

## Request for Proposals (RFP)

***Appointment of a professional consultant to develop detailed designs and specifications as well as Project Management / Principal Agent services (Stages 1 to 6) for the repair and rehabilitation of a Water Pond at the CSIR Knowledge Common site, in Pretoria, Gauteng***

### RFP No. 1034.1/15/12/2022

Date of Issue	Wednesday, 30 November 2022	
Compulsory Briefing and Site Inspection	<u>Date:</u> Wednesday, 07 December 2022 <u>Time:</u> 11h00 to 12h00 <u>Venue:</u> Outside CSIR Knowledge Commons, Building 50, Meiring Naude Road, Pretoria, Gauteng	
Closing Date	Thursday, 15 December 2022 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

## TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>4</b>
<b>1 INTRODUCTION</b>	<b>4</b>
<b>2 BACKGROUND AND PROBLEM STATEMENT</b>	<b>4</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>4</b>
<b>4 SCOPE OF WORK AND DELIVERABLES</b>	<b>4</b>
<b>5 PROPOSAL SPECIFICATION &amp; REQUIRED DOCUMENTATION</b>	<b>6</b>
<b>6 DURATION OF SERVICES</b>	<b>7</b>
<b>7 FUNCTIONAL EVALUATION CRITERIA</b>	<b>7</b>
<b>8 ELIMINATION CRITERIA</b>	<b>8</b>
<b>9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b>	<b>9</b>
<b>10 PROCEDURE FOR SUBMISSION OF PROPOSALS</b>	<b>10</b>
<b>11 TENDER PROGRAMME</b>	<b>10</b>
<b>12 SUBMISSION OF PROPOSALS</b>	<b>10</b>
<b>13 DEADLINE FOR SUBMISSION</b>	<b>11</b>
<b>14 AWARDING OF TENDERS</b>	<b>11</b>
<b>15 EVALUATION PROCESS</b>	<b>11</b>
<b>16 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT</b>	<b>12</b>
<b>17 PRICING PROPOSAL</b>	<b>14</b>
<b>18 VALIDITY PERIOD OF PROPOSAL</b>	<b>14</b>
<b>19 APPOINTMENT OF SERVICE PROVIDER</b>	<b>14</b>
<b>20 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>14</b>
<b>21 MEDIUM OF COMMUNICATION</b>	<b>15</b>
<b>22 COST OF PROPOSAL</b>	<b>15</b>
<b>23 CORRECTNESS OF RESPONSES</b>	<b>15</b>
<b>24 VERIFICATION OF DOCUMENTS</b>	<b>15</b>
<b>25 SUB-CONTRACTING</b>	<b>16</b>
<b>26 ENGAGEMENT OF CONSULTANTS</b>	<b>16</b>
<b>27 TRAVEL EXPENSES</b>	<b>16</b>
<b>28 ADDITIONAL TERMS AND CONDITIONS</b>	<b>16</b>
<b>29 PERSONAL INFORMATION</b>	<b>17</b>
<b>30 CSIR RESERVES THE RIGHT TO</b>	<b>18</b>
<b>31 DISCLAIMER</b>	<b>18</b>

<b>DECLARATION BY TENDERER</b>	<b>19</b>
<b>28. SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- TO BE SUBMITTED WITH TECHNICAL PROPOSAL)</b>	<b>20</b>
<b>33 ANNEXURE A: FUNCTIONALITY SCORING SHEET</b>	<b>21</b>
<b>34 SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- TO BE SUBMITTED WITH TECHNICAL PROPOSAL)</b>	<b>23</b>
<b>35 ANNEXURE B RETURNABLE CHECKLIST</b>	<b>24</b>
<b>RETURNABLE DOCUMENTS</b>	<b>24</b>
<b>38 ANNEXURE C - PRICE SCHEDULE</b>	<b>26</b>
<b>39 ANNEXURE D REFERENCE FORM</b>	<b>27</b>



## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. Through collaboration with national and international institutions, CSIR undertakes directed and multidisciplinary research and technological innovation that contributes to the socio-economic development of the country which has a direct impact on 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 AND PROBLEM STATEMENT**

The CSIR has need to repair and rehabilitate the existing water pond at the Knowledge Commons (KC) area, building 50 to conform to National Environmental Management ACT (NEMA) protocols to be able operate at its campus in Pretoria.

It is against the above background that CSIR seeks to appoint a service provider to assist with developing a feasibility study which includes detailed designs and specifications, Project Management / Principal Agent services and estimated project cost (Stages 1 to 6) for the repair and rehabilitation of a Water Pond at the CSIR Knowledge Common site, in Pretoria, Gauteng.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the appointment of a professional consultant to develop detailed designs and specifications as well as Project Management / Principal Agent services (Stages 1 to 6) for the repair and rehabilitation of a Water Pond at the CSIR Knowledge Common site, in Pretoria, Gauteng.

### **4 SCOPE OF WORK AND DELIVERABLES**

The appointed service provider will be required to develop detailed designs, specifications, and estimated costs for a pond around KC with the following functionalities:

- Water aeration/ fountain inside the pond and connect it with existing borehole water line.

- Pavement around the pond.
- Water plants around the pond.
- Irrigation system around the pond, and connection to the main irrigation line.
- Lawn and trees around the pond.
- Dam liner with plastic to prevent any water leakages and/or contamination (weight/thickness, dimensions, quality, and durability to be recommended by the consultant).
- Advise how to treat and keep water in the pond clean and provide alternative solutions.
- Fishes in the pond.
- Advise of any legislative and regulatory requirements related to the pond/wetland (e.g., required licenses and permits).

The following key professional consultants will be required to undertake the project:

- A Landscape Architect, who will also be required to act as the Principal Agent/Project Manager (NB: The organogram which forms part of the profile should indicate other specialists that may be working with the Landscape Architect (e.g. Surveying, Arborist, Horticulturist, Engineers, Water Engineer, Environmental Control Officer, etc.). The Landscape Architect should oversee the delivery of all the work that is done by his team.
- Quantity Surveyor, who will be required to quantity the work, provide the cost estimate and evaluate the cost of the work done.

#### 4.1 Scope of professional consultants

The professional consultant/s are expected to provide their services according to stages 1 to 6 as per the government gazette. They are also expected to work closely with the maintenance and engineering staff of the CSIR to ensure that all equipment specified, and designs comply with their campus wide practices and standards. The PROCSA agreement will be used as a form of contracting.

**NB: It is important to note that the consultants will be responsible for the designs and the procurement documents up to stage 4, then the contractor will be appointed for construction and closeout. The consultants will be expected to monitor stages 5 and 6 (construction and closeout) and provide progress /cost reports accordingly. The main consultant needs to quote for all six project stages (stages 1 to 6) and these are as follows:**

1. Inception - register the project and supplier's scope
2. Concept - gather end-users' requirements
3. Design and development - use the requirements to design and develop drawings
4. Documentation and procurement - document scope for the appointment of the contractor and BOQ
5. Construction - Construction by contractor. Architect must monitor if the works are according to the designs and drawings
6. Closeout – Architect a must seek approval of work done from the City of Tshwane and confirm project closure (only if needed)

NB: All consultants are bound by the stages 1 to 6 of their appointment to deliver the project.

**NB: It is estimated that the construction/implementation works will be at R4M inclusive of the professional fees. The consultant's fees will be adjusted based on the contractor's final appointment value.**

## **5 PROPOSAL SPECIFICATION & REQUIRED DOCUMENTATION**

All proposals are to be submitted in a format specified in this RFP.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

### **5.1 Technical Proposal**

The following must be submitted as part of the **technical** proposal:

- Cover letter
- Company Profile indicating the company's age, resources, organogram, and capability. The organogram should indicate other specialists that will be working with the Landscape Architect to deliver the project.
- Experience on similar projects in terms of providing professional services relating to the construction of buildings with water ponds executed between 2011 and 2022. Please provide a list of contactable references and projects done that should include– e.g., Project description, Name of client, telephone number, email address,

Location, Year, Contract value, Name of Project Manager, Status (completed / in progress). **Please complete the reference schedule on section 29.**

- CV(s) of the key professionals (s) that will be deployed in the project (Landscape Architect, QS,). The CV(s) must clearly indicate the experience and accreditation of key resource with at least more than seven (7) years' experience in managing similar assignments.
- Quality plan – the quality plan should indicate how the consultants met quality requirements in their projects.
- Maintenance plan – The maintenance plan should indicate how can the pond be maintained post project completion.

## 5.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover letter
- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.
- Provide a valid copy of a B-BBEE certificate or valid affidavit (RSA suppliers only).

## 6 DURATION OF SERVICES

The services will be required for a period of at least 36 months from date of appointment or until such a time the construction/implementation of the project has been concluded (whichever comes first), with a possibility for continuation, during which the deliverables listed above must be completed and accepted by the CSIR.

## 7 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
Company Profile	<ul style="list-style-type: none"> <li>Bidder must submit a company profile indicating the company's age, resources, organogram and capability. The organogram should indicate other specialists that will be working with the Landscape Architect to deliver the project.</li> </ul>	10
Company Experience	<ul style="list-style-type: none"> <li>Bidders must demonstrate the company's relevant experience in providing similar projects executed between 2011 and 2022.</li> <li>Bidders must use section 28 (reference schedule) to populate the information.</li> <li>The list of projects must be relevant to the project.</li> <li>A list of a minimum of five (5) projects must be submitted.</li> </ul>	30
Experience of the consultants / key personnel	<ul style="list-style-type: none"> <li>Bidders must submit CV of a Landscape architect (Project Manager / Principal Agent) that will be deployed in the project. A minimum of seven (7) years' experience post professional registration in managing similar projects is required.</li> </ul> <p>NB: Provide proof of valid professional registration with applicable body</p>	20
	<ul style="list-style-type: none"> <li>Bidders must submit CV of a Quantity Surveyor that will be deployed in the project. A minimum of seven (7) years' experience post professional registration in managing similar projects is required.</li> </ul> <p>NB: Provide proof of valid professional registration with applicable body</p>	20
Quality plan	<ul style="list-style-type: none"> <li>Quality plan– the quality plan should indicate how the consultants met quality requirements in their projects.</li> </ul>	10
Maintenance plan	<ul style="list-style-type: none"> <li>Maintenance plan - The maintenance plan should indicate how can the pond be maintained post project completion.</li> </ul>	10
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>

7.1 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.

7.2 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

## 8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:



- Submission after the deadline.
- Proposals submitted at incorrect location (Bids must be submitted electronically at tender@csir.co.za);
- Non-submission or incomplete SBD 1 form.
- Failure to submit valid proof of professional indemnity insurance or letter of intent from an Insurance Company with a minimum of R5 000 000.00
- Non-submission of Bidder Declaration Form
- Non- submission of completed and duly signed Bidder Disclosure Form- SBD 4
- Bidders that are listed on the National Treasury (NT) database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

## **9 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 valid 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 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 10.1 All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za).
- 10.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 10.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 10.4 The naming/labelling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 10.5 All documents submitted electronically via e-mail must be clear and visible.
- 10.6 All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

### 11 TENDER PROGRAMME

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

- Issue of tender documents: 30 November 2022
- Last date for submission of queries: 07 December 2022
- Closing / submission Date: 15 December 2022

### 12 SUBMISSION OF PROPOSALS

- 12.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.
- 12.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 12.3 All e-mailed proposal submissions are to be clearly subject referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
- PART 1:** Technical Proposal RFP No.: 1034.1/15/12/2022
- PART 2:** Pricing Proposal RFP No.: 1034.1/15/12/2022
- 12.4 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.

12.5 Proposals submitted must be in the following file formats:

- PDF

### **13 DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Thursday, 15 December 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

### **14 AWARDING OF TENDERS**

14.1 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.

### **15 EVALUATION PROCESS**

#### **15.1 Evaluation of proposals**

An evaluation team will evaluate all proposals 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 tenderer/s.

A two-phase evaluation process will be followed:

15.1.1 The first phase includes the evaluation of elimination and functionality criteria.

15.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the 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.

#### **15.2 Preference points system**

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

## 16 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

16.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (dtic or CIPC) will be awarded points for B-BBEE during evaluation.

16.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Add Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website ([www.sanas.co.za](http://www.sanas.co.za)). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

16.3 The following constitutes a valid **dtic Sworn Affidavit**:

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated to know that person is duly authorised to depose of an affidavit.

- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission an affidavit in which they have an interest.

16.4 The following constitutes a valid **CIPC B-BBEE certificate**:

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g., 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The dtic logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

## 17 PRICING PROPOSAL

- 17.1 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.
- 17.2 Price needs to be provided in South African Rand (excl. VAT).
- 17.3 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.
- 17.4 Bidders must quote as per the pricing schedule- ***please refer to Annexure C for the pricing schedule.***
- 17.5 Payment will be according to the CSIR Payment Terms and Conditions.

## 18 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of hundred and twenty (120) calendar days calculated from the closing date.

## 19 APPOINTMENT OF SERVICE PROVIDER

- 19.1 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.
- 19.2 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.
- 19.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

## 20 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: 1034.1/15/12/2022 – “Appointment of a professional consultant to develop detailed designs and specifications as well as Project Management services (Stages 1 to 6) for the repair and rehabilitation of a Water Pond at the CSIR Knowledge Common site, in Pretoria, Gauteng”*** 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.

## **21 MEDIUM OF COMMUNICATION**

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

## **22 COST OF PROPOSAL**

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder 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.

## **23 CORRECTNESS OF RESPONSES**

23.1 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.

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

## **24 VERIFICATION OF DOCUMENTS**

24.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

24.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to [tender@csir.co.za](mailto:tender@csir.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

## **25 SUB-CONTRACTING**

- 25.1 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.
- 25.2 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.

## **26 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 26.1 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 26.2 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 26.3 23.3 Prescribed by the body - regulating the profession of the consultant.

## **27 TRAVEL EXPENSES**

- 27.1 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursing, must be in line with the CSIR's travel policy. The following will apply:
- 27.2 24.2 Only economy class tickets will be used.
- 27.3 24.3 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 27.4 24.4 No car rentals of more than a Group B will be accommodated.

## **28 ADDITIONAL TERMS AND CONDITIONS**

- 28.1 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.



28.2 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

28.3 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.

## **29 PERSONAL INFORMATION**

29.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.

29.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

29.3 The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.

29.4 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract,

and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

- 29.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 29.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

### **30 CSIR RESERVES THE RIGHT TO**

- 30.1 Extend the closing date.
- 30.2 Verify any information contained in a proposal.
- 30.3 Request documentary proof regarding any tendering issue.
- 30.4 Give preference to locally manufactured goods.
- 30.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 30.6 Award this RFP as a whole or in part.
- 30.7 Cancel or withdraw this RFP as a whole or in part.

### **31 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: 1034.1/15/12/2022**

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. 1034.1/15/12/2022** 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: .....	

**28. SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)**

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

<b>Client / Company Name</b>	<b>Contact person, email, and Telephone Number</b>	<b>Description of goods and/or services delivered</b>	<b>Value of the goods and/or services delivered (Inclusive of Vat)</b>	<b>Date when goods and/or services were delivered to client</b>

### 33 ANNEXURE A: FUNCTIONALITY SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Company profile	Bidder must submit a company profile indicating the company's age, resources, organogram, and capability. The organogram should indicate other specialists that will be working with the Landscape Architect to deliver the project.	No submission - 0 point 1 to 4 years of operation - 3 points 5 to 6 years of operation - 5 points 7 to 9 years of operation - 7 points > 9 years of operation - 10 points	10%
2	Company Experience	Bidders must submit a list of similar relevant projects executed between 2011 and 2022, as the <b>main</b> consultant indicated under Annexure XX  The list of projects must be relevant to the project	No submission - 0 point 1 to 4 relevant projects submitted - 3 points 5 to 6 relevant projects submitted - 5 points 7 to 9 relevant projects submitted - 7 points > 9 relevant projects submitted - 10 points	30%
3	Professional Registration of the Landscape Architect	Submit valid SACAP registration for the Landscape Architect and PA.	No submission - 0 points Has been registered for 1 to 3 years - 3 points Has been registered for 4 to 6 years - 5 points Has been registered for 7 to 9 years - 7 points Has been registered for more than 9 years - 10 points	10
4	Experience of the Landscape Architect	<ul style="list-style-type: none"> <li>Submit a detailed CV of the Landscape Architect to be assigned to the project.</li> <li>CV must include a list of projects the Architect was involved in as a Lead architect and PA</li> <li>A minimum of at least 3 successfully completed projects as landscape architect</li> </ul> List of projects must include the client's name, email address, contact details, date when assignment was done	No submission - 0 point 1 to 2 relevant projects submitted - 3 points 3 to 4 relevant projects submitted - 5 points 5 to 7 relevant projects submitted - 7 points > 7 relevant projects submitted - 10 points  Experience of the consultants / key personnel and professional registration	10
5	Professional Registration of the QS	<ul style="list-style-type: none"> <li>Submit valid ASAQS registration for the Quantity Surveyor (QS)</li> </ul>	No submission - 0 points Has been registered for 1 to 3 years - 3 points Has been registered for 4 to 6 years - 5 points Has been registered for 7 to 9 years - 7 points Has been registered for more than 9 years - 10 points	10
6	Experience of the QS	<ul style="list-style-type: none"> <li>Submit a detailed CV of the QS to be assigned to the project.</li> <li>CV must include a list of projects the QS was involved in as a Lead</li> </ul>	No submission - 0 point 1 to 4 relevant projects submitted - 3 points 5 to 6 relevant projects submitted - 5 points 7 to 9 relevant projects submitted - 7 points	

		<ul style="list-style-type: none"> <li>A minimum of at least 3 successfully completed projects as QS for projects of similar nature</li> </ul> <p>List of projects must include the client's name, email address, contact details, date when assignment was done</p>	<p>&gt; 9 relevant projects submitted - 10 points</p>	<b>10</b>
7	Quality plan	<ul style="list-style-type: none"> <li>Quality plan – the quality plan should indicate how the consultants met quality requirements in their projects.</li> </ul>	<p>No submission – 0 points</p> <p>Not relevant to the project - 3 points</p> <p>Submitted but does not cover the full scope and the deliverables of the project - 5 points</p> <p>Submitted and meet the full scope and the deliverables of the project - 7 points</p> <p>Submitted, meet the full scope and the deliverables of the project and provide additional professional advice over and above the scope of the project - 10 points</p>	<b>10</b>
8	Maintenance plan	<ul style="list-style-type: none"> <li>Maintenance plan– The maintenance plan should indicate how can the pond be maintained post project completion.</li> </ul>	<p>No submission – 0 points</p> <p>Not relevant to the project - 3 points</p> <p>Submitted but does not cover the full scope and the deliverables of the project - 5 points</p> <p>Submitted and meet the full scope and the deliverables of the project - 7 points</p> <p>Submitted, meet the full scope and the deliverables of the project and provide additional professional advice over and above the scope of the project - 10 points</p>	<b>10</b>
Total				<b>100%</b>

**34 SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)**

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

<b>Client / Company Name</b>	<b>Contact person, email, and Telephone Number</b>	<b>Description of goods and/or services delivered</b>	<b>Value of the goods and/or services delivered (Inclusive of Vat)</b>	<b>Date when goods and/or services were delivered to client</b>

### 35 ANNEXURE B RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each 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.

The bidder must complete the following returnable documents:

#### RETURNABLE DOCUMENTS

Description (please label your file dividers according to this table so that it becomes easier to trace your documents)		Submitted (Please tick)	
		Yes	No
<b>#</b>	<b>Elimination criteria (Folder 1)</b>		
1	Invitation to Bid form- SBD 1		
2	Bidder's Disclosure Form- SBD 4		
3	Proof of professional indemnity insurance of R10M		
4	Bidder's Declaration of Interest Form.		
<b>#</b>	<b>Technical proposal (Part A) (Folder 2)</b>		
4	Company profile		
5	Company Experience		
6	Reference letters		
7	CVs		
8	Professional registration		
<b>#</b>	<b>Financial proposal (Part B) (Folder 3)</b>		
9	Cover Letter		
10	Completed Offer – price		
11	Copy of valid B-BBEE certificate or valid affidavit		
12	CSD registration report (RSA suppliers only)		
<b>#</b>	<b>Proposal from a joint venture (Folder 4)</b>	<b>Applicable</b>	<b>Not applicable</b>
13	In case of proposal from a joint venture, the following must be submitted together with the proposal:	<b>Yes</b>	<b>No</b>
14	Joint venture Agreement including split of work signed by both parties		
15	The original or certified copy of the B-BBEE certificate of the joint venture		



16	The Tax Clearance Certificate of each joint venture member		
17	Proof of ownership/shareholder certificates/copies		
18	Company registration certificates		

***Any other relevant document may be submitted, to substantiate the bidder's proposal.***

**38 ANNEXURE C - PRICE SCHEDULE**

#	Description	Rate	Total excluding VAT
1	(Principal Agent {PA} / Project Manager (PM) role) stages 1 to 6		
2	Landscape Architect stages 1 to 6		
3	Quantity Surveyor (QS) stages 1 to 6		
4	Inception		
5	Concept and viability		
6	Design development		
7	Documentation and procurement		
8	Contract administration and inspection		
9	Close out		
10	Disbursements		
Sub-Total			
20% Contingency			
Sub-Total			
15 % VAT			
Total			

**Note:** Please submit a quotation on your company letterhead.

**39 ANNEXURE D REFERENCE FORM**

TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER):

**It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms**

**Referee Company legal Name:** .....

**Bid Description (reference provided for):** .....

**Describe the service/work done:** .....

.....

.....

**Project Start Date:** ..... **Project End Date:** .....

**Contract Amount:** .....

**Rate Service Provider (Put a mark to the relevant score)**

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

**Would you use the service provider again:** Yes / No

**Referee Contact Person:** .....

**Referee Designation:** .....

**Referee Contact number:** .....

**Referee Email:** .....

I hereby declare that to the best of my knowledge, information completed above is true and correct.

**Bidder's referee signature:** ..... **Date:** .....