



## Request for Proposals (RFP)

### The provision of construction management services for the CSIR

**RFP No. 894/02/09/2019**

Date of Issue	Tuesday, 20 August 2019	
Closing Date	Monday, 02 September 2019	
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	Contract Management	

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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**

CSIR has been appointed by the Department of Science and Innovation (DSI) to implement a project to design and construct a new Science Centre in the Intsika Yethu Municipality of Cofimvaba in the Eastern Cape. Whereas the four strategic goals that should be addressed by science centres in South Africa constitute a primary roadmap for the development programmes run by the science centre, the context of these programmes will at all times be geared to:

- contribute to the DSI's endeavours to build a healthy National System of Innovation (NSI). The process of building an effective and a successful NSI requires among other things, a society that: (a) understands and values science, (including technology and innovation); and (b) appreciates the critical role of science in ensuring national prosperity and a sustainable environment;
- enhance the objectives of the National Development Plan - 2030 (NDP). The NDP has identified three priorities that are necessary for the plan's objectives to be achieved. These include improving the quality of education, skills and innovation, all of which will be taken into consideration when the programmes of the science centre are designed; and
- contribute to the outcomes of the government's Medium Term Strategic Framework (MTSF). The operations of the science centre will be arranged in such a way that it enables the adjustment for timeous response to the medium-term objectives of government. Attention will be given to the outcomes, which the DSI is expected to address or contribute.

The incorporation of a science centre into the Cofimvaba Rural District Technology-led Education initiative is informed by the intention to:

- advance the goals and objectives of the DSI-led campaign to promote public awareness of and engagement in science. The diverse technologies through which the initiative seeks to enhance the teaching and learning, and the accompanying agricultural development in the project area provides a window of opportunity to use these as instruments to raise science awareness among various sections of the communities in the district; and
- contribute to the development of a skilled and capable workforce to support an inclusive growth path, particularly high-level scarce skills in SET areas.

This project is currently underway and the successful candidate will be appointed to complete the project works, all technical aspects related to the project and management of project team and project cost. The successful bidder will be appointed to work with the professional team in support of the successful completion of the project. The estimated project cost of works is **R 8 976 000 (incl. VAT)**.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of Construction Contract Management (CCM) services to the CSIR for the initiation, execution and bringing to finalisation of the Cofimvaba Science Centre. The estimated project cost is **R 8 976 000 (incl. VAT)**. The CCM's will be remunerated at a fixed cost rate based on a percentage % of the above mentioned estimated project cost. Below are the responsibilities and the minimum requirements of the candidate CCM. Furthermore, the CCM must have proven experience working/managing innovative building technologies (IBT) and by extension alternative building systems of construction.

#### 3.1 Responsibilities

- Oversee and direct construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- Coordinate and direct construction workers and subcontractors
- Select tools, materials and equipment and track inventory
- Meet contractual conditions of performance
- Review the work progress on daily basis

- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and licences
- Analyse, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques

### 3.2 Requirements

- Proven working experience in construction management
- Advanced knowledge of construction management processes, means and methods
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Understanding of all facets of the construction process
- Familiarity with construction management software packages
- Ability to plan and see the “big picture”
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent time and project management skills
- BS degree in construction management, architecture, engineering or related field

The successful CCM will manage the following sub-contractors in accordance with their determined scope to their determined subcontract value. This project is a highly innovative project, with a number of alternative technologies applied. The CSIR requires the Construction Contract Manager to investigate beyond the normal confines of building construction. The sub-contractors to be managed include:

- Quantity Surveyor: Clarence Bobie Inc.,
- Engineers: Element Consulting Engineers (PTY) Ltd,
- Project manager: Royal Haskoning DHV,
- Health and Safety: Occumed Close Corporation,
- Architect: Ngonyama Okpanum Associates
- Contractor: Helm Construction Projects.

See **Annexure “A”** for details on each project

Total value of professional fees to be managed: R 2 630 742.07 (excl VAT) and total value of Contractor: Helm Construction Projects to be managed for construction cost: R 5 013 955.40 (excl VAT).

Works related to the professional service fees include design, development and coordination works currently on site, and works that are still to commence towards closure and completion of the construction project as well as post construction resolution. Also, including the construction work varying in complexity from roadworks to alternative electrical supply construction and IBT construction. Again we note: This project is a highly innovative project, with a number of alternative technologies applied. The CSIR requires the Construction Contract Manager to investigate beyond the normal confines of building construction.

#### **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.

OR

Tenderers to submit tenders in a format they deem fit.

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

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

##### **Definition of Terms**

**Innovative building systems** – building systems that do not meet the requirements of the deemed-to-satisfy provisions of SANS 10400 and are generally certified by the Board of Agrément South Africa

**Innovative building technologies** – technologies not generally included in building contracts including, not limited to, photovoltaic panels, battery storage, wind turbines, hydrogen fuel cells, bio-based black water treatment plants, and constructed reed beds.

**Experimental building projects** – means projects in which one or more fringe technologies are incorporated into an integrated design

**Fringe technologies** – means technologies not generally used in mainstream building projects

The table below constitutes as the functionality matrix for this RFP by which the bidder will be evaluated. Note the definition of terms as applied to the matrix.

<b>Functionality Evaluation Matrix</b>		
<b>1</b>	<b>Practice Competencies</b>	<b>10%</b>
1.1	<b>Years of construction management experience</b>	
	0-1	0
	1-2	2
	2-5	4
	5-10	6
	10-20	10
1.2	<b>Value of projects Rm</b>	<b>10%</b>
	0-5	2
	5-10	4
	10-20	10
1.3	<b>Years of experience on experimental projects</b>	<b>10%</b>
	0-0.5	2
	0.5 – 1 year	4
	1-5	10
1.5	<b>Projects managed using Innovative Building Systems</b>	<b>10%</b>
	0	0
	1-10	10
<b>2</b>	<b>Competencies of CCM to be assigned to the project</b>	
2.1	<b>Qualifications of project manager, individual</b>	<b>10%</b>
	BSC	2
	Honours	5
	Masters	8
2.3	<b>Individual project value managed by individual</b>	<b>10%</b>
	0-1m	0
	1-5m	2
	5-10m	5
	10-20m	10
2.4	<b>Projects managed by individual using more than one Innovative Building System</b>	<b>10%</b>
	0	0
	1-2	10
2.5	<b>Projects managed by individual using more than one innovative building technology</b>	<b>10%</b>
	0	0
	1-2	10
2.6	<b>Projects of an experimental nature</b>	<b>10%</b>
	0	0
	1-2	10

2.7	<b>Years of experience managing construction using innovative building systems</b>	<b>10%</b>
	0-0	0
	1-2	6
	3-5	10

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **85%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location

Preference will be given to service providers with Level 01 - 04 B-BBEE contributions

## 7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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

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: Tuesday, 20 August 2019
- Closing / submission Date: Monday, 02 September 2019
- Estimate appointment date of successful tenderer: Friday, 06 September 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.: 894/02/09/2019.**

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
**RFP No.: 894/02/09/2019.**

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 **Monday, 02 September 2019** 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.

## 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 894/02/09/2019 - The provision of construction contract management services to 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 *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 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 ADDITIONAL TERMS AND CONDITIONS**

- 23.1 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.
- 23.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 23.3 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.
- 23.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **24 CSIR RESERVES THE RIGHT TO**

- 24.1 Extend the closing date;
- 24.2 Verify any information contained in a proposal;
- 24.3 Request documentary proof regarding any tendering issue;
- 24.4 Give preference to locally manufactured goods;
- 24.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 24.6 Award this RFP as a whole or in part;
- 24.7 Cancel or withdraw this RFP as a whole or in part.

## **25 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.

**26 DECLARATION BY TENDERER**

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

**RFP No: 894/02/09/2019.**

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. **894/02/09/2019** 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: .....	