

## Request for Proposals (RFP)

### The provision or supply of Professional Services for Design and Monitoring for the AMTL and TIC Facilities at the CSIR

**RFP No. 3459/09/06/2021**

Date of Issue	Friday, 21 May 2021	
Compulsory briefing session	Date: Friday, 28 May 2021 Time: 14:00 Venue: CSIR Pretoria Campus, Outside Building 2C	
Closing Date	Wednesday, 09 June 2021 at 16:30	
Electronic Bid Submission	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
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 Road Material Testing (AMTL and TIC) provide specialist testing services, develops innovative kits and customized equipment, creates new technologies and testing procedures in support of the SET needs of the pavement engineering sectors in South Africa and internationally.

The AMTL supports research, investigations into road failures, and also act as reference laboratories for the road pavement industry. The laboratories are unique in the continent in that their services include 250-300 test methods conducted by technicians of various skill sets.

The facility which supports the national roads research programme and delivers a service to government and the private sector. The ATML supports and conducts research to improve road building materials, develop new material technologies and evaluate imported and other materials through testing and field evaluation. This not only improves road materials technology but also prevents costly premature failures in the field. The results of materials testing and the associated engineering properties that it yields is essential in all road design, road rehabilitation and road maintenance. As such it is the kernel of delivering acceptable services at national, provincial and local government levels.

The Technology Innovation Centre (TIC) which includes the workshop will also be established and refurbished. The TIC will house the latest equipment relevant to the transport, infrastructure and engineering industry. This facility will continue with the list of items manufactured which is approximately 50 items and improve these current items and

instruments. The requirement is that this TIC facility will be done using innovative building and design techniques.

#### Project Purpose

- Building alterations for the facility to comply with OHS 18001 requirements
- Building alterations for the facility to comply to method requirements

#### Project Outcomes

- Conduct world-class research, development and innovation in continuous manufacturing, using minimal material and experimentation by applying digital Design of Experiment processes and predictive modelling concepts;
- Create commercial opportunities for start-ups, SMMEs, established local companies and major global companies;
- Produce a talented local pipeline of highly skilled multi-disciplinary staff; and
- Collaborate with world-class business and academia on an international basis.

Proposals are hereby requested for an organisation or a multi-disciplinary team to assist with the feasibility, design and monitoring of the works required for the repairs and refurbishment of the RMT at the CSIR.

The project will be funded through allocations made available by National Treasury over a period of three years.

The project is set to commence in 2021 and all works should be completed by December 2023.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the supply of Professional Services for the Innovative Design and monitoring for the AMTL and TIC Facilities at the CSIR.

## 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.

Scope of Work:

### ***Milestone 1: Inception***

Establish client requirements and preferences, refine user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies. These will include but not limited to:

- Assist in developing a clear project brief.
- Attend project initiation meetings.
- Advise on procurement policy for the project.
- Advise on the rights, constraints, consents and approvals.
- Define the services and scope of work required.
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Milestone 2 including the availability and location of infrastructure and services.
- Determine the availability of data, drawings and plans relating to the project.
- Advise on criteria specific to own scope of work that could influence the project life cycle cost significantly.
- Provide necessary information within the agreed scope of the project to other consultants involved.

***Deliverables will typically include:*** *Agreed services and scope of work, Signed agreement. Report on status quo of project, site and functional requirements, Schedule of required surveys, tests, analyses, site and other investigations, Schedule of consents and approvals and related lead times.*

### ***Milestone 2: Concept Design***

The concept design is to provide the layout of the facility and estimate for works. This will be subject to approval by CSIR user department and Project Management Group (PMG). These will include but not limited to:

- Agree on programme documentation with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into the design.
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Coordinate design interfaces with other consultants involved.
- Prepare preliminary process designs, preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimates and comment on life cycle costs as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

***Deliverable:*** *Concept Design, Include a 3D Photo of the facility, preliminary design and cost estimates as required.*

### ***Milestone 3: Detailed design***

The detailed design milestone is to contain a Bill of Quantities, contractor tender documentation and specifications for appointment of the contractor. These will include but not limited to:

- Review programme documentation with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.

- Incorporate other consultants' designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction cost.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- Submit the necessary design documentation to local and other authorities for approval.

***Deliverables:*** Design development drawings, outline specifications, local and other authority submission of drawings and reports, detailed estimates of construction costs.

#### ***Milestone 4: Documentation and procurement***

Prepare procurement and construction documentation. These will include but not limited to:

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documents if necessary to remain within budget.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Prepare contract documentation for signature

***Deliverables:*** Tender documents for call for contractors including specifications, bill of quantities, updated project costs.

#### ***Milestone 5: Construction monitoring and sign off***

Monitoring construction and sign-off of completed work in line with specifications and issue of all necessary documentation required from a governance perspective.

- Attend site handover.

- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Review the Contractor's quality control programme and advise and agree a quality assurance plan.
- Inspect the works for quality and conformity to contract documentation, on average once every 2 weeks during the course of the works as described in more detail in 3.3.2 for Level 1: periodic construction monitoring.
- Review the outputs of quality assurance procedures and advise the contractor and client on the adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued by the principal agent.
- Instruct witness and review all tests and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings and operating manuals

***Deliverable: Site inspection reports with proof, certificates of compliance etc.***

### ***Milestone 6: Close-out***

Monitoring construction and sign-off of completed work in line with specifications and issue of all necessary documentation required from a governance perspective.



- Inspect and verify the rectification of defects
- Receive, comment and approve completion certificate
- Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties.
- Attendance of close out meeting and presentation of close out report
- Preparation of AS-Built drawings to be submitted in soft copy (Pdf and dwg.) and hard copy.

**Deliverable:** Works and final completion lists, operations and maintenance manuals, guarantees and warranties, as-built drawings and documentation.

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
Company profile	Profile of not more than 5 pages indicating the : <ul style="list-style-type: none"> <li>• Age, resources, and capability</li> </ul>	10
Company Experience	<ul style="list-style-type: none"> <li>• Min 5 projects of similar nature completed in the past 5 years</li> <li>• Done work with Green Buildings, Innovative Building Methods, Utilised Innovative materials in their specification.</li> <li>• e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, description of innovation, Status (completed / in progress), contact</li> <li>• NB – The list must be relevant to the project</li> </ul>	20
Reference letters	<ul style="list-style-type: none"> <li>• Reference letters from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted)</li> </ul>	20
CVs (experience and professional registration)	<ul style="list-style-type: none"> <li>• The CV(s) must clearly indicate the experience of the key resource with at least more than five (5) years experience in managing similar work as well as relevant professional registration, e.g.</li> </ul>	50

	<ul style="list-style-type: none"> <li>• Min 5 yrs Experience of Electrical Engineer - ECSA registration as PR important.</li> <li>• Min 5 yrs Experience of Mechanical Engineer - ECSA registration as PR important.</li> <li>• Min 5 yrs Experience of Civil/structural Engineer - ECSA registration as PR important.</li> <li>• Min 5 yrs Experience of Quantity Surveyor – Registration with relevant body necessary</li> <li>• Min 5 yrs experience of Architect – Registration with relevant professional body necessary.</li> </ul>	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

This can be done in a table format or in bullet format as long as it is very clear – weighting also need to be listed.

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

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;
- Proposals submitted at incorrect location; and
- *Proposals that score less the 70% in total functionality or less than 50% on any individual criteria*
- *Non-attendance of the site briefing meeting.*

## 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](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. A valid certified copy of a B-BBEE Certificate or valid sworn affidavit must be submitted to be considered for this tender. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at [tender@csir.co.za](mailto:tender@csir.co.za)

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 21 May 2021
- Compulsory briefing session / site inspection etc: 28 May 2021
- Last date for submission of queries: 04 June 2021
- Closing / submission Date: 09 June 2021

### 10 SUBMISSION OF PROPOSALS

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

All proposals are to be clearly marked with the RFP number and the name of the tenderer on the subject line on the email. Proposals must consist of two parts,

**PART 1:** Technical Proposal: RFP No.: 3459/09/06/2021

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 3459/09/06/2021

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

10.3 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 **Wednesday 09 June 2021** 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.

### 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.

14.6 A 10% retention on all invoices will be held and released upon successful completion of the project.

Pricing Schedule:

No.	Description	Amount
1.	Inception	
2.	Concept Design (Preliminary Design) and Estimate of works	
3.	Detailed Design, Bill of Quantities and Tender documentation	
4.	Documentation and procurement	
5.	Construction Monitoring and as-built drawings.	
6.	Close Out	
	Sub- total	
	15% VAT	
	Total	

## 15 VALIDITY PERIOD OF PROPOSAL

- 15.1 Each **proposal** shall be valid for a minimum period of 120 Business Days from Closing Date. 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.

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

## 17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***"RFP No 3459/09/06/2021 - Professional Services for Design and Monitoring for the AMTL and TIC Facilities at 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 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 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 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:
  - 24.1.1 Only economy class tickets will be used.
  - 24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
  - 24.1.3 No car rentals of more than a Group B will be accommodated.

## **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.

## 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: .....	

28 ANNEXURE A SCORING SHEET

Functional Factor	Criteria Description	Scoring	Weight (%)
<b>Company profile</b>	Profile of not more than 5 pages indicating the : <ul style="list-style-type: none"> <li>• Age, resources, and capability</li> </ul>	<ul style="list-style-type: none"> <li>• No submission - 0</li> <li>• 0 to 2 years - 3</li> <li>• 3 to 5 years – 5</li> <li>• 6 to 10 years - 7</li> <li>• &gt; 10 years - 10</li> </ul>	10
<b>Company Experience</b>	<ul style="list-style-type: none"> <li>• Min 5 projects of similar nature completed in the past 5 years</li> <li>• Done work with Green Buildings, Innovative Building Methods, Utilised Innovative materials in their construction.</li> <li>• e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, description of innovation, Status (completed / in progress), contact</li> <li>• NB – The list must be relevant to the project</li> </ul>	<ul style="list-style-type: none"> <li>• No list of projects – 0</li> <li>• List of project are not relevant-3</li> <li>• 1 to 3 list of relevant projects - 5</li> <li>• 4 to 7 list of projects relevant to the scope – 7</li> <li>• &gt; 7 list of projects relevant to the scope – 10</li> </ul>	20
<b>Reference letters</b>	<ul style="list-style-type: none"> <li>• Reference letters from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted)</li> </ul>	<ul style="list-style-type: none"> <li>• No reference letters - 0</li> <li>• Reference letters are not relevant-0</li> <li>• 1 to 3 reference letters - 5</li> <li>• 4 to 7 reference letters – 7</li> <li>• &gt; 7 reference letters - 10</li> </ul>	20

<b>CVs (experience and professional registration)</b>	<ul style="list-style-type: none"> <li>• The CV(s) must clearly indicate the experience of the key resource with at least five (5) years experience in managing similar work as well as relevant professional registration, e.g.</li> <li>• Min 5 yrs Experience of Electrical Engineer – ECSA PR registration important.</li> <li>• Min 5 yrs Experience of Mechanical Engineer - ECSA PR registration important.</li> <li>• Min 5 yrs Experience of Civil/structural Engineer - ECSA PR registration important.</li> <li>• Min 5 yrs Experience of Quantity Surveyor – Registration with relevant body necessary</li> <li>• Min 5 yrs experience of Architect – Registration with relevant professional body necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• No CVs - 0</li> <li>• CVs are not relevant to the work - 3</li> <li>• 1 to 3 working experience - 5</li> <li>• 4 to 7 working experience – 7</li> <li>• &gt; 7 working experience – 10</li> </ul>	25
		<ul style="list-style-type: none"> <li>• No proof of professional registration - 0</li> <li>• the registration is invalid / expired- 0</li> <li>• Proof of a valid registration with a professional body - 10</li> </ul>	25
<b>TOTAL POINTS FOR FUNCTIONALITY</b>			<b>100</b>

**NB: Example of company experience**

Project description,	Name of client,	Location	Year	Contract value	Name of Project Manager	Status (completed / in progress)	Description of innovation	Contact number

**NB: Example of individual experience**

Professional discipline	Years of experience	Professional body	Registration number	CV attached (yes/No)	Professional registration certificate attached (yes/No)
Electrical Engineer					
Mechanical Engineer					