

## Request for Proposals (RFP)

### The provision of Professional Services for Asset Management Support to the Municipal Capability and Partnership Programme for the CSIR

**RFP No. 3544/04/11/2022**

<b>Date of Issue</b>	21 October 2022	
<b>Compulsory briefing session</b>	N/A	
<b>Closing Date and Time</b>	04 November 2022 @ 16:30 pm	
<b>Electronic Submission</b>	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
<b>Enquiries</b>	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
<b>CSIR business hours</b>	08h00–16h30	
<b>Category</b>	Professional Services	

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## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

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

### **2. BACKGROUND**

The Anglo-American Municipal Capability & Partnership Programme (MCPP) is specifically designed to support local municipal capacity and sustainable service delivery in local municipalities where Anglo-American Business Unit operations are located. The current phase of the MCPP is targeted at ten (10) local municipalities. The specific emphasis of the programme is to contribute to institutional, organisational, and individual capability development (tools, people, processes, systems), in line with government's capacity development framework.

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

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

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

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

The MCPP has various initiatives related to asset management as part of the infrastructure management focus area.

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

Proposals are hereby invited for provision of a web-based tool to enable evaluation, learning and adaptation in the MCP programme across ten (10) local municipalities, with a specific capability to support collecting participant narratives and perceptions and real-time analyses of emerging trends through data quantification tools.

### **4. PROPOSAL SPECIFICATION**

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

#### **Scope of Work:**

- Conceptualization of transfer of infrastructure assets between partners in line with local government legislation and regulations including appropriate asset accounting treatment;
- Provide strategic guidance with regards to the infrastructure asset management lifecycle focus area of MCPP programme;
- Contribute to learning from issues around execution of infrastructure projects in the local government space;
- Asset management support to participating local municipalities;
- Support with the development of case studies and recommendations for policy revisions at National level;
- Capability development of municipal officials related to infrastructure asset management and maintenance planning in relation to asset management value chain;
- Provide asset management training;
- General financial and audit support to various municipalities;
- General support on land management;
- Support with the development of asset management policy, asset management plans and maintenance plans for selected local municipalities;
- Development of inventory lists of infrastructure assets developed by local mines for local municipalities;
- Mentoring of municipal technical managers around management of infrastructure;
- Scope asset management support for participating local municipalities considering specific municipal context. This includes conducting structured asset management practice assessments and developing asset management improvement plans for selected municipalities;
- Design action plans for asset management support for participating local municipalities,
- Develop indicators to monitor outcomes for asset management support in participating local municipalities;
- Facilitation of workshops, peer learning sessions around asset management and maintenance in a municipal space

## 5. FUNCTIONAL EVALUATION CRITERIA

### Phase 1 Evaluation:

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

1. **Qualifications (15%):**

- A degree in the Built Environment or Management Sciences
- Added Advantage – Masters or Doctorate in the above fields.

2. **Professional Registration (30%):**

- Registration as a Certified Senior Practitioner/Principal in Asset Management (CSAM) with the South African Asset Management Association or any other body entitled to issue CSAM designation under the global authority.
- Registered as a Certified Asset Management Assessor (CAMA) with the world partners in Asset Management.
- Registered as either Certified Maintenance and Reliability Professional (CMRP) or as a certified reliability engineer (CRE)

3. **Resource Experience (55%):**

- Minimum 10 years' experience.
- Experience in all main immovable asset portfolios in municipalities (asset groups belonging to property, plant and equip (GRAP17), all assets belonging to investment property portfolio (GRAP 16), as well as other notable asset management portfolios related to community facilities as well as agricultural assets).
- Demonstrated experience in establishing asset management frameworks for municipalities, inclusive of asset management policy and procedures, a strategic asset management plan, sectoral asset management plans, asset valuation and fully componentized asset registers
- Demonstrated track record of infrastructure asset management research and advocacy in the local government environment, including proof of notable publications.
- Demonstrated experience in the development of national or international guidelines, toolkits and policies in the fields of asset management and maintenance management. This includes publication details and the role of the proposed consultants in the development of such guidelines e.g., team member, project leader, editor, lead author or contributing author.
- Extensive experience in operating in capability development programmes within the municipal context (at least 10 years). Prospective suppliers to specifically note which local government capacity development programmes they were part of, timeframes, and their roles within such programmes.

- Extensive experience in infrastructure asset management training and education (at least 10 years).

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.

### **Presentation**

Bidders who pass functionality phase will be invited for a presentation.

Bidders invited for presentation will be required to:

- Clearly demonstrate understanding of Asset Management in local municipalities.
- Demonstrate experience with development of policies at National and international level around asset management.
- Demonstrate research and policy advocacy for national and local government.
- Clearly demonstrate capability development approach and previous experience with capacity development programmes.

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 email address;
- 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 Form will not be considered.

## **7. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION**

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

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR with their CSD registration number; and,
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process (RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 8. PROPOSAL SUBMISSION

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

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

**PART 1:** Technical Proposal: RFP No.: 3544/04/11/2022

**PART 2:** Pricing Proposal, B-BBEE, and other Mandatory Documentation: RFP No.: 3544/04/11/2022

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

The CSIR will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

### 9. TENDER PROGRAMME

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

- Issue of tender documents: 21 October 2022
- Last date for submission of queries: 28 October 2022
- Closing / submission Date: 04 November 2022 @ 16:30

### 10. DEADLINE FOR SUBMISSION

Proposals shall be submitted using the email address mentioned above no later than the closing date of **Friday, 04 November 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30. Where a proposal is not received by the CSIR by the due date and at the stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

### 11. AWARDING OF TENDERS

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



## 12. EVALUATION PROCESS

### Evaluation of proposals

12.1 All proposals will be evaluated by an evaluation team for technical requirements and functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

12.2 A four-phase evaluation process will be followed:

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

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

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

### 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.

Provide a valid copy of a B-BBEE Certificate or valid sworn affidavit. No B-BBEE status will equal to zero points. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).

B-BBEE Verification Agency issued the B-BBEE Certificate can be verified on SANAS website on Verification Agency (B-BBEE) under Accredited Facilities (Quick Access Links): <https://www.sanas.co.za/Pages/index.aspx> to check validity of the B-BBEE Certificate.

## 13. PRICING PROPOSAL

13.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

13.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

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

13.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than “firm” prices.*

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

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

**Pricing Schedule:**

Item No.	Description	Unit	Quantity	Rate	Amount
1	Professional Support for 2022	Hrs	160		
2	Professional Support for 2023	Hrs	720		
3	Professional Support for 2024	Hrs	720		
4	Professional Support for 2025	Hrs	720		
5	Contingency @10%				
Sub-total					
add 15% VAT					
<b>Total</b>					

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

14.1 Each proposal shall be valid for a period of three (3) months calculated from the closing date.

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

15.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

15.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

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

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

16.1 Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with “**RFP No 3544/04/11/2022 - The provision of Professional Services for Asset Management Support to the Municipal Capability and Partnership Programme for the CSIR**” as the subject.

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

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

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

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

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

## **19. CORRECTNESS OF RESPONSES**

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

## **20. VERIFICATION OF DOCUMENTS**

- 20.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 20.2 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

## **21. SUB-CONTRACTING**

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

## **22. ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

## **23. TRAVEL EXPENSES**

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

Only economy class tickets will be used.

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

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

24.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

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

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

- Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

24.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

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

## **25. CSIR RESERVES THE RIGHT TO**

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

26.6 Award this RFP as a whole or in part;

26.7 Cancel or withdraw this RFP as a whole or in part.

## **26. DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

**DECLARATION BY TENDERER**

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

**RFP No: 3544/04/11/2022**

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..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

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

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

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false. I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

WITNESSES	
1	.....
2	.....
DATE:	.....

## ANNEXURE A: SCORING SHEET

Evaluation Criteria				
Item	Criteria	Weighting	Sub-criteria	Points
<b>1</b>	<b>Qualification</b>	<b>15%</b>		
1.1	BSc in the Built Environment or Management Sciences	10%	Masters or Doctorate in Built Environment or Management Sciences	10
	BSc in Built Environment or Management Sciences			5
	Does not meet specified requirements			0
<b>2</b>	<b>Professional Registration</b>	<b>30%</b>		
2.1	Registration as a Certified Senior Practitioner/Principle in Asset Management (CSAM) with the South African Asset Management Association or any other body entitled to issue CSAM designation under the global authority	10%	Proof of certification attached	10
			Certificate not attached	0
2.2	Registered as a Certified Asset Management Assessor (CAMA) with the world partners in Asset Management.	10%	Proof of certification attached	10
			Certificate not attached	0
2.3	Registered as either Certified Maintenance and Reliability Professional (CMRP) or as a certified reliability engineer (CRE)	10%	Proof of certification attached	10
			Certificate not attached	0
<b>3</b>	<b>Resource or Team Experience</b>	<b>55%</b>		
a	No. of years experience.	2%	>10yrs	10
			Min 10yrs	5
			<10yrs	0
b	Experience in all main immovable asset portfolios in municipalities.	3%	Exceeds specified requirements	10
			Min of 10yrs experience in the full scope of GRAP 17 and GRAP 16 assets as well as community facilities.	5
			Does not meet specified requirements	3
c	Demonstrated experience in establishing asset management frameworks for municipalities, inclusive of asset management policy and procedures, a strategic asset management plan, sectoral asset management plans, asset valuation and fully componentized asset registers in public sector	10%	> 10 policies, frameworks etc., developed for LMs	10
			Min 10 policies, frameworks etc., developed for LMs	5
			< 10 policies, frameworks etc., developed for LMs	0
d	Demonstrated track record of infrastructure asset management	10%	>5 publications or policies developed	10



<b>Evaluation Criteria</b>				
<b>Item</b>	<b>Criteria</b>	<b>Weighting</b>	<b>Sub-criteria</b>	<b>Points</b>
	research and advocacy in the local government environment, including proof of notable publications.		Min 5 publications or policies developed	5
			<5 publications or policies developed	0
e	Demonstrated experience in the development of national or international guidelines, toolkits and policies in the fields of asset management and maintenance management in the public sector.	10%	> Minimum 2 guidelines, toolkits developed.	10
			Minimum 2 guidelines, toolkits developed.	5
			< Minimum 2 guidelines, toolkits developed.	0
f	Extensive experience in operating in capability development programmes within the municipal context (at least 10 years).	10%	>3 capacity development programme	10
			Min 3 capacity development programmes	5
			<3 capacity development programmes	0
g	Extensive experience in infrastructure asset management training and education	10%	>10 yrs experience	
			Min 10 yrs experience	5
			<10 yrs experience	0