

## Request for Proposals (RFP)

### The provision of Professional Services and Support to the Mogalakwena Local Municipality Water Unit for the MCPP

**RFP No. 3534/01/09/2022**

<b>Date of Issue</b>	18 August 2022	
<b>Compulsory briefing session</b>	N/A	
<b>Closing Date</b>	01 September 2022	
<b>Submission of queries and bids</b>	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
<b>Enquiries</b>	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
<b>CSIR business hours</b>	08h00–16h30	
<b>Category</b>	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 AA MCPP is specifically designed to support municipal capability development in local municipalities (LMs) where AA Business Unit operations are located. The current phase of the MCPP is targeted at providing support in ten municipalities.

Anglo American has partnered with the CSIR to implement the programme. The 10 targeted local municipalities (LM) are listed as follows:

1. Fetakgomo Tubatse LM – Limpopo Province
2. Moses Kotane LM – North West
3. Musina LM – Limpopo Province
4. Mogalakwena LM – Limpopo Province
5. Blouberg LM – Limpopo Province
6. Gamagara LM – Northern Cape
7. Tsantsabane LM – Northern Cape
8. Steve Tshwete LM – Mpumalanga
9. Emalahleni LM – Mpumalanga
10. Thabazimbi LM – Limpopo Province

The MCPP supports 3 specific municipal service and capability focus areas in the various LMs:

- Water Services Management;
- Infrastructure Management; and,
- Strategic and Development Planning.

The programme's main goals are to assist municipal partners in mitigating critical risks to service delivery related to mine closure, collaborate with municipal partners to improve service delivery (address challenges exacerbated by unique dynamics in mining towns, such as access to water, infrastructure sustainability, and service delivery in fast-growing towns) and strengthen partnerships to address current and future development challenges.

This RFP , is to provide support in strengthening and developing technical capabilities for individuals, the institution, and the relevant teams within the Mogalakwena Local Municipality related to potable water infrastructure at the Mogalakwena Local Municipality.

### **3. INVITATION FOR PROPOSAL**

Proposals are hereby invited for a full-time technical resource to be stationed at the Mogalakwena Local Municipality (MLM) in Mokopane for a contract duration of up to three years to provide technical support to the MLM related to potable water distribution and leak repairs.

### **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:**

The scope of this RFP requires a full-time technical resource to be stationed at the Mogalakwena Local Municipality in Mokopane for a contract duration of up to three years (years two and three to be confirmed based on funding availability). The person/s will be a key link to achieving the outcomes of the MCPP water infrastructure focus area in Mogalakwena, by implementing the activities for this initiative as well as being the link between the Acting Technical Services Manager and the water team consisting of plumbers, assistant plumbers and general workers.

The person will be contracted by the MCPP through its implementing agent, the CSIR, and will be deployed to the MLM's Water and Sanitation unit. Implementation of activities will be undertaken in a capacity / capability development manner (under the guidance of the MCPP team).

The technical resource will be tasked with providing support related to operations and maintenance of the potable water distribution network, with responsibilities including (but not limited to) the following activities:

- Providing technical support related to operation and maintenance of water infrastructure

- Implementation of water-related initiatives and newly developed systems, e.g., water leaks management system, job card system, leak repair materials inventory system, etc.
- Providing general support to Technical Services Manager pertaining to the delivery of water services in MLM
- Supervision of plumbers, assistant plumbers, and general workers,
- Support with planning repairs of leaks (guide repair approach, tools required, material required etc.)
- Managing and delegating tasks related to the operations and maintenance of the water distribution network to the relevant members of the water team
- Transferring skills to the plumbers and assistant plumbers where the need for such skills transfer is identified
- Acting as a link between the Technical Services Manager, water teams and members of the MCPP
- Building capacity in the municipal team related to all the responsibilities listed above

#### **QUALIFICATIONS AND EXPERIENCE**

The individual needs to have the following:

- National Diploma (NQF Level 6) in Civil Engineering (required).
- Minimum five years' working experience within the water services environment, either within local government, water boards or the private sector (e.g., mines or industry)
- Sound understanding of municipal processes and operating environment
- Ability to transfer skills, provide mentoring and conduct capability development within a municipal context.
- Knowledge on water leak repairs,

#### **5. FUNCTIONAL EVALUATION CRITERIA**

##### **Phase 1 Evaluation:**

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

1. **Resource Qualification and Experience (30%)**
  - a. National diploma in Civil Engineering or similar approved qualification

- b. Minimum 5 years relevant experience
2. **Company/Individual Experience (10%)**
- Minimum 5 relevant project completed in the past 6 years
  - Reference letters not older than 5 years
3. **Approach and Methodology (30%)**
- Prospective bidders are to submit a detailed methodology highlighting the approach to capability development
  - Methodology clearly demonstrates approach to planning and for repairs and processes of reporting.
  - Methodology demonstrates understanding of operations and maintenance in a municipal context
4. **Presentation (30%):**
- Bidders are required to achieve a minimum threshold of 50 points on each of the individual criteria, and a minimum threshold of 70 points overall the above three (3) to be invited for presentation
  - Specific requirements of the presentation will be distributed to successful bidders and based on system/tool functionality and application in MCPP context.

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.

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality in Phase 1.

## **6. ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Bidders that are listed on the NT database of restricted suppliers.
- Bidders that are registered on the NT Register of Tender Defaulters.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

## **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 with 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. PROPOSAL SUBMISSION

8.1 All proposals must be submitted using the following email address: [tender@csir.co.za](mailto:tender@csir.co.za)

8.2 Proposals must consist of two parts, each of which is marked:

**PART 1:** Technical Proposal: RFP No.: 3534/01/09/2022

**PART 2:** Pricing Proposal, B-BBEE, and other Mandatory Documentation: RFP No.: 3534/01/09/2022

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

### 9. TENDER PROGRAMME

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

- |  |                   |
|--|-------------------|
| ▪ Issue of tender documents:           | 18 August 2022    |
| ▪ Last date for submission of queries: | 24 August 2022    |
| ▪ Closing / submission Date:           | 01 September 2022 |

### 10. DEADLINE FOR SUBMISSION

Proposals shall be submitted using the email address mentioned above no later than the closing date of **Thursday, 01 September 2022** 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 at the stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

### 11. AWARDING OF TENDERS

Awarding of tenders will be published on the CSIR website. No regret letters will be sent out.



## 12. EVALUATION PROCESS

### Evaluation of proposals

12.1 All proposals will be evaluated by an evaluation team for technical requirements and 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.

12.2 A three-phase evaluation process will be followed:

- The first phase includes evaluation of **elimination** and **functionality criteria**;
- The second phase will consist of a **presentation and interview** with the bidders that have passed the first phase of the evaluation (evaluation criteria will be communicated at the time of the invite); and,
- The third phase includes the evaluation of **price** and **B-BBEE** status.

12.3 Pricing proposals will only be considered after functionality and presentation phases have been adjudicated and accepted.

12.4 Only proposals that achieved the specified minimum qualification scores for functionality and presentation will be evaluated further using the preference points system.

12.5 Provide the CSIR with a copy of a B-BBEE certificate issued by an accredited verification agency and bearing a SANAS logo; or

- Valid sworn affidavits made on DTIC designed templates; or
- DTIC issued affidavit; or
- CIPC issued B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

### 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.

## 13. PRICING PROPOSAL

13.1 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.

13.2 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.

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

13.4 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.*

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

13.6 A contingency amount has been allocated for unforeseen costs across the programme which needs to be motivate for and approved in writing prior to usage of funds.

**Pricing Schedule:**

Item no.	Description	Unit	Quantity	Months	Rate	Amount
1	Professional Service - 2022	hrs	160	4		
2	Professional Service - 2023	hrs	160	11		
3	Professional Service - 2024	hrs	160	11		
4	Professional Service - 2025	hrs	160	11		
5	Add 10% Contingencies					
<b>Sub-Total</b>						
<b>Add 15% VAT</b>						
<b>Total</b>						

Note: Costs to include for accommodation and travel.

#### **14. VALIDITY PERIOD OF PROPOSAL**

14.1 Each proposal shall be valid for a period of six (6) months calculated from the closing date.

#### **15. APPOINTMENT OF SERVICE PROVIDER**

15.1 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.

15.2 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.

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

#### **16. ENQUIRIES AND CONTACT WITH THE CSIR**

16.1 Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with “**RFP No 3534/01/09/2022 - The provision of Professional Services and Support to the Mogalakwena Local Municipality Water Unit for the MCPP**” as the subject.

16.2 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.

#### **17. MEDIUM OF COMMUNICATION**

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

#### **18. COST OF PROPOSAL**

18.1 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.

## **19. CORRECTNESS OF RESPONSES**

19.1 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.

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

## **20. VERIFICATION OF DOCUMENTS**

20.1 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.

20.2 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.

## **21. SUB-CONTRACTING**

21.1 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.

21.2 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.

## **22. ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

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

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

## **23. TRAVEL EXPENSES**

All travel expenses for the CSIR's account, if any, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

Only economy class tickets will be used.

A maximum of R1 400 per night for accommodation, dinner, breakfast and parking will be allowed.

## **24. ADDITIONAL TERMS AND CONDITIONS**

24.1 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.

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

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

- 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.

24.4 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.

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

## **25. 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.

## **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.

**DECLARATION BY TENDERER**

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

**RFP No: 3534/01/09/2022**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No. 3534/01/09/2022 at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

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

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

I declare that I have no participation in any collusive practices with any 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:	.....

## ANNEXURE A: SCORING SHEET

Evaluation Criteria				
Item	Criteria	Weighting	Sub-criteria	Points
<b>1</b>	<b>Resource Qualification and Experience</b>	<b>30%</b>		
1.1	National diploma in Civil Engineering or similar approved qualification	15%	Exceeds specified requirements	10
	Meets all specified requirements		5	
	Does not meet specified requirements		0	
1.2	Minimum 5 years relevant experience	15%	≥ 6yrs exp.	10
	Min 5 yrs. exp.		5	
	< 4 yrs. exp.		0	
<b>2</b>	<b>Company/Individual Experience</b>	<b>10%</b>		
2.1	Minimum 5 relevant project completed in the past 6 years	5%	Exceeds specified requirements > 6 relevant project	10
	Meets all specified requirements – 5yrs		5	
	Does not meet specified requirements - <5 yrs		0	
2.2	Reference letters not older than 5 years	5%	Exceeds specified requirements > 6 ref letters submitted	10
	Meets all specified requirements 5 ref. letters submitted		5	
	Does not meet specified requirements - < 5 ref letters submitted		0	
<b>3</b>	<b>Approach and Methodology</b>	<b>30%</b>		
a	Prospective bidders are to submit a detailed methodology highlighting the approach to capability development	10%	Meets all specified requirements	10
	Meets some but not all requirements		5	
	Does not meet specified requirements		0	
b	Methodology clearly demonstrates approach to planning and for repairs and processes of reporting.	10%	Exceeds specified requirements	10
	Meets all specified requirements		5	
	Does not meet specified requirements		3	



c	Methodology demonstrates understanding of operations and maintenance in a municipal context	10%	Exceeds specified requirements	10
			Meets all specified requirements	5
			Does not meet specified requirements	0
4	<b>Presentation</b> <ul style="list-style-type: none"> <li>• Demonstrated understanding of water losses</li> <li>• Clearly articulates approach to capability building</li> <li>• Understanding of Municipal processes</li> <li>• Off site support</li> <li>• Detailed requirements for presentation will be communicated to successful bidders.</li> </ul>	30%		
		10%	Exceeds expectations for MCPP	10
			Exceeds minimum requirements however there are envisaged issues.	7
			Meets minimum requirements for MCPP	5
			Aspects applicable to MCPP but gaps in envisaged functionality	3
			Not applicable to MCPP	0