



Request for Proposal (RFP)

For the supply of Financial Accounting Services to the CSIR

RFP No.3327/17/09/2019

Date of Issue	02 September 2019	
Closing Date	17 September 2019	
RFP Number	3327/17/09/2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The CSIR requires a financial accountant to render professional services for a strategic project with the Department of Defence. The Department of Defence manages a complex portfolio comprising army bases, air force bases, naval bases, airports, harbours, hospitals, training areas, workshops, storage facilities, housing and offices. To create an enabling environment for the efficient management and maintenance of the vast estate and to meet the requirements of Government Immovable Asset Management Act (GIAMA) (2007) and Public Finance Management Act (Act no 1 of 1999) (PFMA), the CSIR was appointed by the DOD to provide the requisite technical support. The CSIR requires the services of a service provider to compile financial statements for the DOD Immovable Assets according to National Treasury Regulations. The requirements are as follows (but not limited to):

- The Quarterly Interim Disclosure Notes for FY2019/20 to FY2021/22.
- The Annual Financial Statements (AFS) for the financial year 2019/20 to 2021/22.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of Financial Accounting Services to the CSIR for an Immovable Asset Management project with the Department of Defence.

4 PROPOSAL SPECIFICATION

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.

Minimum Requirements:

- Experience in preparation of AFS for a complex portfolio in a National Government environment;
- Experience/working knowledge in government finances and Immovable Assets; and
- Relevant qualifications and professional registration (SAICA)

Due to the confidentiality of the projects, details of the project will only be shared with the successful service provider.

The service provider will support the DOD in ensuring compliance with the PFMA and the Modified Cash Standards (MCS) issued by National Treasury by providing audit support and audit readiness guidance. The work includes, but may not be limited, to the following:

- Review the summary of the Programme for Accelerated Capital Expenditure (PACE) reports from DOD as received from National Department of Public Works (NDPW).
- Review the status of the project in terms of work in progress and projects completed using the codes provided.
- Review of the analysed and categorised annual expenditure as per DOD Financial Management System.
- Split of expenses between capital and other expenses.
- Distinguish between the Defence Endowment Property portfolio and NDPW property allocated to the DOD.
- Reconcile the various sources of funding and the final information.
- Draft and present the Quarterly Interim Disclosure Notes.
- Draft and present the Annual Financial Statements for immovable assets for the DOD.
- Skills transfer and development workshop (2 day)

5 FUNCTIONAL EVALUATION CRITERIA

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

- Prospective supplier must have completed similar work with national government with a proven track record.

- Curriculum Vitae containing the above mentioned information (including certified copies of qualification and professional registration) to be submitted with the RFP.
- The Professional Accountant resource should be a CA and be professionally registered with the relevant professional body (SAICA) with a minimum of 6 years of experience in compilation/preparation of AFS with national government projects in relation to Immovable Assets.
- Methodology and approach
- Skills development and transfer

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of less than **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation. The tenderer shall prepare for a possible presentation should CSIR require such and the tenderer shall be notified timeously.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline, and;
- Proposals submitted at incorrect location;

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

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

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

9 TENDER PROGRAMME

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

- Issue of tender documents: 02 September 2019
- Closing / submission Date: 17 September 2019

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No.: 3327/17/09/2019

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 3327/17/09/2019

10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.

10.4 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 B-BBEE.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **17 September 2019** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

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

13 EVALUATION PROCESS

13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

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

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

The CSIR may request the short listed suppliers to prepare a technical presentation and present to the CSIR prior to award.

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

14 PRICING PROPOSAL

14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 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.
- 16.2 Should the price offered by a tenderer scoring the highest points not be market-related, the CSIR may not award the contract to that tenderer.
- 16.3 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.
- 16.4 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.
- 16.5 The successful bidder will be required to sign a non-disclosure agreement (NDA).

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 3327/17/09/2019 for the supply of Financial Accounting Services to the CSIR”*** as the subject.

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.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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

20 CORRECTNESS OF RESPONSES

- 20.1 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.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 **One hard copy and one electronic copy (CD or USB memory key)** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an

exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

24.1 Disbursements for travel and accommodation for meetings will be subject to the following conditions:

- Car hire is limited to a Class B;
- Additional mileage, fuel and toll charges will be accommodated within the lump-sum amount;
- Accommodation will be restricted to a 3 star;
- Flights will be restricted to economy class.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 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.

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

25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;

- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

25.4 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.

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

26 CSIR RESERVES THE RIGHT TO

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

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

26.6 Award this RFP as a whole or in part;

26.7 Cancel or withdraw this RFP as a whole or in part.

27 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.

28 DECLARATION BY TENDERER

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

RFP No:

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

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

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

29 ANNEXURE A

No	Criteria	Weight of Criterion	Sub-criteria	Points
1	Team Capability: Professional Accountant	55%	The professional accountant resource has the relevant qualification and professional registration (certified copies submitted). The resource has a minimum of 6 years of experience in compilation/preparation of AFS with national government projects in relation to Immovable Assets. (CV, academic qualification and professional registration submitted)	10
			The professional accountant resource has the relevant qualification and professional registration (certified copies submitted). The resource has a minimum of 5 years of experience in compilation/preparation of AFS with national government projects in relation to Immovable Assets. (CV, academic qualification and professional registration submitted)	7
			The professional accountant resource has the relevant qualification and professional registration (certified copies submitted). The resource has a minimum of 4 years of experience in compilation/preparation of AFS with national government projects in relation to Immovable Assets. (CV, academic qualification and professional registration submitted)	5
			The proposed resource does not have the relevant qualification and/or professional registration and years of experience.	0
2	Bidder to demonstrate a clear understanding of the project and detail how the project will be completed over 3 years,	20%	Methodology and Approach Extensive knowledge and understanding of compilation/preparation of AFS for Immovable Asset projects in the national government environment. Methodology and approach details how the project will be completed over three years. Deliverables and timeframes are clear with project milestones. Roles and responsibilities clearly defined for each deliverable.	10
			Bidder is knowledgeable and has a clear understanding of compilation/preparation of AFS for Immovable Asset projects in the national government environment. Methodology and approach details how the project will be completed over three years. Deliverables and timeframes submitted with project milestones. Roles and responsibilities defined for each deliverable.	7

	clearly outline the deliverables and project timeframes. Roles and responsibilities defined.		Bidder has an understanding of the compilation/preparation of AFS for Immovable Asset projects in the national government environment. Methodology and approach outlines how the project will be completed over three years. Deliverables and timeframes submitted with project milestones. Roles and responsibilities defined.	5
			Bidder does not have an understanding of GRAP projects in the national government environment. Methodology and approach is vague and does not indicate how the project will be completed. Deliverables and timeframes not submitted. Roles and responsibilities unclear.	0
	Company Past Experience			
3	Bidder to submit signed reference letters from previous clients (national government) for preparation of AFS completed within the last 3 years.	25%	Bidder submitted 5 or more signed (contactable) reference letters from previous clients (national government) for the preparation of AFS for Immovable Assets completed within the last 3 years.	10
			Bidder submitted at least 3 signed (contactable) reference letters from previous clients (national government) for the preparation of AFS for Immovable Assets completed within the last 3 years.	7
			Bidder submitted at least 1 signed (contactable) reference letters from previous clients (national government) for the preparation of AFS for Immovable Assets completed within the last 3 years.	5
			Bidder submitted 1 signed (contactable) reference letters from previous clients for the preparation of AFS completed within the last 3 years.	0

Maximum score 30

Note: Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of less than 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

30 Returnables

Pricing Schedule – Financial Accounting Services

No.	Milestone/ Deliverable	FY 2019/2020 (ZAR) (Excluding VAT)	FY 2019/2020 (ZAR) (Excluding VAT)	FY 2019/2020 (ZAR) (Excluding VAT)	Timeframe
1	Project Handover/ reconciliation		nil	nil	Once off
2	Review the summary of the Programme for Accelerated Capital Expenditure (PACE) reports from DOD				Quarterly
3	Review the status of the projects in terms of work in progress and projects completed using the codes provided.				Quarterly
4	Review of the analysed and categorised annual expenditure as per DOD Financial Management System				Quarterly
5	Split of expenses between capital and other expenses.				Quarterly
6	Distinguish between the Defence Endowment Property portfolio and NDPW property allocated to the DOD				Quarterly
7	Reconcile the various sources of funding and the final information				Quarterly
8	Draft the Quarterly Interim Disclosure Notes				Quarterly
9	Draft the Annual Financial Statements for immovable assets for the DOD				Annual
10	Presentation of quarterly note				Quarterly (1 day per note)
11	Presentation of annual financial statement				Annual (2 days per AFS)
12	2 day skills transfer workshop	nil	nil		Once off (2 days)
13	Disbursements				
	Sub-total				
	Total (Excluding VAT)				
	15% VAT				
	Total (Including VAT)				