

Request for Proposals (RFP)

Provision of Electrical Engineering Services for the assessment of existing 132kV Substation Lightning Protection and Substation Insulation Grading for the CSIR

RFP No: 877/26/06/2019

Date of Issue	Monday, 11 June 2019	
Briefing Session	Tuesday, 18 June 2019 Venue: CSIR Pretoria Campus- Waterbok Boardroom Building 37, Room 16 Time: 10:h00- 11h00	
Closing Date	Wednesday, 26 June 2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Construction 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

2 BACKGROUND

CSIR main intake substation connects to the City of Tshwane grid via two 132kV lines from Scientia indoor Switching Station. The main sub-station at CSIR has 2 x 15 MVA, 132/11kV transformers, both these transformers feed to the 11kV solid common bus via two 11kV incomer breakers. Further there is an additional 132/11kV, 40MVA transformer that is dedicated to the Wind Tunnel this transformer is also connected to the common 132kV bus at the main CSIR substation. All three CSIR main Transformers are connected on three bus bars i.e. B/B1, 2, and 3; there is no separation between the Bus Bars all transformers are connected together on the 132kV Bar.

The 132kV lines from Scientia towards CSIR are both supported on the same structure (Double Circuit) and the lines are 2km long.

CSIR Substation arrangement is such that only one line will take the load i.e. the lines are never paralalled at CSIR 132kV common bus.

The substation was first commissioned about 30 years ago.

The successful supplier will be responsible for supplying and installation as per the specifications provided.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from capable and experienced suitably qualified Electrical Engineering Firms with the proven track record on the design of High voltage Substations to provide a full electrical engineering service (stage 1 to stage 6) to the CSIR. **The electrical engineer will be appointed as Principal Agent for this project** at CSIR Pretoria Campus.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. Tenderers are however welcome to submit additional / alternative proposals over and above the originally specified format.

The scope of work includes the following:

- Assess existing 132kV Substation insulation to determine whether the existing insulation grades properly and whether it is in accordance with the relevant international standards.
- Perform Risk assessment to determine whether the existing lightning protection is adequate to protect all substation equipment and adjacent buildings.
- Should the assessment on both instances find the substation not meeting the required international standard, the engineer will make recommendation and proposal for remedial actions.
- Submission of this quote will be accompanied by project methodology which will include but not limited to the following;
 - Project methodology that is scope specific
 - Project based organogram (clearly defined roles and responsibilities)
 - Credentials of all project members
- A Standard CSIR contract will be signed as a form of agreement.
- Upon contract award the services of the successful firm are required immediately.

5 ELIMINATION CRITERIA

CSIR will apply a multi-criteria approach in evaluating the prospective tenders.

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Non-attendance of the compulsory briefing session / site inspection;
- At least a minimum of 3 contactable references for previous similar work done (bidders must provide telephone numbers and email addresses).
- A certificate for proof of professional registration (ECSA).
- Lead engineer to have minimum Bsc, BEng or B-Tech and should be registered Pr. Eng/ Pr.Tech with ECSA.
- Lead Engineer to have experience in HV Substation design and proof of substation design training (Detailed CV)

6 FUNCTIONAL EVALUATION

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

NO	ITEM	POINTS
1	Relevant Project Experience	40
1.1	<p>Assess existing 132kV Substation insulation to determine whether the existing insulation grades properly and that it is in accordance with the relevant international standards.</p> <p>Perform Risk assessment to determine whether the existing lightning protection is adequate to protect all substation equipment and adjacent buildings.</p> <p>To provide proof of substation design and lightning protection design for distribution substations.</p> <p>Provide (3) three contactable references for previous similar work done (bidders must provide telephone numbers and email addresses).</p>	40
2	Project Team Experience	30
2.1	<p>Attach CVs with references of key personnel and their qualifications i.e. (key personnel on site and in management of the contract) with clear work description and references.</p> <p>The lead or the project manager must have five (5) years relevant experience.</p> <p>Lead engineer to have minimum Bsc, BEng or B-Tech and should be registered Pr. Eng/ Pr.Tech with ECSA</p>	40
3	Implementation / methodology	30
3.1	<p>Attach a detailed methodology that is aligned to the scope of work.</p> <p>Project methodology</p> <ul style="list-style-type: none"> • Project based organogram (clearly defined roles and responsibilities) • Credentials of all project members <p>The Method must be relevant to the evaluation and existing insulation and lightning protection.</p>	20
	TOTAL POINTS FOR FUNCTIONALITY	100

- 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.

7 The bidder must indicate its compliance/non-compliance to the requirements. The bidder who does not comply with all of the indicated requirements will not be evaluated further on Functionality, Price and B-BBEE

Section	Requirement	Comply	Not Comply
6.2.1	<u>Lightning and earthing Installations</u> The bidder is regularly engaged in the business of design and assessment of High voltage distribution sub-stations in the following: Lightning protection Insulation grading		
6.2.2	<u>Project Personnel</u> The bidder has requisite personnel suitably qualified and experienced to carry out and deliver the project		
6.2.3	<u>Experience</u> The bidder must be experienced in the design and assessment of lightning and earthing protection on high voltage distribution sub-stations.		
6.2.4	<u>Letter of Good Standing</u> The bidder has a Valid letter of good standing from the Department of Labour		
6.2.5	<u>Compliance</u> The Bidder is well versed with earthing and Lightning protection on High Voltage yards.		

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

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

- Be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- Provide the CSIR of their CSD registration number; and

Provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

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

9 TENDER PROGRAMME

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

- Issue of tender documents: 11 June 2019
- Compulsory briefing session / site inspection: 18 June 2019
- Last date for submission of queries: 22 June 2019
- Closing / submission Date: 26 June 2019
- Estimate appointment date of successful tenderer: 01 July 2019
- Estimated contract duration (in months/years) 2 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. 877/26/10/2019

PART 2: Pricing Proposal and B-BBEE Documentation:

RFP No.: 877/26/10/2019

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.

10.5 All proposals must be properly indexed for ease of referencing.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date 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.

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 with ***“RFP No 877/26/06/2019.– Provision of Electrical Engineering Services for the assessment of existing 132kV Substation Lightning Protection and Substation Insulation Grading for the CSIR*** the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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

20 CORRECTNESS OF RESPONSES

- 20.1** The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

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

22 SUB-CONTRACTING

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

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

- 24.1** 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: 877/26/06/2019

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: 877/26/06/2019 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:	

RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

As a minimum the bidder must complete the following returnable documents:

PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes			
	Company Profile		
	Reference Letters		
	Project Team CVs (Including qualifications and registrations)		
	Detailed methodology that is aligned to the scope of work, highlighting the risks and mitigation measures, quality plan and a detailed Gantt chart.		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract			
	Pricing Proposal Form Annexure 1		
	B-BBEE Certificate		

The bidder must also refer to the RFP document for any other relevant documents that need to be submitted with this request.

The documents must be clearly annexured in the submission for ease of reference.

28 ANNEXURE A – DETAILED SCORING

Relevant Project Experience and Capability (40%)

Poor (score 0)	0 Letters
Poor (score 5)	1 Letter
Satisfactory (score 7)	2 Letters
Very good (score 10)	More than 3 Letters

Project Team Experience (40%)

<p>Attach CVs with references of key personnel and their qualifications i.e. (key personnel on site and in management of the contract) with clear work description and references</p> <ul style="list-style-type: none"> • Lead engineer to have minimum Bsc, BEng or B-Tech and should be registered Pr. Eng/ Pr.Tech • Site supervisor/manager must be registered with ECSA; • Lead engineer or team member to have proof of substation earthing and lightning protection training up to 132kV (Provide certificates as proof of training) 	
Poor (score 0)	No staffing information provided / information provided is not relevant to the project / or has less than 5 years' experience
Satisfactory (score 5)	1 – 2 years' experience with qualifications stated above
Good (score 7)	3 – 4 years' experience with qualifications stated above
Very good (score 10)	5 years' experience and with qualifications stated above

Implementation / methodology statement and Preliminary Programme (20%)

Attach a detailed methodology that is aligned to the scope of work.	
Poor (score 0)	No information provided / unclear /unstructured or not in sync with the scope of work. No recommended methodology and implementation provided.
Satisfactory (score 5)	Methodology is provided that is not aligned to the Scope of work. And the project based organogram is not clear. Does not clearly define the roles and responsibilities. No credentials for team members
Good (score 7)	Detailed Methodology is provided that is aligned to the Scope of work, and has a clear project based organogram. Roles and responsibilities not entirely defined. Credentials of project members not satisfactory.
Very good (score 10)	Detailed Methodology is provided that is aligned to the Scope of work, and has a clear project based organogram with outlined roles and responsibilities. And highlighting the risks and mitigation measures. A Quality Plan and detailed project based organogram are provided. Credentials of each and every resource to be utilized.