

## **Request for proposals (RFP)**

# **The provision of specialist services in the field of Integrated Landuse and Transport Modelling to the CSIR**

**RFP No. 763/23/03/2017**

Date of Issue	08 March 2017	
Closing Date	23 March 2017	
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	

## **TABLE OF CONTENTS**

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>4</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>5</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b>	<b>5</b>
<b>6 ELIMINATION CRITERIA</b>	<b>6</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)</b>	<b>6</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>7</b>
<b>8 VENUE FOR PROPOSAL SUBMISSION</b>	<b>7</b>
<b>9 TENDER PROGRAMME</b>	<b>7</b>
<b>10 SUBMISSION OF PROPOSALS</b>	<b>7</b>
<b>11 DEADLINE FOR SUBMISSION</b>	<b>8</b>
<b>12 AWARDING OF TENDERS</b>	<b>8</b>
<b>13 EVALUATION PROCESS</b>	<b>8</b>
<b>14 PRICING PROPOSAL</b>	<b>9</b>
<b>15 VALIDITY PERIOD OF PROPOSAL</b>	<b>9</b>
<b>16 APPOINTMENT OF SERVICE PROVIDER</b>	<b>10</b>
<b>17 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>10</b>
<b>18 MEDIUM OF COMMUNICATION</b>	<b>10</b>
<b>19 COST OF PROPOSAL</b>	<b>10</b>
<b>20 CORRECTNESS OF RESPONSES</b>	<b>11</b>
<b>21 VERIFICATION OF DOCUMENTS</b>	<b>11</b>
<b>22 SUB-CONTRACTING</b>	<b>11</b>
<b>23 ENGAGEMENT OF CONSULTANTS</b>	<b>12</b>
<b>24 TRAVEL EXPENSES</b>	<b>12</b>
<b>25 ADDITIONAL TERMS AND CONDITIONS</b>	<b>12</b>
<b>26 CSIR RESERVES THE RIGHT TO</b>	<b>13</b>
<b>27 DISCLAIMER</b>	<b>13</b>
<b>DECLARATION BY TENDERER</b>	<b>14</b>
<b>28 ANNEXURE A</b>	<b>15</b>

## **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 aim of the Gauteng Department of Roads and Transport is to establish a provincial Integrated Transport Modelling Centre to serve the needs of the Department as well as municipalities. The GDRT is taking a holistic view of transport modelling, including the all-important interaction between land-use and transportation, or more precisely the multiple interactions between the location choices that households and businesses make, the consequent modes/networks used to access employment or conduct business, freight and of course long-term demographic, migration and economic patterns that affect all of the above. The modelling platform being used to do this work is the UrbanSim platform.

The objectives to realise this aim are:

- To provide basic training to GDRT regarding integrated land use and transport modelling as well as the associated data preparation processes
- For CSIR to setup and model applicable scenarios relating to transport and spatial planning initiatives for:
  - Ekurhuleni
  - Johannesburg

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of specialist services in the field of Integrated Transport and Land use modelling using UrbanSim to the CSIR.

#### **Main focus:**

Bidders are hereby invited to submit proposals for the provision of specialist services as it relates to:

- Training of GDRT staff in preparing the input data needed to do the required modelling in UrbanSim
- Facilitate workshops with Ekurhuleni regarding the scenarios they want to model as it relates to land use and transport management and future plans
- Be able to populate and run the UrbanSim model to produce outputs in line with the identified land use and transport management scenarios, interpret and write relevant reports based on the modelled outputs

#### 3.1 Key project activities and engagements

The assignment would involve the following:

- Provide support to the CSIR modelling team on setting up and running the UrbanSim model for Ekurhuleni
- Participate in scenario workshops with the City of Ekurhuleni
- Co-author a paper with the CSIR team on integrated land-use and transport modelling.

#### 3.2 Intellectual property

A confidentiality agreement will be signed with the appointed service provider, besides the general SLA or included in it, that will state that each party brings their own IP and will remain the custodian of that, but any new approaches that will be developed will be co-owned by the parties involved.

#### 3.3 Key deliverables and completion dates

The following table lists the key deliverables and their completion dates. This time frame is based on the assumption that the assignment will commence on 20 March 2017. The

completion dates are linked to other dates relevant to the entire project and will be agreed to with the successful bidder.

Deliverable	Date
Training on the data preparation required to run UrbanSim with a base year of 2011.	May 2017
Simulation model of an alternative scenario in UrbanSim.	May 2017
Draft paper	May 2017

#### 4 PROPOSAL SPECIFICATION

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

##### PART 1 - TECHNICAL PROPOSAL

- Interpretation of the brief - a summary of the bidder's understanding of the purpose and scope of the assignment as well as a summary of the method or process to be followed to develop the deliverable.
- A description of the deliverable.
- Work plan with key activities, outputs and time lines.
- Evidence that addresses the evaluation criteria sufficiently as set out in the table in Section 5 (Functional Evaluation criteria) below. **Please follow the same structure as set out in the evaluation criteria table in Section 5 and address requirements directly in order to eliminate misinterpretation by the evaluators.**
- Description of the bidder - a summary of the experience and expertise of each member with CV's as annexures.

#### 5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weight
Experience in applying UrbanSim in SA context	30%
Technical competency in and programming experience	30%
Experience working in the domain of land use and transport planning and policy	40%

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **80%** 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

## 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. 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

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: 9 March 2017
- Closing / submission Date: 23 March 2017
- Estimated contract duration (in months/years) 3 Months

### 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:**

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation: **RFP No:**

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 **23 March 2017** 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.

The RFP will be awarded to locally based service providers only.

## 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 R1m, 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 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 763/23/03/2017 - The provision of Specialist Services in the field of Integrated Land Use and Transport Modelling to the CSIR***

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 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 R1300 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

Criteria	Requirements	Scoring		Weight
Experience in applying UrbanSim in SA context	Experience in data preparation, setting up and running the model successfully for SA metros	Experience in applying it in one metro	4	<b>30%</b>
		Experience in applying it in more than 1 metro	6	
		Experience in leading a team in applying it in 1 metro	8	
		Experience in leading a team in applying it in more than one metro	10	
Technical competency in and programming experience	Experience in the following:	Basic understanding of at least one of the languages	2	<b>30%</b>
	- Python	Proficiency in 1 of the relevant languages	4	
	- ArcGIS & Python for ArcGIS	Proficiency in 2 of the relevant languages	6	
	- MSSQL Server & MySQL	Proficiency in 3 of the relevant languages	8	
	- R	Proficiency in 4 or more of the relevant languages	10	
Experience working in domain of land use and transport planning and policy	Number of years the service provider has been involved in relevant projects. Need to provide evidence of projects per year.	One to 2 years' experience with proof of relevant projects	4	<b>40%</b>
		Three to 4 years' experience with proof of relevant projects	6	

		Five to 6 years' experience with relevant of relevant projects	8	
		Seven to 8 years' experience with proof of relevant projects	10	



