

Request for Proposals (RFP)

Operations and Maintenance Plan and Capability Development for Tsantsabane and Gamagara Local Municipalities related to water and wastewater infrastructure

RFP No. 3535/31/08/2022

Date of Issue	17 August 2022	
Compulsory briefing session	N/A	
Closing Date	31 August 2022	
Submission of bids	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The 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. This request for quotation relates to two of those municipalities, namely: Gamagara Local Municipality and Tsantsabane Local Municipality.

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. AA has partnered with the CSIR to support the implementation of the programme. One of the implementation initiatives of the MCPP, to which this RFP relates, is to improve capability development in Gamagara and Tsantsabane Local Municipalities related to water and wastewater infrastructure.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of specialist services for capability development around operations and maintenance plans and water and wastewater infrastructure, in Gamagara and Tsantsabane Local Municipalities.

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.

5 SCOPE OF WORK

The main objective and key output is the development of two detailed, phased Operation and Maintenance Plans related to water and wastewater infrastructure: one for Tsantsabane Municipality and one for Gamagara Municipality. The purpose of these plans is to improve municipal asset utilization, asset performance, service reliability and service delivery related to water and wastewater infrastructure. It is also the objective of this work to provide municipal capability development around water and wastewater infrastructure operation and maintenance planning in both Gamagara and Tsantsabane Municipalities. It is therefore important that the Operation and Maintenance Plans are co-developed, as far as possible, with the relevant Municipal officials. The Plans should also be aligned with the strategic objectives of the municipalities; as well as any other relevant municipal policies, strategies, standards and existing information around infrastructure demand and asset condition, where these exist (e.g. asset management policy, operational and maintenance strategies, service levels and standards, demand forecasting, asset register, asset condition, critical and prioritized assets, business risks management and maintenance objectives).

The Operation and Maintenance Plan for each Municipality should include the following components (or sections):

1. A five-year operations plan, phased into one-year periods, for the water and wastewater services for both municipal areas, that optimally utilizes resources (e.g. financial, plant, materials and labour) and infrastructure assets, to meet the needs of the communities and customers.
2. An effective and efficient five-year maintenance plan, phased into one-year periods, with embedded maintenance strategies for the water and wastewater infrastructure assets (e.g. pump stations, pumping mains, gravity mains, treatment works, reservoirs and reticulation systems). This plan should assist the senior technical management to improve asset utilisation, performance and the reliability and quality of services provided. The plan must be guided by the maturity levels of the existing asset management components and factually informed by existing municipal policies, objectives strategies and relevant information such

as the infrastructure asset register, assets identified as priorities, the condition of the relevant municipal assets, business risks and municipal objectives and strategies concerning the level of service and maintenance required.

3. The operations plan must include, among others, operational strategies, optimum resource utilisation, procurement strategies, processes for decision-making around relevant operations, information management, disaster and emergency response management, and performance of infrastructure and reporting.
4. An overall work plan which should include cost implications of operations and maintenance, implementation approaches and detailed recommendations around operations and maintenance.

It is important to note that development of the Operations and Maintenance Plan for each Municipality (Tsantsabane and Gamagara) will need to be conducted through an approach which enhances municipal capability for water and wastewater infrastructure operations and maintenance. Therefore, the municipal officials must form an integral part, as far as possible, of the drafting of the Operations and Maintenance Plan in each Municipality. The scope of work for this project includes periodic (approximately twice a month per Municipality) online knowledge sharing sessions with the relevant Municipal officials (related to water and wastewater operations and maintenance planning) in each Municipality. Meetings will be set up – and hosted – by the MCPP team for this purpose. Knowledge sharing materials (e.g. a few PowerPoint slides) will need to be compiled by the Service Provider for these sessions.

5.1 Project Outcomes

The development of the Water and Wastewater Operation and Maintenance Plans for Gamagara and Tsantsabane Municipalities, should assist these Municipalities in achieving the following outcomes:

- Efficient and effective allocation of the limited resources in the operation and maintenance of water and wastewater infrastructure;
- Cost effective operational and maintenance models;
- An unqualified audit opinion on asset management practices;
- Optimum utilization - and improved performance - of the water and wastewater assets;
- Improved reliability of water and wastewater services;
- Optimum operation and maintenance investment decisions;
- Reduced water and wastewater infrastructure assets failures;

- Improved customer satisfaction with the quality of services delivered and therefore reduced complaints;
- Improved operational efficiency in the provision of water and wastewater services which complies with all national, provincial and local legislation and standards.

5.2 Project Milestones

5.2.1 Project Inception

During project inception, the scope of work, methodology (taking into consideration a capability development approach), resource plan and timelines will be confirmed for the project within Gamagara and Tsantsabane Municipalities separately. Identifying those who should be part of the development of the Operations and Maintenance Plans (e.g. the various relevant Municipal Departments) will form part of the project inception phase, which will include a project kick-off meeting and will culminate in a short inception report to be drafted by the service provider (the final version of which will be signed off by all parties upon acceptance).

Deliverable: Inception Report for the project in both Gamagara and Tsantsabane Municipalities

5.2.2 Status Quo Assessment and Gap Analysis

The Service Provider should conduct a status quo assessment for each Municipality (Tsantsabane and Gamagara) separately, of the water and wastewater operation and maintenance maturity levels. This will require determining the existence - and maturity levels - of relevant asset management practices (that have a bearing on operations and maintenance planning). The status quo assessment should highlight the strengths and weaknesses of the current municipal approaches, capacities, partnerships and systems related to water and wastewater operation and maintenance. This Assessment should be informed by (but not limited to) the following factors (where these exist):

- Socio-economic factors affecting infrastructure performance;
- Customer base and categories;
- Water and wastewater systems layout and capacities;
- Process flow diagrams representing the municipal water and wastewater infrastructure systems;
- Current and future demand for the service (based on existing information);

- Current levels of service and service standards;
- Current reliability and performance of the water and wastewater infrastructure assets;
- Current availability of skills and competencies;
- Infrastructure operations and maintenance challenges;
- The Asset Management Policy;
- Asset management governance structures;
- Infrastructure asset register compliant to GRAP 17;
- Critical assets profile;
- Assets capability and condition assessment;
- Operation and maintenance data and information systems management;
- Current service operations model and approach;
- Demand management initiatives;
- Resource utilization efficiencies;
- Current procurement strategies related to water and wastewater operations and maintenance;
- Current level of water and wastewater assets utilization;
- Disaster and emergency response management;
- Service quality and reliability reporting;
- Current types of maintenance (e.g. planned and unplanned);
- Maintenance performance assessment and reviews;
- Prevention of repeat failures in infrastructure;
- Decision-making tools for operations and maintenance;
- Operations and maintenance policy, strategies and objectives;
- Current maintenance backlogs;
- Existing Operations Management Plan and Maintenance Management Plan, as well as status of implementation;
- Infrastructure system redundancies;
- Existing financial and budgeting policies/strategies related to water and wastewater infrastructure operations and maintenance;
- Current operation and maintenance budgets.

The list above is not an exhaustive one and the Service Provider may include other aspects considered appropriate and necessary for the development of the operation and maintenance plan.

The Status Quo report for each Municipality should include all the weaknesses/gaps identified during the assessment, with clear recommendations on how these weaknesses/gaps are to be addressed. Where relevant, weaknesses/gaps should be addressed through inclusion into the Operations and Maintenance Plan to be compiled as part of the scope of this project. Where further action is required to address the weaknesses/gaps, the Service Provider should make general recommendations for the relevant Municipality to take the necessary action. It is important to note that the Service Provider will not be required to implement all the recommendations made.

The status quo assessment activities for each Municipality will include (but are not limited to):

- Developing an approach to – and structure of - the status quo assessment that will best inform improved Municipal asset management (including operations and maintenance) in the relevant Municipality;
- Liaising with the Municipality to obtain the relevant information or documents necessary to ascertain the status quo;
- Liaising and engaging with the relevant municipal representatives and departments (among others, if needed) in the development of the Operations and Maintenance Plan;
- Analysing and assessing the maturity levels of the asset management processes that feed into the operation and maintenance plan development;
- Analysing and assessing all relevant information (e.g. the annual report, operation and maintenance contracts, strategies, plans, legislation, regulations, policies, Standard Operating Procedures, etc.);
- Site visits to the relevant Municipality to determine the status quo of water and wastewater infrastructure (including taking photographs and taking measurements of the relevant parameters);
- Mapping the relevant layers of information on a GIS platform for easy status quo analysis and reporting;
- Analysing the capital budget expenditure in the last five years related to water and wastewater infrastructure; and
- Any other activity necessary to ensure the production of a comprehensive status quo report in which the strengths and weaknesses of water and wastewater operations and maintenance in the Municipality are identified; and general recommendations are made (as mentioned above).

Deliverables: Draft and Final Status Quo Assessment Report for Tsantsabane Municipality; Draft and Final Status Quo Assessment Report for Gamagara Municipality; PowerPoint slides on Status Quo for online knowledge sharing sessions in Tsantsabane and Gamagara Municipalities separately.

5.2.3 Draft Operation and Maintenance Plan

The Service Provider should prepare two draft five-year Operations and Maintenance Plans for Water and Wastewater: one for Gamagara Municipality and one for Tsantsabane Municipality. The process of drafting these plans should include two inter-departmental workshops in each of the Municipalities: one at the beginning of the drafting process and one to elicit comments on the draft Operations and Maintenance Plan towards the end. In addition, the Operations and Maintenance Plans should be drafted, as far as possible, together with the relevant Municipal officials. As mentioned in Section 1, this includes periodic (approximately twice a month in each Municipality) online knowledge sharing sessions with the Municipal officials, as the drafting of the Operations and Maintenance Plans progress in each Municipality. The Draft Operations and Maintenance Plan should be made available to all relevant Municipal representatives and departments (among others, if needed) for comment.

The minimum activities for compiling each Draft Operations and Maintenance Plan, will include the following:

- Compiling a problem statement, informed by the status quo information and objectives of the project;
- Listing assumptions and key success factors;
- Addressing the relevant weaknesses/gaps identified during the Status Quo Assessment, in line with the recommendations made (only those weaknesses/gaps that can be addressed in the Operations and Maintenance Plan);
- Developing the operations and maintenance components of the plan, taking into account all the relevant factors, for example:
 - Procurement strategies (including streamlined procurement processes specific to operations and maintenance activities);
 - Budget estimates for the next five years;
 - Policies and procedures related to Operations and Maintenance strategies;
 - Asset ownership;

- Processes for quality control and monitoring;
 - Routine inspections/scheduled checks;
 - Level of services/service standards;
 - Resources (materials, labour, energy, plant) planning and optimum utilisation strategies;
 - Maximizing asset utilisation;
 - Disaster and emergency response management;
 - Performance of infrastructure and reporting;
 - Decision-making tools – and information systems - used in operations and maintenance.
- Drafting process flow diagrams representing the municipal water infrastructure systems;
 - Exploring alternatives in addressing the operation and maintenance strategies;
 - Developing performance indicators, asset maintenance priorities, types of maintenance for specific assets based on the criticality, service level standards and other decision-making tools, work plan and budget estimates for the period of five years;
 - Developing a list of maintenance activities that will be classified under asset renewal and upgrading and estimate the cost for referral to the capital investment programme;
 - Ensuring compliance with GRAP 17 and mSCOA (Municipal Standard Chart of Accounts) and all relevant legislation, including the Municipal Finance Management Act (MFMA) and its Regulations;
 - Making recommendations on the operation and maintenance delivery model or mechanisms that will ensure efficient and effective implementation of the Operations and Maintenance Plan;
 - Organising and chairing project meetings;
 - Leading knowledge sharing sessions (at least twice a month) with the Municipality around operations and maintenance planning;
 - Organising and facilitating two municipal inter-departmental workshops, one at the beginning of the drafting process and one to elicit comments on the draft Operations and Maintenance Plan; and
 - Undertaking any other activity necessary to ensure the production of a comprehensive Draft five-year Operations and Maintenance Plan.

In the development of the Operations and Maintenance Plan for each Municipality, the Service Provider should also take into account the trade-offs between cost versus level of service and risk,

asset maintenance versus renewal, planned versus unplanned maintenance and efficient asset utilization versus providing redundant capacity.

The Service Provider is required to submit a Comments Report of the final (second) Municipal Inter-departmental Workshop held in each Municipality, clearly highlighting the comments made.

Deliverable: Draft Five-Year Operation and Maintenance Plan for Tsantsabane; Draft Five-Year Operation and Maintenance Plan for Gamagara; Comments Report from final (second) Municipal Inter-departmental Workshop held in Gamagara and in Tsantsabane (one report for each municipal workshop), PowerPoint slides on Draft Plan for online knowledge sharing sessions for Tsantsabane and for Gamagara Municipalities separately.

5.2.4 Final Operation and Maintenance Plan

Based on the comments arising from the second Municipal Inter-departmental Workshop in Gamagara and in Tsantsabane (mentioned above) the Service Provider should incorporate the necessary changes and prepare the Final Operations and Maintenance Plan for each Municipality. The Comments Report for each Municipality should then be updated, indicating how the comments have been addressed (Comments and Responses Report). Representatives from each of the Municipalities, with the support of the Service Provider, should present the final Operations and Maintenance Plan for Water and Wastewater at a closing knowledge sharing session (it is still to be determined whether this would be in-person at the Municipalities, or online).

Deliverable: Final Five-Year Operations and Maintenance Plan for Water and Wastewater in Tsantsabane, Final Five-Year Operations and Maintenance Plan for Water and Wastewater in Gamagara; updated Comments and Responses Report for each Municipality, PowerPoint slides on Final Operations and Maintenance Plan for each Municipality for separate knowledge sharing sessions.

5.2.5 Close Out Report

The Service Provider is also required to prepare a close out report with all the annexures, drawings and GIS information files. The Service Provider must ensure that the municipalities (and, where relevant, the CSIR) has access to all electronic copies of all files, drawings and key project information (including GIS information).

Deliverable: Close-Out Report

6 ELIGIBLE CRITERIA

6.1 Experience & expertise

Only those respondents who satisfy the following eligibility criteria are eligible to submit proposals,

Only the companies who have capabilities and experience in the following areas of expertise shall be eligible to apply:

- Civil and Structural Engineering
- Roads & Storm Water Management
- Structural Engineering (Bridges)
- Electrical & Mechanical Engineering
- Water Services
- Sanitation / Sewer Services
- Quantity Surveyors
- OHS Management

7 FUNCTIONAL EVALUATION CRITERIA

7.1 Evaluation system

Tenders will be evaluated for Functionality, which will be scored out of 100 points. A score of 70 or more points will qualify a Tenderer for further evaluation. Tenderers scoring less than 70 points will be disqualified.

Points for Functionality serve only to qualify a tender for further evaluation for Price and Preference. Functionality Points will be spread as follows:

Functionality	Maximum Points	Criteria	Proof / Evidence Required
Company Experience	30 points	Experience with water infrastructure and maintenance planning	Please provide a breakdown of list of projects as per Annexure B
Resource Qualification and Experience	50 points	Resources qualifications and experience for a project leader and a project engineer	CVs demonstrating qualifications and experience as well as submission of certificates and registrations documents

Functionality	Maximum Points	Criteria	Proof / Evidence Required
Reference Letters	20 points	Contactable References	Reference letters from previous clients and / or contracts
Total	100 Points		

Please refer to Annexure A for a scoring sheet and detailed breakdown of evaluation criteria.

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Proposals that score less the 70% in total functionality or less than 50% for any functional factor.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Annexure C Form will not be considered.

9 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

10 PROPOSAL SUBMISSION

All proposals must be submitted using the following email address: tender@csir.co.za :

11 TENDER PROGRAMME

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

- Issue of tender documents: 17 August 2022
- Last date for submission of queries: 24 August 2022
- Closing / submission Date: 31 August 2022
- Estimate appointment date of successful tenderer: 26 September 2022
- Estimated contract duration (in months/years) 36 months

12 SUBMISSION OF PROPOSALS

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

PART 1: Technical Proposal: RFP No.: 3535/31/08/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 3535/31/08/2022

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

12.3 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.

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted using the email address mentioned above no later than the closing date of **Wednesday, 31 August 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 stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

14 AWARDING OF TENDERS

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

15 EVALUATION PROCESS

Evaluation of proposals

10.1 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.

10.2 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.

10.3 Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted.

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

10.5 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.

16 PRICING PROPOSAL

16.1 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.

16.2 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.

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

16.4 CSIR will cover the costs of disbursements for travel. Please do not include / cater for disbursements in the pricing of proposals. Disbursement covered by CSIR will include the following:

- Car hire, limited to a Class B;
- Fuel and toll charges
- Accommodation, restricted to a 3 star (which will include breakfast and dinner);
- Flights, restricted to economy class.

16.5 The Service Provider will be responsible for their own subsistence and allowance (additional meals / snacks, if required).

16.6 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.*

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

16.8 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	Amount per municipality	Total Amount
1	Inception and Kick-Off		
2	Status Quo Assessment and Gap Analysis		
3	Draft Operations and Maintenance Plan		
4	Final Operations and Maintenance Plan		
5	Close Out		
Sub-total			
add 15% VAT			
Total			

17 VALIDITY PERIOD OF PROPOSAL

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

18 APPOINTMENT OF SERVICE PROVIDER

18.1 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.

18.2 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.

18.3 Awarding of contracts will be announced on the CSIR website and no regret letters will be sent to unsuccessful bidders.

19 ENQUIRIES AND CONTACT WITH THE CSIR

19.1 Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 3535/31/08/2022 - Operations and Maintenance Plan and Capability Development for Tsantsabane and Gamagara Local Municipalities related to water and wastewater infrastructure”*** as the subject.

19.2 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.

20 MEDIUM OF COMMUNICATION

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

21 COST OF PROPOSAL

21.1 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.

22 CORRECTNESS OF RESPONSES

22.1 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.

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

23 VERIFICATION OF DOCUMENTS

23.1 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.

23.2 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.

24 SUB-CONTRACTING

24.1 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.

24.2 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.

25 ENGAGEMENT OF CONSULTANTS

25.1 The consultants will only be remunerated at the rates:

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

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

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

26 ADDITIONAL TERMS AND CONDITIONS

26.1 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.

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

26.3 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.

26.4 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.

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

27 CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28 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.

29 DECLARATION BY TENDERER

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

RFP No: 3535/31/08/2022

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. 3535/31/08/2022 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:	

30 ANNEXURE A SCORING SHEET

Functionality	Weightings	Criteria	Proof/Evidence Required	Detailed Criteria / Scoring	Score
Company Experience	30%	Experience with water infrastructure and maintenance planning	Breakdown of projects as per Annexure B	≥ 10 water infrastructure projects in local government, with a focus in maintenance and planning	10
				At least 5 water infrastructure projects in local government, with a focus in maintenance and planning	5
				4 or less water infrastructure projects in local government, with a focus in maintenance and planning	3
Resource Qualification and Experience	25%	Project Leader	CVs demonstrating qualifications and experience as well as submission of certificates and registrations documents	BSc Civil Engineering with ECSA registration; ≥ 15 years and sound working experience in local government	10
				BSc Civil Engineering with ECSA registration; At least 10 -14 years and sound working experience in local government	5
				BSc Civil Engineering with ECSA registration; ≤ 9 years and sound working experience in local government	3
	25%	Project Engineer	CVs demonstrating qualifications and experience as well as submission of certificates and registrations documents	BSc Civil Engineering with ECSA registration; ≥ 10 years and sound working experience in local government	10
				BSc Civil Engineering with ECSA registration; 6 ≥ 9 years and sound working experience in local government	5
				BSc Civil Engineering with ECSA registration; ≤ 5 years and sound working experience in local government	3
Reference Letters	20%	Contactable References	Reference letters from previous clients and / or contracts	≥ 6 references letters from previous clients / contracts	10
				3 ≥ 5 references letters from previous clients / contracts	5
				≤ 2 references letters from previous clients / contracts	3

31 ANNEXURE B COMPANY EXPERIENCE

Item No.	Project Description	Client	Status	Contract Period	Amount
1	e.g O&M Manual	e.g CSIR	e.g Complete	e.g 2015-2016	e.g R xx xxx xxx
2					
3					
4					
5					
6					
7					
8					
9					
10					