Request for Quotation (RFQ) for the provision of Public Transport Law Advisory services to the CSIR

RFQ No. 5671/12/03/2021

Date of issue	Friday, 26 February 2021
Closing Date and Time	Friday, 12 March 2021 at 16H30
Contact details	Submission of quotations or any other enquiries is via email only and must be sent: Email to: tender@csir.co.za (Please use RFQ number as subject reference)
Category:	Professional services
CSIR Business Hours	08:00 – 16:30

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 PROJECT BACKGROUND

The CSIR Transport Systems and Operations Research Group is involved in public transport planning projects which aim to facilitate the implementation of NLTA requirements in Metropolitan Municipalities. The projects require a multi-disciplinary team with multi-sectorial experience across the three spheres of government. The CSIR therefore seeks to assemble

a team of specialist professionals who can capacitate the state through research, development and innovation.

3 INVITATION FOR QUOTATION

A quotation is hereby requested from suitably qualified consultants for the supply of Public Transport Law advisory services to the CSIR.The consultant should have extensive experience in the provision of law advisory in public transport and must advise on the institutional arrangements and governance of metropolitan city public transport operations in collaboration with specialist transportation engineers, public finance specialists and town planners. Experience of provisions of the National Land Transport Act (NLTA), the Companies Act, Municipal Systems ACT and other applicable laws and prescripts is required. The consultant's experience must ideally include hands on involvement in the drafting of road public transport contracts and the implementation of IPTNs, IDPs and SDFs.

4 SCOPE OF SERVICES

The consultant will be required to assist the CSIR with all legal aspects relating to the projects, including, amongst other things:

(a) Attending meetings and workshops with stakeholders as and when required by the CSIR. Meetings maybe conducted in person or via virtual meeting platforms.
(b) Advise on proceedings for legal compliance.
(c) Writing legal memos and opinions.
(d) Writing and commenting on technical reports.

3 ESTIMATED PROJECT TIMELINES

The winning bidder must be available to work on the project as and when required for a period of 12 months from the date of signing the contract. The envisaged start date is 1 April 2021.

4 INFORMATION TO BE SUPPLIED WITH QUOTATION

The following documentation must be supplied with the quotation:

(a) Overall professional profile of the specialist, including proof of registration on the practising roll at the Legal Practice Council.
(b) Specialist's academic qualifications.
(c) Specialist's detailed experience in the provision of legal advice on public transport law.
(d) Extent of specialist's familiarisation with the provisions of transport legislature and public transport institutional arrangements.
(e) Pricing: A single all-inclusive charge-out rate (unit cost of labour) for services.
(f) An indication of the available time the specialist has to work on the project.

5 PRICING SCHEDULE

The rate per hour required in the table below must include all costs (travel, telephone etc.) related to the project.

No	Description	Rate (ZAR) (R/Hour)
1	Provision of public transport law advisory services	

6 EVALUATION CRITERIA

6.1 No order will be issued without a valid CSD number.

6.2 Selection of suppliers will be based on the 80/20 preference point system.

6.3 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE status level.

6.4 No B-BBEE status will equal to zero points.

6.5 Quotations must be submitted on company letterhead.

Elimination Criteria

- Late submission of quotes;
- Submission at the wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)

7 PRICING QUOTATION

7.1 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.

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

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

8 OTHER TERMS AND CONDITIONS

8.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

8.2 The e-mail and file sizes should not exceed a total of 30MB per e-mail.

9 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

10 **ANNEXURE A – SBD 1** (Completed form to be submitted with the quotation)