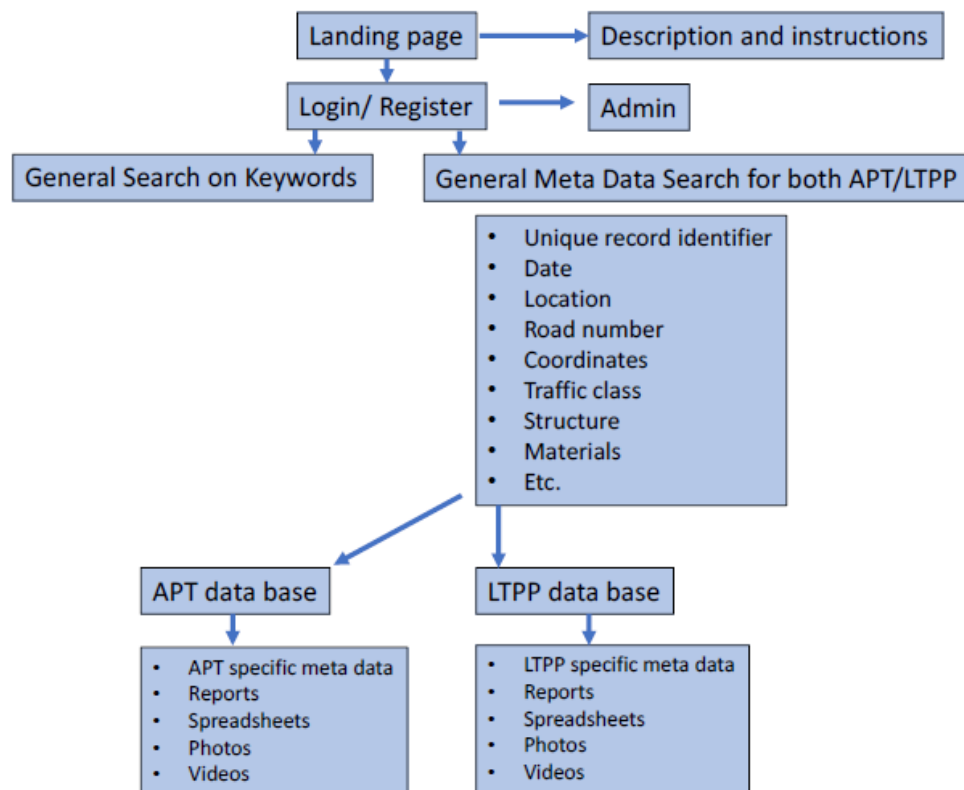


Figure B-1: Proposed overall structure of the database

## 2.2 Technical Proposal

### 2.2.1 Technical Details – Database

The technical details of the data are critical in the development of the database. An overview of the datasets and descriptions are depicted. It is to be noted that the bullet points are a summary, with further information on the technical details provided in Annexure B (Section 3).

- LTPP data set - Pavement Performance Information System (PPIS)
  - A total of 57 candidate LTPP sections were identified of which 46 were documented and data included in the PPIS database.
  - Currently the web site and database can no longer be accessed. The main objective of this project was to produce a Hot Mix Asphalt performance database that could be used to validate and if possible and calibrate models.
- LTPP data set - Hot Mix Asphalt Performance Database (HMAPDB)
  - Data type: Report on the development of a HMA Performance Database (MS Word format); Performance Summaries (with summary of all converted distress data, MS Excel format); Performance Reports (MS Word format); Performance Data (MS Excel format).
  - Volume of data: 25 in-service road sections.
- LTPP data set - Environmental Information System (EIS)
  - The EIS comprises of 45 sites covering the whole of South Africa.
  - A summary spreadsheet is available for all sites and each site reflects at least 3 monitoring intervention up to 2011.
- LTPP data set - LTPP Sections in the Western Cape, including Calibration Sections
  - Reported in the CSIR confidential report CSIR/BE/TIE/ER/2017/0087/C.
  - Data on 50 static and 30 dynamic sections. Available at Western Cape Province's pavement management system.
- LTPP data set - Paved (A) and Unpaved (B) Low Volume Roads LTPP data
  - Data on 57 paved sections.
  - Including 110 sites, with more than 7000 rows of spreadsheet data
- Accelerated Pavement Testing (APT) data
  - Historical APT data is available in several formats and at several locations, mostly located, stored and managed by the CSIR in Pretoria. The available APT

data comprises data obtained primarily from a total of 475 HVS tests dating from 1978 to 2022.

- Data from the CSIR MySQL sever database
- Data from the CSIR network i-drive database
- Data from the CSIR Technical outputs database (TODB) archive
- Data from CSIR hard drives
- HVSIA and Gautrans website
- Although the majority of this data is available digitally (i.e. it is accessible from a computer, there are instances of historical APT data available at the CSIR that is stored in hard copy or other formats such as paper-based data and data stored on floppy-disks, CD's and DVDs).

*Bidders must note that not all data sets are static, and provisions are to be made for the development of a database for dynamic data sets. The database is to be updated with current / new data for the purposes of data mining.*

Further information on the technical details of the LTPP and APT data are depicted in **Annexure B (Section 3)**.

Table B-1: Ability of the developer / team to meet the recommended user requirements

Requirement description	Yes / No / Partial	Comment
Ease of access and navigation		
Functionality and ease		
Visual aesthetic, and relevant design update		
Security access, passcodes and administrative		
Efficiency in navigation, upload, and editing		
Responsive to multiple devices		
Robust search functionality		
Help functionality for users		
Provision for maintenance and upgrades		
Provision for accurate reporting and analysis methods		
Support of various internet browsers		
Ease of transfer between developing units		
Development of high-level modelling and regression		
Feedback requirement from initial release to researchers		

## 2.3 Clarity

The following points are provided for clarity regarding the project and specifications:

- Provision for multiple files is to be allowed for each LTPP / APT record
- The database should allow for export of the data in a usable format
- Provision for search functionality
- The estimated volume of data is 5 Tb
- No encryption is required. Access control at various levels will be required with a registration function. Administration would have total access and rights. Users will only have search, view and download rights.
- The data should be stored in one place. No secondary archiving is necessary. The data is dynamic, archiving only occurs on old / static data. Continuous back up is required.
- Care is to be taken to allow the input of data into the database.
- Confidential classification is required but only on a very small portion of the data.
- There is no personal information that is required. Authors names on the published documents will be accessible, but that is in the public domain. There is a need for the system to be linked to the POPI act.

## 2.4 Required Documentation

All proposals are to be submitted in a format specified in this RFP. 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.

### 2.4.1 Technical Proposal

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

- Cover
- Company Profile indicating the company's core function, age, resources, organogram, specialists, and capability
- Experience on similar projects regarding database development on large volumes of data. List of similar projects completed between 2011 and 2023. Information to include the client, contact details, description of services, value of services, delivery date.
- Reference letters of work completed between 2011 and 2023 from previous clients where work was done. References letter must be written by clients where work was



done. Reference letters from other team members or professional service providers will not be accepted

- CV(s) of the key professional(s) that will be deployed in the project. The CV(s) must clearly indicate the experience of the key resource with at least (3) three years' experience in managing similar work / projects.
- Project Methodology
  - Preliminary Data Configuration: The bidder is expected to develop a methodology on the data configuration requirements as described in Annexure B (Section 3.2).
  - Server Setup: The bidder is expected to develop a methodology on the server setup requirements as described in Annexure B (Section 3.2).
  - Privacy Assessment: The bidder is expected to develop a methodology on the privacy assessments requirements as described in Annexure B (Section 3.2).
  - Database development: The bidder is expected to develop a methodology on the database development requirements as described in Annexure B (Section 3.2).
- Development of a project risk plan: A detailed project risk plan is to be developed which will highlight potential risks (technical, financial and force-majeure), together with mitigation measures. A risk rating is to be provided per line item. The extensiveness of the project risk plan will ensure the smooth running of the project. An initial project risk plan is required for the proposal.
- Completion of the user requirement form as depicted in Table B-1. As per generally accepted user requirements for software applications, the following criteria are important for functionality and user-friendliness.

#### **2.4.2 Financial Proposal**

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

- Cover letter
- Bid amount on your official company letterhead
- The pricing is to be firm and inclusive of all costs and disbursements required to render the required services to the CSIR

- A detailed cost breakdown of the proposed cost in line with the scope of work and deliverables
- Provide a valid copy of a B-BBEE certificate or valid affidavit (RSA suppliers only)
- CSD registration report (RSA suppliers only)

#### Duration

- The expected output is to be within 3 Months of approval of the signed contract.

#### Key Expected Output:

- Functional LTPP / APT database to support the needs of the project
- Close-out project report and hand-over

### 2.5 Financial Proposal:

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

- Cover Letter;
- Completed Pricing Schedule (**Annexure D**) on official company letterhead.
- CSD registration report (RSA suppliers only).

## 3 PROPOSAL SPECIFICATION

### 3.1 Scope of Work

The technical details of the LTPP and APT datasets are described in Tables B-2 to B-7.

**Table B-2: LTPP data set - Pavement Performance Information System (PPIS)**

Data Set	<b>Pavement Performance Information System (PPIS)</b>
Description	Revision of the South African Pavement Design Method
Type of Data	Spreadsheet
Volume of Data	A total of 57 candidate LTPP and HVS sections were identified of which 46 were documented and data included in the PPIS database.
Static / Dynamic	Static
Data Period	2006 to 2008
Access	All researchers
Data Parameter	Reference information; Description and scope; Physiography and geology; Pavement Structure and maintenance history; Past traffic loading; Materials investigation; Pavement performance indicators; Summary and concluding remarks, and Information queries and suggestions.
Requirement	Currently this web site and database can no longer be accessed. The main objective of this project was to produce an HMA performance database that could be used to validate and if possible, calibrate HMA damage models focusing on the mode of cracking.

**Table B-3: LTPP data set – Hot Mix Asphalt Performance Database (HMAPDB)**

Data Set	<b>Hot Mix Asphalt Performance Database (HMAPDB)</b>
Description	Revision of the South African Pavement Design Method (SAPDM) in support of the objective to produce improved damage models for, amongst others, hot mix asphalt (HMA) materials
Type of Data	Report: Development of a HMA Performance Database (MS Word format); Performance Summaries (with summary of all converted distress data, MS Excel format); Performance Reports (MS Word format); Performance Data (MS Excel format)
Volume of Data	25 in-service road section
Static / Dynamic	Static
Data Period	To be determined
Access	All researchers
Data Parameter	Background road information, pavement structure, pavement performance parameters, performance characteristics. Reference information; Description and scope; Physiography and geology; Pavement Structure and maintenance history; Past traffic loading; Materials investigation; Pavement performance indicators; Summary and concluding remarks, and Information queries and suggestions.
Requirement	The main objective of this project was to produce an HMA performance database that could be used to validate and if possible, calibrate HMA damage models focusing on the mode of cracking.

**Table B-4: LTPP data set - Environmental Information System (EIS)**

Data Set	<b>Environmental Information System (EIS)</b>
Description	As part of the revision of the South African (Mechanistic Empirical) Pavement Design Method (SAPDM), a better understanding of the influence of environmental variations on the performance of South African roads needed to be determined.
Type of Data	Based on the report by Paige-Green (2012 - SANRAL/SAPDM/E-1/2012-01). The report formed part of the spatial and time variation project SAPDM/E-1, of which this was part 1c aimed at characterising the variations of environmental conditions (primarily temperature and moisture content) and materials properties within road pavement layers. It is understood that the EIS is currently non-functional.
Volume of Data	The EIS comprises 45 sites covering the whole of South Africa
Static / Dynamic	Static
Data Period	A summary spreadsheet is available for all sites and each site reflects at least 3 monitoring intervention up to 2011.
Access	All researchers
Data Parameter	Type of base, Climatic Zone, Age, Depth of Structure, Condition, Moisture, Air Temperature, Road Temperature, Rainfall, Materials Sampling
Requirement	The investigation was designed to attempt to answer some of these questions and to identify whether general inputs such as a single climatic zone would have

	significant consequences on the designs compared with, say specific climatic data for a road location.
--	--

**Table B-5: LTPP data set - LTPP Sections in the Western Cape, including Calibration Sections**

Data Set	<b>LTPP Sections in the Western Cape (A), including Calibration Sections (B)</b>
Description	<p>A) The CSIR was contracted by the Western Cape Government, Department of Transport and Public Works to monitor the long-term performance of seven (7) selected road sections in the Province.</p> <p>B) The Western Cape Provincial Government established 50 paved LTPP sections for the calibration of the Highway Development and Management (HDM) deterioration models used in the Province's road network management system.</p>
Type of Data	<p>A) New and rehabilitated asphalt section, performance monitoring parameters.</p> <p>B) Visual data was collected, other pavement and operational data will have to be obtained.</p>
Volume of Data	<p>A) Reported in the confidential report CSIR/BE/TIE/ER/2017/0087/C.</p> <p>B) 50 (Static) + 30 (dynamic) sections. Available at WC Province's pavement management system.</p>
Static / Dynamic	<p>A) Static</p> <p>B) Dynamic</p>
Data Period	<p>A) 2014 to 2016</p> <p>B) 1996 to present</p>
Access	A) And B) All researchers
Data Parameter	<p>A) Pavement performance monitoring parameters, spreadsheets and raw data available with CSIR</p> <p>B) Visual data was collected, other pavement and operational data will have to be obtained.</p>
Requirement	<p>A) The LTPP sections established and monitored for 3 years up to 2016 in the Western Cape are still available and could be included in a national LTPP programme. However, no database was developed for capturing the data and managing it on an ongoing basis.</p> <p>B) It is recommended that access is gained to the WC Provincial online PMS database for a first level population of the LTPP database developed as part of Project 3.8.</p>

**Table B-6: LTPP data set - Paved (A) and Unpaved (B) Low Volume Roads LTPP data**

Data Set	<b>Paved (A) and Unpaved (B) Low Volume Roads LTPP data</b>
Description	<p>A) Low volume road sections throughout South Africa investigating the performance of roads constructed with marginal/non-standard base materials, including other static data from Frank Netterberg</p> <p>B) Detailed performance data of 110 sites (91 in South Africa and 19 in Namibia) is provided in Paige-Green, 1989 (doctoral thesis).</p>
Type of Data	<p>A) Material, Climate and traffic data.</p> <p>B) Performance data</p>
Volume of Data	<p>A) 57 paved sections (Paige-Green (1996).</p> <p>B) 110 sites, &gt;7000 rows of spreadsheet data</p>
Static / Dynamic	<p>A) Static and Dynamic</p> <p>B) Static</p>
Data Period	<p>A) 1996 to present</p> <p>B) 1989</p>
Access	A) And B) All researchers
Data Parameter	<p>A) A detailed spreadsheet is available providing information on all sites investigated.</p> <p>B) A detailed spreadsheet is also available containing all the data from the factorial experimental design used for the investigation as reported in the doctoral thesis.</p>
Requirement	<p>A) The factorial experimental design matrix included material type, traffic and climate as the main factors.</p> <p>B) All the data was also captured in the ReCAP database but cannot currently be accessed</p>

**Table B-7: Accelerated Pavement Testing (APT) data**

Data Set	<b>Accelerated Pavement Testing (APT) data</b>
Description	Historical APT data is available in several formats and at several locations, mostly located, stored and managed by the CSIR in Pretoria. The available APT data comprises data obtained primarily from a total of 475 HVS tests dating from 1978 to 2022.
Type, volume and source of data	<p>The key available data comprises raw data, processed data, section records, report records, HVS reports (level 1 and level 2), photographic records, instrumentation information, publications, and supplementary data (data forms, minutes, etc). HVS section records have been recorded in a spreadsheet and are available for HVS APT tests from Test #33 up to Test #475. These section records contain information items such as section number, start date, number of repetitions, traffic load, tyre pressure, location, road number, number of layers, material, structure descriptions, etc.</p> <p><b>CSIR MySQL sever database</b></p> <p>The MySQL sever is hosted on the CSIR ICT infrastructure and contains historical HVS data from 1978 up to 1986 (data may be available on the server that dates past 1986 but this needs to be verified). The data is accessible via Microsoft Access and consists of a range of information such as raw data, section records,</p>

	instrumentation information, photos and supplementary data. Access of the data is restricted and is password-protected.
	<p><b>CSIR network i-drive database</b></p> <p>The CSIR network i-drive is the present-day database location where APT data is stored and is hosted by the CSIR ICT department. The network i-drive contains historical HVS data from 1986 up to 2022 (Test #306 up to Test #475). The data is accessible to CSIR employees with pre-approved access and consists of information such as raw data, processed data, section records, report records, HVS reports (level 1 and level 2), photographic records, instrumentation information, publications, and supplementary data (data forms, minutes, etc).</p>
	<p><b>CSIR Technical outputs database (TODB) archive</b></p> <p>The CSIR TODB database is a central archive repository of all CSIR related data and information. The database is hosted by the CSIR's library service and is key for locating historical APT research, reports, publications, proposals, etc. Majority of data stored on the CSIR TODB archive is restricted to only personnel from the CSIR.</p>
	<p><b>CSIR hard drives</b></p> <p>The external hard drive (HDD) originally owned by Dr Louw du Plessis, formally of the CSIR, consists of all APT related activities conducted by the APT research group of the CSIR from 2002-2016. The data consists of items such as raw data, processed data, section records, report records, HVS reports (level 1 and level 2), photographic records, instrumentation information, publications, presentations, client engagements, project information, HVSIA and Gautrans records and supplementary data (data forms, minutes, etc). The external hard drive (HDD) owned by Colin Fisher, formerly of the CSIR, is critical as it consists of all backups from data locations 1-4 mentioned above including APT data that dates from 2017 to 2023. The hard drive also contains databases for Stress-In-Motion tests, LTPP sections and a whole range of other relevant transportation related data.</p>
	<p><b>HVSIA and Gautrans website</b></p> <p>The HVSIA website and Gautrans websites consists of published HVS reports and papers/journal articles conducted by the CSIR and other HVS users. This data is openly accessible to the public but merely consists of records as opposed to being a database.</p>
Access	Although the majority of this data is available digitally (i.e. it is accessible from a computer, there are instances of historical APT data available at the CSIR that is stored in hard copy or other formats such as paper-based data and data stored on floppy-disks, CD's and DVDs.
Data Parameter	
Requirement	Requirement of the data to be sorted and managed through the LTPP / APT database

**Disclaimer:**

The bidder is to note that not all data sets are static, and provisions are to be made for the development of a database for dynamic data sets. The database is to be updated with current / new data for the purposes of data mining.

The bidder is expected to clearly highlight their methodology and account for the information provided in the following four (4) parts:

- Data configuration
- Server setup
- Privacy Assessment
- Database development

### 3.2 Technical Proposal

The primary output of the project is the development of a functional database to incorporate LTPP and APT data of road performance criteria. In developing the database, the bidder should take note and be proficient in the following subcategories:

- Preliminary Data Configuration
  - The bidder should demonstrate suitable experience in the creation, collection, receipt, use, edit, change, and converting data as well as sorting and manipulation of data, provision of external links, hyperlinks to data, transmit, send, transport and move data, retain, store, backup and archive data, destroy, dispose, erase and delete [appropriate] data as well as securing of data.
- Server Setup
  - The bidder is expected to setup the server specification, provide a design diagram, ensure security and provide maintenance and support.
- Privacy risk assessment
  - The bidder shall implement a system for the safe handling of confidential, restricted and personal data.
- Project risk plan
  - A detailed project risk plan is to be developed which will highlight potential risks (technical, financial and force-majeure), together with mitigation measures. A risk rating is to be provided per line item. The extensiveness of the project risk plan will ensure the smooth running of the project. **An initial project risk plan is required for the proposal.**
- User requirements
  - As per generally accepted user requirements for software applications, the following criteria are important for functionality and user-friendliness. The bidder is to comment on their ability to meet, partially meet or not meet the criteria (Table B-1).
- Database development
  - As described in Section 2-2, the bidder is expected to develop an appropriate methodology in their proposal for the development of the database and supporting requirements.



## Annexure C

### Technical Evaluation Matrix

	Criteria	Proof Required	Submission	Points	Weight
1	Company Profile	Company's core function, age, resources, organogram, specialists, and capability	No submission Profile not relevant to the scope of works Profile relevant to the scope of works Profile relevant and goes over and beyond the scope	0 5 7 10	5
2	Experience	Similar / relevant projects regarding database development on large volumes of data. List of similar projects completed between 2011 and 2023. Information to include the client, contact details, description of services, value of services, delivery date	No submission of list of relevant experience Less than 3 relevant projects or irrelevant to the scope 3 – 4 relevant projects 5 – 7 relevant projects More than 7 relevant projects	0 3 5 7 10	15
3	Reference Letters	Work completed between 2011 and 2023 from previous clients where work was done. References letter must be written by clients where work was done. Reference letters from other team members or professional service providers will not be accepted	No submission of reference letters Less than 3 relevant reference letters 3 – 4 relevant reference letters 5 – 7 relevant reference letters More than 7 relevant reference letters	0 3 5 7 10	5
4	CV(s)	CV(s) of the key professional(s) that will be deployed in the project. The CV(s) must clearly indicate the experience of the key resource with at least (3) three years' experience in managing similar work / projects	No submission of CV(s) / not aligned Less than 3 years of relevant experience of key resource(s) 3 – 7 years of relevant experience of key resource 7 – 10 years of experience of key resource More than 10 years of relevant experience of key resource(s)	0 3 5 7 10	10

5a	Project Methodology	Data Configuration: The bidder is expected to develop a methodology on the data configuration requirements as described in Section 3.2	No submission Not relevant to the project Submitted but does not cover the full scope of the deliverables Submitted and meets the full scope of the deliverables Submitted and goes beyond the full scope of the deliverables	0 3 5 7 10	10
5b		Server Setup: The bidder is expected to develop a methodology on the server setup requirements as described in Section 3.2	No submission Not relevant to the project Submitted but does not cover the full scope of the deliverables Submitted and meets the full scope of the deliverables Submitted and goes beyond the full scope of the deliverables	0 3 5 7 10	10
5c		Privacy Assessment: The bidder is expected to develop a methodology on the privacy assessments requirements as described in Section 3.2	No submission Not relevant to the project Submitted but does not cover the full scope of the deliverables Submitted and meets the full scope of the deliverables Submitted and goes beyond the full scope of the deliverables	0 3 5 7 10	5
5d		Database development: The bidder is expected to develop a methodology for the database development requirements as described in Section 3.2	No submission Not relevant to the project Submitted but does not cover the full scope of the deliverables Submitted and meets the full scope of the deliverables Submitted and goes beyond the full scope of the deliverables	0 3 5 7 10	30
6	Project Risk Plan	A detailed project risk plan is to be developed which will highlight potential risks (technical, financial and force-majeure), together with mitigation measures. A risk rating is to be provided per line item	No submission Submitted but not relevant to the project Submitted but does not cover an extensive scope Submitted and meets the full scope of the deliverables Submitted and goes beyond the full scope of the deliverables	0 3 5 7 10	5

7	User Requirement Form	As per generally accepted user requirements for software applications, the following criteria are important for functionality and user-friendliness (Table B-1)	No submission / not complete	0	5
			0 – 25% of criteria met with relevant comments	3	
			25 – 50% of criteria met with relevant comments	5	
			50 – 75% of criteria met with relevant comments	7	
			More than 75% of criteria met with relevant comments	10	
TOTAL				100 %	

## Annexure D

### Pricing Schedule- Professional Services

**The Design and Development of a Pavement Engineering Database to the CSIR**

**RFP No. 1068/27/03/2023**

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	
1.		The accompanying information must be used for the formulation of proposals.		
2.		Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.		PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION RATE		HOURLY RATE	DAILY
		-----	R-----	-----
		-----	R-----	-----
		-----	R-----	-----
		-----	R-----	-----
		-----	R-----	-----
5.		PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		-----	R-----	-----days
		-----	R-----	-----days
		-----	R-----	-----days
		-----	R-----	-----days
5.1		Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE AMOUNT	QUANTITY
.....	.....	.....
	R.....	
.....	.....	.....
	R.....	
.....	.....	.....
	R.....	
TOTAL: R.....		

## Annexure E

### Proposal Form and List of Returnable Documents

#### The Design and Development of a Pavement Engineering Database to the CSIR

RFP No. 1068/27/03/2023

I/We \_\_\_\_\_

[name of entity, company, close corporation or partnership] of [full address]

\_\_\_\_\_

carrying on business trading/operating as

\_\_\_\_\_

represented by \_\_\_\_\_ in my capacity as

\_\_\_\_\_

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated \_\_\_\_\_ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should CSIR decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in CSIR's:

1. General RFP Terms and Conditions; and

Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in the letter of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

#### **ADDRESS FOR NOTICES**

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

---

Facsimile: 

---

Address: 

---

---

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### **NOTIFICATION OF AWARD OF RFP**

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents may be advised in writing of the name of the successful Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

### **VALIDITY PERIOD**

CSIR requires a validity period of 90 [Ninety calendar Days from closing date] against this RFP.

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.

### **NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)**

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

1. Registration number of company / C.C.

---

2. Registered name of company / C.C.

---

3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

---

---

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## RETURNABLE DOCUMENTS

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. **Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below.

### a) Mandatory Returnable Documents

**Failure to provide all Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.**

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure D: Pricing Schedule or Bill of Quantities	
Letter of Good Standing...	
Certificate of Professional Membership	
In the case of Joint Ventures, bidder must submit a copy of the <b><u>signed</u></b> Joint Venture Agreement.	
In the case of subcontracting arrangements, bidder must submit a copy of the <b><u>signed</u></b> subcontracting agreement.	

### b) Essential Returnable Documents

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

**Essential Returnable Documents required for evaluation purposes:**

**Failure to provide all essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.**

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED
<b>Annexure C:</b> Pricing Schedule or Bill of Quantities	

<p><b>Annexure H:</b> Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Mandatory documents to claim preference points)</p> <ul style="list-style-type: none"> <li>Valid copy of BBEE certificate/ sworn affidavit <ul style="list-style-type: none"> <li>✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <b><u>individual B-BBEE Certificate or Sworn Affidavit</u></b>.</li> <li>✓ In case of sub-contracting both parties must submit copies of their valid BBEE certificates.</li> </ul> </li> </ul> <p>NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <b><u>be invalid</u></b>, the joint venture scorecard will also be invalid.</p>	
<b>Annexure A:</b> Standard Bidding Document (SBD) 1 Form	
<b>Annexure J:</b> Standard Bidding Document (SBD) 4 Form	

#### Other Essential Returnable Documents:

**Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.**

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

<b><u>OTHER</u> ESSENTIAL RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
<b>Annexure E:</b> Proposal Form and List of Returnable documents ( <i><u>This document</u></i> )	
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Proof of subcontracting arrangements if the respondent will subcontract some of the works	
<b>Annexure G:</b> Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
<b>Annexure K:</b> RFP Declaration and Breach of Law Form	
<b>Annexure L:</b> Mutual Non-Disclosure Agreement	

#### CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the

contract [**the Agreement**] and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## Annexure F

### Official Briefing Session Form

The Design and Development of a Pavement Engineering Database for the CSIR

RFP No. 1068/27/03/2023

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building Address : \_\_\_\_\_

\*\*\*\*\*

This is to certify that (bidder's representative name) \_\_\_\_\_

On behalf of (company name) \_\_\_\_\_

Visited and inspected the site on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**  
(PRINT NAME)

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Name of Departmental or Public Entity Representative**  
(PRINT NAME)

<b>CSIR Stamp with Signature</b>

## Annexure G

### Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

The Design and Development of a Pavement Engineering Database for the CSIR

RFP No. 1068/27/03/2023

**By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:**

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## Annexure H

### Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

The Design and Development of a Pavement Engineering Database to the CSIR

RFP No. 1068/27/03/2023

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

#### 2. POINTS AWARDED FOR PRICE

##### 2.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a tenderer for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Ownership	20%
Black Women Ownership	N/A
Black Youth Ownership	N/A
Disability Ownership	N/A
Reconstruction and Development Programme (RDP) Goals <sup>1</sup>	N/A
<b>Total</b>	<b>20</b>

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

3.3.1.1. Preferential points for black ownership will be awarded as follows:

<sup>1</sup> RDP Goals: a. The promotion of South African owned enterprises; b. The promotion of export orientated production to create jobs, c. The promotion of SMMEs; d. The creation of new jobs or the intensification of labour absorption; e. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; f. The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region; g. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered, h. The promotion of enterprises located in rural areas, i. The empowerment of the work force by standardising the level of skill and knowledge of workers; j. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and k. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organizations.

3.3.1.2.

<b>Black Ownership</b>	<b>% of Preferential points</b>
Tenderer with 100% black ownership	10%
Tenderer with 51% to 99% black ownership	6%
Tenderer with less than 51% black ownership	4%

3.3.1.3. Preferential points for black women ownership will be awarded as follows:

<b>Black Women Ownership</b>	<b>% of Preferential points</b>
Tenderer with 100% black women ownership	N/A
Tenderer with 30% to 99% black women ownership	N/A
Tenderer with less than 30% black women ownership	N/A

3.3.1.4. Preferential points for black youth ownership will be awarded as follows:

<b>Black Youth Ownership</b>	<b>% of Preferential points</b>
Tenderer with 100% black youth ownership	N/A
Tenderer with 30% to 99% black youth ownership	N/A
Tenderer with less than 30% black youth ownership	N/A

3.3.1.5. Preferential points for disability ownership will be awarded as follows:

<b>Disability Ownership</b>	<b>% of Preferential points</b>
Tenderer with 20% or more owners with disability	N/A
Tenderer with less than 20% owners with disability	N/A

3.3.1.6. Preferential points for RPD Goals will be awarded as follows:

<b>RDP Goals</b>	<b>% of Preferential points</b>
RDP Goals met	N/A
RDP Goals not met	N/A

#### 4. BID DECLARATION

4.3. Bidders who claim points in respect of specific goals **must** submit the following documents:

<b>Mandatory documents to claim preference points</b>	<b>Submitted</b>	
	<b>Yes</b> √	<b>No</b> √
CIPC Register Documents (Updated)		
Valid copy of BBBEE certificate.		
Consolidated B-BBEE scorecard or each party in their individual capacity submit a B-BBEE Certificate in case of Joint Ventures and/or subcontracting agreement		
Sworn affidavit in case of EMEs and QSEs.		



## DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.
- v) If the CSIR is of the view that a tenderer submitted false information regarding a specific goal, it must—
  - (a) inform the tenderer accordingly; and
  - (b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
  - (a) disqualify the tenderer or terminate the contract in whole or in part; and
  - (b) if applicable, claim damages from the tenderer.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS.....

## RFP Clarification Request Form

**RFP No. 1068/27/03/2023**

.....

**Annexure J**  
**Standard Bidding Document (SBD) 4**

**RFQ No. 1068/27/03/2023**

**BIDDER'S DISCLOSURE**

**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>2</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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES ☐ / NO ☐

<sup>2</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.

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>3</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 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

---

<sup>3</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.

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

## Annexure K

### DECLARATION BY TENDERER AND BREACH OF LAW FORM

#### The Design and Development of a Pavement Engineering Database to the CSIR

RFP No. 1068/27/03/2023

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

NAME OF ENTITY:

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We \_\_\_\_\_ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [RFP];
3. we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
6. we have complied with all Obligations of the Bidder/Supplier as indicated in paragraph 3 of the CSIR Supplier Integrity which includes but is not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with CSIR;
7. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
8. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
9. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with CSIR:

**[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]**

10. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
11. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
12. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

**BREACH OF LAW**

13. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: \_\_\_\_\_

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration Name of Company/CC



# Annexure L

## Mutual Non-Disclosure Agreement

RFP No. 1068/27/03/2023

### MUTUAL NON-DISCLOSURE AGREEMENT

#### 1 Preamble

The Parties as identified herein are engaged in discussions relating to their potential collaboration in the Field as likewise described therein; are by virtue thereof are required to disclose Confidential Information to one another, and have agreed to do so subject to the terms and conditions as set out in this agreement.

#### 2 Definitions

2.1 The following words and/or phrases, when used in this agreement, shall have the following meanings:

- 2.1.1 “Confidential Information” shall mean all scientific, technical, business, financial, past, present or future research, development, business activities, products, services and technical knowledge or marketing information, whether inside or outside the Field, which one party (the “Disclosing Party”) discloses to the other party (the “Receiving Party”) in connection with the discussions, and either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the Receiving Party that it constitutes Confidential Information. (Without limiting the generality of the foregoing, “Confidential Information” shall include any information that falls within the definition of ‘Personal Information’)
- 2.1.2 “Disclosing Party” shall mean the Party disclosing Confidential Information under this agreement;
- 2.1.3 “Disclosing Purpose” shall mean, as pertains to any particular joint opportunity(ies) in the Field, the discussions held or to be held between the Parties regarding their possible collaboration and future working relationship with regards to any such opportunity(ies);
- 2.1.4 “Effective Date” shall mean the date of the commencement of this agreement herein”;
- 2.1.5 “Notice” shall mean a written document addressed by one Party to the other and either delivered by hand; sent per registered post or telefaxed to the addresses as indicated herein”;
- 2.1.6 “Personal Information” means any information that falls within the definition of ‘Personal Information’ as defined in the Protection of Personal Information Act, No 4 of 2013 (“POPI”);
- 2.1.7 “Receiving Party” shall mean the Party receiving Confidential Information under this agreement;

“Responsible Party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information, as defined in POPI.

#### 3 Obligation of Confidentiality

3.1 The Receiving Party undertakes and agrees:

- 3.1.1 to use the Disclosing Party’s Confidential Information only to give effect to the Disclosing Purpose;
- 3.1.2 to hold in strict confidence and not to publish or disclose to any unauthorised third parties any of the Confidential Information of the Disclosing Party without the prior written consent of the Disclosing Party;
- 3.1.3 to use the same degree of care (and in any event not less than reasonable care) to safeguard the confidentiality of the Disclosing Party’s Confidential Information that it uses to protect its own information of like kind;
- 3.1.4 to limit any disclosure of such Confidential Information only to those of its employees and professional advisors who have a specific need – to- know to access such Confidential Information and either entered into a written agreement which impose, or are otherwise bound by the same restrictions as those imposed upon it by virtue of this agreement;
- 3.1.5 not to disclose or reveal to any third party, whomsoever, either the fact that discussions or negotiations are taking, or have taken, place between the Parties; the content of any such discussions, or other facts relating to the Disclosing Purpose;
- 3.1.6 on termination of this agreement, to act with the Disclosing Party’s Confidential Information in accordance with a Notice delivered to it by the Disclosing Party, and if no such Notice is delivered to the Recipient, to destroy the Disclosing Party’s Confidential Information in a similar manner to which it would destroy its own Confidential Information.

#### 4 Protection of Personal Information

4.1 The Party(ies) undertake(s) to:-

- 4.1.1 comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
- 4.1.2 treat all Personal Information strictly as defined within the parameters of POPI;
- 4.1.3 process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, any lawful and reasonable

written instructions received from the applicable Responsible Party and as permitted by law;

4.1.4 process Personal Information in compliance with the requirements of all applicable laws;

4.1.5 secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;

4.1.6 not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding transborder information flows; and

4.1.7 not retain any Personal Information for longer than is necessary for achieving the purpose in terms of this Agreement or in fulfilment of any other lawful requirement.

4.2 The Party(ies) undertake(s) to ensure that all reasonable measures are taken to:

4.2.1 identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;

4.2.2 establish and maintain appropriate security safeguards against the identified risks;

4.2.3 regularly verify that the security safeguards are effectively implemented;

4.2.4 ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;

4.2.5 provide immediate notification to the Responsible Party if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Responsible Party where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;

4.2.6 remedy any breach of a security safeguard in the shortest reasonable time and provide the Responsible Party with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;

4.2.7 provide immediate notification to the Responsible Party where either party has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;

4.2.8 provide the Responsible Party, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose in terms of this Agreement and any applicable law; and

4.2.9 notify the CSIR, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the CSIR.

4.3 The CSIR reserves the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the contracting Party to ensure compliance with the provisions of clause 4.

4.4 The provisions of clause 4 shall survive the termination of this Agreement, regardless of cause, in perpetuity.

## **5 Exclusions**

5.1 The Receiving Party recognises that this agreement is not intended to restrict use or disclosure of any portion of the Disclosing Party's Confidential Information which:

5.1.1 is as at the Effective Date, or later, made known to the public or otherwise enters the public domain through no default by the Receiving Party of its obligations under this Agreement;

5.1.2 it can show was in its possession prior to the earliest disclosure by the Disclosing Party, as evidenced by written documents in its files;

5.1.3 is rightfully received by it from a third party having no obligation of confidentiality to the Disclosing Party;

5.1.4 is independently developed by the Receiving Party by a person(s) who did not have access to the Confidential Information of the Disclosing Party;

5.1.5 is disclosed by the Receiving Party after receipt of written permission from the Disclosing Party; or

5.1.6 it is requested or required by subpoena, court order, or similar process to disclose, provided that, in such an event, it will provide the Disclosing Party with prompt written notice of such request(s) so that the latter may seek an appropriate protective order and/or waive the Receiving Party's compliance with the provisions of this agreement.

## **6 Ownership and Provision of Information**

6.1 The Disclosing Party shall retain ownership of all its Confidential Information as disclosed hereunder.

6.2 Nothing contained in this agreement or in any disclosures made hereunder shall create or imply, or be construed as to grant to the Receiving Party any license or other rights in or to the Confidential Information and/or any intellectual property rights attached thereto, or act as a waiver of any rights that the Disclosing Party may have to prevent infringement or misappropriation of any patents, patent applications, trademarks, copyright, trade secrets, know-how or other intellectual property rights owned or controlled by the Disclosing Party as at the Effective Date.

6.3 The Disclosing Party provides the Confidential Information "as is" and accordingly no disclosure thereof by it hereunder shall constitute any representation, warranty, assurance, guarantee or

inducement by such Disclosing Party with respect to infringement of patents or other rights of third parties, nor is any warranty or representation as to the accuracy, completeness, or technical or scientific quality of any of the Disclosing Party's Confidential Information provided hereunder. (For the avoidance of doubt it is stated expressly that the Disclosing Party neither makes, nor have made, any representation or warranty as to the merchantability or fitness for a particular purpose of any Confidential Information disclosed hereunder).

## **7 Term of Obligation**

7.1 The Parties' obligations concerning non-disclosure of Confidential Information contained in the above clauses shall commence on the Effective Date and shall continue for five (5) years from the date of each disclosure, unless otherwise agreed between the parties in writing, where after such obligations shall forthwith terminate.

## **8 No Violation**

8.1 Each party represents that its compliance with the provisions of this agreement will not violate any duty which such party may have towards any third party, including obligations concerning the provision of services to others, confidentiality of information and assignment of inventions, ideas, patents or copyright.

## **9 Breach**

9.1 It is acknowledged that the breach of this agreement by the Receiving Party would cause the Disclosing Party irreparable injury not compensable in monetary damages alone. Accordingly, in the event of a breach, or a threat of a breach, the Disclosing Party, in addition to its other remedies, is entitled to a restraining order, preliminary injunction or similar relief so as to specifically enforce the terms of this agreement or prevent, cure or reduce the adverse effects of the breach.

## **10 DOMICILIUM CITANDI ET EXECUTANDI**

10.1 The Parties hereto respectively choose as their *domicilium citandi et executandi* for all purposes of, and in connection with this agreement, the physical addresses and contact details stated herein.

## **11 Notices**

11.1 Any Notice to be given hereunder shall be given in writing and may be given either personally or may be sent by post or facsimile and addressed to the relevant party at its *domicilium citandi et executandi* address as chosen herein. Any notice given by post shall be deemed to have been served on the expiry of 7 (seven) working days

after same is posted by recorded delivery post or air mail. Any notice delivered personally or sent by facsimile shall be deemed to have been served at the time of delivery or sending.

## **12 Governing Law and Jurisdiction**

12.1 This agreement will be governed and construed by the laws of the Republic of South Africa and the Parties hereby submit to the exclusive jurisdiction of the South African courts to hear any dispute arising therefrom which the Parties are unable to settle amicably.

## **13 General**

13.1 This agreement comprises the entire agreement between the parties concerning the subject matter and supersedes all prior oral and written agreements between them.

13.2 No waiver, alteration or cancellation of any of the provisions of the Agreement shall be binding unless made in writing and signed by the party to be bound.

13.3 The parties hereby warrant that the officials signing this agreement have the power to do so on behalf of the parties.

13.4 No public announcement, such as a media release, or disclosure beyond those disclosures authorised for Confidential Information hereunder may be made by either party concerning this agreement without the prior written approval of the other party.

13.5 Neither party is, by virtue of this agreement, authorised to use the name, logo(s) or trademarks of the other in connection with any advertising, publicity, marketing or promotional materials or activities, or for any other purpose whatsoever, without the prior written consent of the other party. For purposes of this clause, it is also recognised that, under the provisions of section 15 (1) of the Merchandise Marks Act, Act No 17 of 1941 of the Republic of South Africa, the use of the abbreviation of the name of the Council for Scientific and Industrial Research, "WNNR" and CSIR, is prohibited in connection with any trade, business, profession or occupation or in connection with a trade mark, mark or trade description applied to goods, other than with the consent of the CSIR.

13.6 Both Parties shall remain free to use, in the normal course of its business, its general knowledge, skills and experience incurred before, during or after the discussions envisaged hereunder. (To this end, it is also recorded that nothing in this Agreement shall be construed as constituting an exclusive arrangement between the parties and both Parties shall remain free to explore market opportunities in the Field, unless otherwise agreed to in writing in a subsequent agreement.)

## ANNEXURE A: MUTUAL NDA

### 1 Parties to the NDA

**THE CSIR**, a statutory council, duly established under Act 46 of 1988 through its Operating Unit of ..... herein represented by .....in his/her capacity as Executive Director and he/ she being duly authorised thereto; **and**

.....

.....

....., registration number:..... a .....,  
with limited liability duly incorporated under the applicable laws of the Republic of South Africa  
herein represented by ..... in his/her  
capacity as ..... and  
he/she being duly authorised thereto.

### 2 Contact Details for Purposes of Clause 10:

#### 2.1 The CSIR

Physical Address:

Meiring Naude Road

Brummeria

Pretoria

0002

FOR ATTENTION: .....

Postal Address:

PO BOX 395

Pretoria

0001

FOR ATTENTION: .....

Telefax Communication:

FOR ATTENTION: .....

.....

Physical Address:

FOR ATTENTION: .....

Postal Address:

FOR ATTENTION: .....

Telefax Communication:

FOR ATTENTION: .....

**3 Effective Date:**.....

**4 THE FIELD:** .....

SIGNED ON THIS THE.....DAY OF.....AT..... IN THE PRESENCE OF THE  
FOLLOWING WITNESSES:

1. ....

2. ....

.....

SIGNED ON THIS THE.....DAY OF.....AT..... IN THE PRESENCE OF THE  
FOLLOWING WITNESSES:

1. ....

2. ....

.....

FOR THE CSIR  
FOR .....  
FOR .....