

## Request for Proposal (RFP)

**For the provision of support services by verifying, updating and producing Land Reports of Defence Endowment Property (DEP) for the CSIR**

**RFP No.3359/06/03/2020**

Date of Issue	Friday, 14 February 2020	
Compulsory briefing session	Date: Wednesday, 26 February 2020 Venue: CSIR Pretoria, Building 10 Marula Boardroom (Room C26) Time: <ul style="list-style-type: none"> <li>• 09h00 Non-disclosure agreement session</li> <li>• 09h30 – 11h00 Briefing session on specifications</li> </ul> <p><b><i>Note that a tenderer that does not attend the Non-disclosure agreement session will not be allowed to attend the briefing session on specifications</i></b></p>	
Closing Date	Friday, 06 March 2020	
RFP Number	3359/06/03/2020	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
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 service provider 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 Exempted Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSE) service providers to verify, update and produce land reports of Defence Endowment Property (DEP) as identified by National Treasury Regulations (Defence Endowment Property and Account Act 33 of 1922). The requirements are as follows (but not limited to):

- Spatial analysis at the CSIR (allow approximately 5 days)
- Verify information on the existing reports
- Update existing reports
- Compile reports according to the required template
- Produce reports for DEP (where there is none available)
- Capture detail from the report in a reporting template. The CSIR will provide the template.

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for Exempted Micro Enterprises (EME) or Qualifying Small Enterprises (QSE) service providers to verify, update and produce land reports of Defence Endowment Property (DEP) for the CSIR's 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:

- Supplier is an EME or QSE
- BBBEE level 1, 2 and 3 only
- Experience in producing qualitative land reports (preparation, updating and verifying); Experience/working knowledge in acquiring information (such as property ownership rights, historical ownership records, valuation reports, property transfers, etc); and
- Relevant qualifications: Masters or Bachelor's degree in real estate management, property/ real estate economics, property management, development/facilities management or relevant qualification.

Due to the confidentiality of the projects, details of the project will only be shared at the compulsory briefing session where suppliers will be required to sign a compulsory Non-Disclosure Agreement.

The CSIR requires the services of a consultant or company to verify, update and produce land reports of Endowment Properties for the Department of Defence (DOD) identified as per National Treasury Regulations (Land and Buildings of Act No. 33 of 1922).

The work includes the spatial analysis at the CSIR Pretoria office (approximately 5 days) and preparation of land reports, which must include but may not be limited, to the following:

- ***History of the properties and land***
  - Location and description
  - Summary
  - Compensation
  - Supporting information: Agreements and plans/sketches (Documents, diagrams, plans, deeds, agreements, etc)

- **Updates on servitudes, leases, etc**
- **Findings**
  - Summary of findings
  - Supporting information: Minutes, deeds, documents, diagrams/sketches, plans/overlays, etc)
- **Conclusion**
  - Remaining endowment land (Erf details, Extent in hectares, market value, etc)
  - Current occupation of land
- **Recommendations and solutions**
  - Advise on how to improve the accuracy of the DEP land valuation
  - Recommendations on issues with legal, survey, etc

No. DEP land reports that require verification and updates	No. Complex DEP land reports that require verification and updates	No. Alienated DEP land reports to be aligned to the new template*
54	4	27

\* Updates and verification is not required for the DEP Alienated land reports. Existing reports will be provided to the proposed supplier for alignment to a new template.

Further detail will be provided at the briefing session. The project duration for the completion of DEP land reports is 12 months, however adhoc land reports may be requested until July 2022.

Final results will be in the form of a consolidated land report and the geometry (Land parcel or portion summarised into a LPI 21-digit code, as well as GIS data showing the DEP Boundaries) will be hosted in a Geographic Information System (GIS) at the CSIR.

## 5 PREQUALIFICATION CRITERIA

Only service providers that are Exempted Micro Enterprises (EME's) and/or Qualifying Small Enterprises (QSE's) with Level 1, 2 and 3 B-BBEE status can tender for this request. A certified copy of a SANAS accredited B-BBEE Certificate or DTI Sworn Affidavit format must be submitted together with the proposal documents.

## 6 FUNCTIONAL EVALUATION CRITERIA

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

- Prospective supplier must be an EME or QSE and have completed similar work with a proven track record.
- Curriculum Vitae of the proposed team containing the above mentioned information (including certified copies of qualification) to be submitted with the RFP.
- The project team structure (organogram) must be provided detailing the roles and responsibilities of the individuals.
- Methodology and approach

6.2 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.

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

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline,
- Supplier is not an EME's or QSE's;
- Proposals submitted at incorrect location;

## 8 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](http://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

### 9 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

### 10 TENDER PROGRAMME

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

- Issue of tender documents: Friday, 14 February 2020
- Compulsory briefing session: Wednesday, 26 February 2020
- Closing / submission Date: Friday, 06 March 2020

### 11 SUBMISSION OF PROPOSALS

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

11.2 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.: 3359/06/03/2020

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 3359/06/03/2020

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

11.4 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.

### 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **06 March 2020** 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.

### 13 AWARDING OF TENDERS

13.1 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.

### 14 EVALUATION PROCESS

#### 14.1 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.

#### 14.2 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.

### 15 PRICING PROPOSAL

15.1 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.

15.2 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.

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

15.4 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.*

15.5 Payment will be according to the CSIR Payment Terms and Conditions.

15.6 It is planned that Invoicing will take place as follows (to be confirmed between the contracting parties):

- On approval of the final report by the client (DOD).
- Alternatively, when agreement is reached between the parties that all required work has been performed and the lack of approval is beyond the control of the service provider.

15.7 The CSIR will approve in written the use of the contingency allowance when required.

## **16 VALIDITY PERIOD OF PROPOSAL**

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

## **17 APPOINTMENT OF SERVICE PROVIDER**

17.1 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.

17.2 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.

17.3 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.

17.4 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17.5 The successful bidder will be required to sign a non-disclosure agreement (NDA).

## 18 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 3359/06/03/2020 Request for Proposals (RFP) for the provision of support services by verifying, updating and producing Land Reports of Defence Endowment Property (DEP) for 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.

## 19 MEDIUM OF COMMUNICATION

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

## 20 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.

## 21 CORRECTNESS OF RESPONSES

- 21.1 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.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 22 VERIFICATION OF DOCUMENTS

- 22.1 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.
- 22.2 ***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.
- 22.3 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.

22.4 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.

### **23 SUB-CONTRACTING**

23.1 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.

23.2 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.

### **24 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

24.3 Prescribed by the body - regulating the profession of the consultant.

### **25 TRAVEL EXPENSES**

25.1 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.

## **26 ADDITIONAL TERMS AND CONDITIONS**

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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.
- 26.4 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.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **27 CSIR RESERVES THE RIGHT TO**

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

## **28 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.

**29 DECLARATION BY TENDERER**

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

**RFP No: 3359/06/03/2020**

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: 3359/06/03/2020 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 .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	

### 30 ANNEXURE A

No.	Criteria	Weight of Criterion	Sub-criteria	Points
1	Previous experience of producing qualitative land reports	40	Has successfully produced more than 15 qualitative land reports, demonstrated the ability to source information and has extensive relevant experience	10
			Has successfully produced more than 10 qualitative land and property reports	7
			Has successfully produced more than 5 qualitative land, property or similar reports	5
			No experience of producing land reports or similar work	0
2	Project Team Structure (including Curriculum Vitae of the proposed team and certified copies of qualification)	20	Project Structure (organogram) provided. Roles and responsibilities are clearly defined for each activity. CV's of the proposed team with relevant experience provided with certified copies of qualifications. Project manager has more than 5 years of experience in land and property reporting.	10
			Project Structure (organogram) provided. Roles and responsibilities are clearly defined. CV's of the proposed team with relevant experience provided with certified copies of qualifications. Project manager has more than 3 years of experience in land and property reporting.	7
			Project Structure (organogram) provided. Roles and responsibilities are clearly defined. CV's of the proposed team with relevant experience provided with certified copies of qualifications. Project manager has more than 3 years of experience with similar work.	5
			Project Structure (organogram) provided. Project team does not demonstrate the capability to successfully complete the project.	0
3	Methodology and Approach	40	The supplier has demonstrated extensive knowledge and understanding of producing land reports. The Methodology and approach details how the information will be sourced and reports will be produced within the stipulated timeframes. Access to information via digital platforms has been detailed. Deliverables and timeframes are clear. Quality and accuracy of information, records and reports.	10
			The supplier has demonstrated an understanding of producing land reports. The Methodology and approach details how the information will be sourced and reports will be produced within the stipulated timeframes. Access to information via digital platforms has been detailed. Deliverables and timeframes mentioned. Quality and accuracy of information, records and reports.	7
			The supplier has demonstrated an understanding of similar work. The Methodology and approach details how the information will be sourced and reports will be produced. Access to information via digital platforms has been mentioned. Quality and accuracy of information, records and reports.	5
			The supplier has not demonstrated an understanding of the scope of works.	0

**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.**

### 31 Returnables

#### Pricing Schedule – Land Reports

No.	Deliverable	Unit	Quantity	Rate (Rands)	Total (Rands)
1	Spatial analysis (5 days at the CSIR Pretoria Campus)	days	5		
2	Review, verify and update of DEP land reports	No.	54		
3	Review, verify and update of complex DEP land reports	No.	4		
4	Align 27 existing land reports for DEP land that has been alienated to a new format.	Lump sum			R 13 500.00
5	Develop and produce adhoc land reports	Rate only			
6	Disbursements	Lump sum			
	<b>Sub-total 1</b>				
	<b>Add: 10 % contingency</b>				
	<b>Sub-total 2</b>				
	<b>Less: 5% CSIR administration fee</b>				( )
	<b>Total (Excluding VAT)</b>				
	<b>15% VAT</b>				
	<b>Total (Including VAT)</b>				