



Request for Proposals (RFP)

The provision of Utility Management Services to the CSIR for a period of three (3) years.

RFP No: 3429/05/03/2021

Date of Issue	Thursday 18 February 2021	
Compulsory briefing session	Date: 25 February 2021 Venue: Virtual–Microsoft Teams Time: 09H00 – 10H30 Access link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmVkYTcwYmQtZjEzZC00ZDExLTliZDUtYzI1OTc2NjE1MDhi%40thread.v2/0?context=%7b%22Tid%22%3a%222fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%221c4f96d0-2ecb-491c-b318-727359f0400a%22%7d	
Closing Date and Time	Wednesday 05 March 2021 at 16:30	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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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.

Proposals are hereby invited from suitably-experienced Utility Management Companies to provide a full turnkey service on electrical and water utilities for the CSIR over a three-year period.

2 BACKGROUND

The CSIR main site is located in Pretoria and has regional offices located at the following towns:

- Carlow Road – Johannesburg, Gauteng
- Cottlesloe – Johannesburg, Gauteng
- Rosebank – Cape Town, Western Cape
- Stellenbosch – Western Cape
- Durban – KwaZulu Natal
- Kloppersbos – Hammanskraal, Gauteng
- Paardefontein – Hammanskraal, Gauteng

All of the sites have different utility service providers which CSIR requires a utility management company to manage the water and electricity thereof with the relevant qualifying service provider. The services are required at all the above-mentioned regional sites including the Pretoria main campus.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably-experienced Utilities Management Companies to manage water and electricity in different geographic areas with relevant utility service providers. Incorporated within the sites there are different clusters and tenants whereby the management of the utilities is required for water and electricity.

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.

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.

4.1 Technical Proposal

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

- Covering letter;
- Company profile clearly stipulating the number of years rendering similar services;
- Provide qualifications of Project Manager in managing similar projects;
- Provide a detailed CV of the Project Manager indicating the number of years and experience in similar projects;
- Provide a minimum of three (3) contactable references from previous clients for similar work done;
- Provide a list of completed projects/sites of similar projects and must be accessible for vetting purposes;
- Provide a project methodology that must cover the following aspects:
 - How the audit of the Electrical metering Enermax plus will be carried out and what principles will be applied.
 - How the audit of the water metering will be carried out and what principles will be applied.

- Information on the communication interface that will be utilised and confirmation of open protocol.
- Example of billing that will be submitted to clients on a monthly basis.
- Example of report that will be submitted to Facilities Management on a monthly basis.
- Example of a report to Facilities Management on a monthly basis which would include Council bills, recovery costs, savings produced by renewable energy, faulty meters, leaks detected, demands exceeded and customer complaints.
- How queries will be handled from clients on a monthly basis.

4.2 **Financial Proposal:**

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

- Cover letter
- Proposed cost/ commercial offer as per attached BOQ (Annexure C) on official company letterhead.
- Original completed Bills of Quantities (BOQ) (Annexure C).
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit; and registration report (RSA suppliers).

Additional Requirements:

- The supplier must also submit quotation on their official company letterhead.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR. Anything outside the scope of this RFP must be quoted separately.
- Pricing information must be provided separately from the technical requirements.

5 **SCOPE OF WORK**

The following services will be performed by the Utilities Management Company as duties and responsibilities in terms of the specifications provided:

- 5.1 The management of utilities, water, electricity, rates & taxes and sanitation with external utilities service providers.
- 5.2 The management of utilities for water and electricity with internal clusters and tenants.
- 5.3 Billing and Collections:
- Verify that usage and billing calculations are accurate
 - Determine whether utility bills are processed accurately and timely.
 - Review adequacy and accuracy of meter reading process.
 - Assess the CSIR ability to recover amounts owed.
 - Review potential causes of customer complaints.
 - Assess consistent and equitable treatment of customers.
 - Review complaints and that dispositions achieved are supported and reasonable for external Utilities service providers and internal tenants and clients.
 - Provide recommendations to improve customer service levels.
 - Virtue meters to be created where required consolidating billing for different clusters within CSIR located in different locations.
 - Evaluate different tariffs structures at utility service providers and recommend the most cost effective tariff for CSIR.
 - Evaluate different tariffs structures for internal clients and recommend the most cost effective tariff for CSIR.
 - Assess on a monthly basis the savings generated by the PV plants located on the CSIR premises.
- 5.4 Operations
- Assess the meter reading, leak detection, billing, collections and customer service functions.
 - Identify strengths, weaknesses, opportunities and challenges.
 - Identify, define, prioritize and document core function.
 - Evaluate relationship between utility billing function and other CSIR functions.
 - Benchmark CSIR performance against industry best practices and methods and against other comparable agencies.
 - Supply projection and estimates for budget purposes when required.
 - Develop metrics by which to assess future operational and financial performance.

- Make recommendations on improving operations to provide for monthly billing of Utility accounts.
- Determine if proper controls are in place that billing adheres to legislation.
- Carry out Audit of existing Electrical meters and confirm integrity and accuracy of Enermax plus meters.
- Provide technical support on Enermax plus meters.
- Provide Communication Interface with open protocol and configure for Enermax plus meters.
- Provide Technical support on Communication Interface for electrical metering.
- Carry out Audit of SENSUS water meters and confirm integrity and accuracy thereof support for water meters will be done internally by CSIR.
- Provide Communication Interface with open protocol and configure for SENSUS meters.
- Provide Technical support on Communication Interface for Water metering.
- Provide an ADMIN portal to CSIR responsible person with rights to give different levels of access to other personal within CSIR with the capability of giving rights for specific metering points.
- Portal to have access to profile data and can be downloaded when required by CSIR users.
- Provide billing to internal clusters and tenants on a monthly basis within the first week of a new month.
- Reconciliation with the main check meter for electricity and all sub meters to be provided on a monthly basis.
- Water balancing to be carried out to determine leaks from bulk supply, pump house, reservoirs and building meters.
- Have the facility to generate alarms should any pre-set electrical demands are exceeded.
- Have the facility to generate alarms when excess usage out of the norm is identified on water reticulation.

5.5 Electrical Meters

- External Pretoria 2 x Bulk Meters, 132kV (TOU)
132kV Medium Speed Wind Tunnel-Municipality (City of Tshwane).
- External Carlow Road 1 x 400V Industrial Supply -Municipality (City of Johannesburg)
- External Cottlesloe 1 x 400V Industrial Supply -Municipality (City of Johannesburg)
- External Stellenbosch 1 x 11kV Supply Stellenbosch -Municipality (Stellenbosch).
- External Rosebank 1 x 11kV Supply Rosebank –Municipality (City of Cape Town).
- External Rosebank 1 x 400V Industrial Supply –Municipality (City of Cape Ttown).
- External Durban 1 x 400V Industrial Supply – Municipality (Ethekeeni)
- External Kloppersbos – (Eskom)
- External Paardefontein – (Eskom)
- Internal 89 metering points (See Annexure D)

5.6 Water Meters

- External Pretoria 1 x Bulk Supply-Municipality (City of Tshwane).
- External Carlow Road 1 x Bulk Supply -Municipality (City of Johannesburg).
- External Cottleslow 1 x Bulk Supply-Municipality (City of Johannesburg).
- External Stellenbosch1 x Bulk Supply Stellenbosch -Municipality (Stellenbosch).
- External Rosebank 1 x Bulk Supply Rosebank –Municipality (City of Cape Town).
- External Rosebank 1 x Bulk Industrial Supply –Municipality (City of Cape Town).
- External Durban 1 x Bulk Supply Industrial Supply – Municipality (Ethekeeni)
- External Kloppersbos –1 x Bulk Supply-Municipality (City of Tshwane)
- External Paardefontein –borehole no utilities provider
- Internal 106 metering points (See Annexure E)

5.7 Photo Voltaic Plants

No	Building Number	Quantity	Plant Size kWp	Description	Make
1	North [+] B10	1	558.00	Single track	New meter required
2	West [+] B13	1	203	Dual track	New meter required
3	[+] B17	1	250	Roof top	New meter required
4	[+] B3	1	167.44	Roof top	New meter required
5	[+] B10	1	263.20	Roof top	New meter required
6	[+] B22	1	147.84	Roof top	New meter required
7	[+] B23	1	160.16	Roof top	New meter required
8	[+] B33	1	172.48	Roof top	New meter required
9	[+] B46	1	60	Dual track	New meter required

6 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weighting (%)
Company Experience	<ul style="list-style-type: none"> The service provider must have a minimum of 3 years' utility management in similar environment e.g. commercial, residential and industrial buildings. The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services in similar portfolios. 	15
Methodology	<ul style="list-style-type: none"> Implementation/installation and management of utilities methodology for the three year period from start to finish. 	40
Client References	<ul style="list-style-type: none"> A minimum of 3 contactable references for similar work is required. Reference letters must be provided to substantiate such claims from different client. 	20
Staff Capability	<ul style="list-style-type: none"> Project Manager must have a minimum of 3 years' experience in Utilities Management. Technician must have a minimum of 3 years' experience in Utilities Management. 	12.5 (Project manager) 12.5 (Technician)
TOTAL POINTS FOR FUNCTIONALITY		100

6.2 Proposals with functional / technical points of less than the pre-determined minimum overall percentage of 70% and a subminimum of 50% on each individual criterion will be eliminated from further evaluation.

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

6.4 Successful bidders who go through on functional /technical evaluation may be requested to carry out presentations of their proposals and also demonstrate a live system with functionalities of the portal.

7 ELIMINATION CRITERIA

7.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to attend the compulsory briefing session;
- Failure to submit a letter of good standing with the Department of Labour (COID)
- Failure to submit proof of valid public liability cover of a minimum of R 5m or letter of intent from a private insurer.

8 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 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

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 30MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

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

- Issue of tender documents: 18 February 2021
- Compulsory briefing session / site inspection: 25 February 2021
- Last date for submission of queries: 02 March 2021
- Closing / submission Date: 05 March 2021

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 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.: 3429/05/03/2021

PART 2: Pricing Proposal RFP No.: 3429/05/03/2021

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

11.5 Proposals submitted must be in the following file formats:

- PDF

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of Friday 05 March 2021 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.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal tender website. No regret letters will be sent out.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

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

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

14.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

15 PRICING PROPOSAL

- 15.1 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.
- 15.2 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.
- 15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4 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.*

- 15.5 Payment will be according to the CSIR Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

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

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 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.
- 17.2 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.
- 17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.
- 17.4 A Standard CSIR contract will be signed as a form of agreement.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **RFP No: 3429/05/03/2021 – “The provision of Utility Management Services to the CSIR for a period of three (3) years”** 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.

19 MEDIUM OF COMMUNICATION

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

20 COST OF PROPOSAL

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

21 CORRECTNESS OF RESPONSES

- 21.1 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.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1 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.
- 22.2 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.

23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

24.3 Prescribed by the body - regulating the profession of the consultant

25 TRAVEL EXPENSES

25.1 All travel expenses for the CSIR's account, 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:

25.1.1 Only economy class tickets will be used.

25.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

25.1.3 No car rentals of more than a Group B will be accommodated.

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;

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: 3429/05/03/2021

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: 3429/05/03/2021** 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 RETURNABLE DOCUMENTS

PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	Cover letter		
2	Company profile		
3	Project Methodology		
4	Reference letters or completed reference form (Annex B) for each reference provided		
5	CV and qualifications of Project Manager		
6	Valid COIDA certificate or letter of intent from a private insurer.		
7	Proof of Public Liability Cover		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract			
9	Pricing Proposal /Design Specifications		
10	Completed and signed Bill of Quantities		
11	B-BBEE Certificate		
12	Electronic copy of pricing proposal		

NOTES:

1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

31 ANNEXURE A - SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Company Experience: <ul style="list-style-type: none"> Number of years the company has been rendering similar services The service provider must have a minimum of 3 years' experience providing utilities management in similar portfolios. 	<ul style="list-style-type: none"> The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services in similar portfolios dealing with Utility Service Providers (Municipalities) and handling similar internal utility groups. 	< 3 years – 0 points >3 – 4 years – 5 points >4 – 5 years – 7 points >5 years – 10 points	15%
2	Implementation / methodology statement	<ul style="list-style-type: none"> Detailed project plan outlining the period of activities from start to finish. 	> 13 weeks – 0 points 9 – 12 weeks – 5 points 5 – 8 weeks – 7 points < 4 weeks – 10 points	40%
3	Client References (Only relevant references) <ul style="list-style-type: none"> A minimum of 3 references is required References will be contacted to authenticate the submission. Field visits may also be undertaken. 	<ul style="list-style-type: none"> Contactable references for similar work/projects undertaken in the last 3 years. Completed reference form for each reference. 	< 3 references – 0 points >3 – 4 references – 5 points 5 – 6 references – 7 points >6 references – 10 points	20%
4	Staff Capability <ul style="list-style-type: none"> Key personal that will be assigned to CSIR Portfolio. 	<ul style="list-style-type: none"> Detailed CV indicating the number of years and experience of the project manager and technician in utilities management or similar portfolios. 	< 3 years – 0 points >3 – 4 years – 5 points >4 – 5 years – 7 points >5 years – 10 points	12.5% (Project Manager) 12.5% (Technician)
TOTAL				100

32 ANNEXURE B - REFERENCE FORM: TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER)

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the last three years.

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:

33 ANNEXURE C – BILL OF QUANTITIES

34 ANNEXURE D – INTERNAL ELECTRICITY METERS

35 ANNEXURE E – INTERNAL WATER METERS

36 ANNEXURE F – SBD 1 FORM

37 ANNEXURE G – MINIMUM SAFETY REQUIREMENT

Prospective bidders are required to familiarize themselves with SCIR's minimum safety requirements which they will have to comply with should they be the preferred service provider.

SUBMISSION OF THE SAFETAY FILE

No returnable document is required in relation to CSIR's minimum safety requirements at the tendering stage. However, the safety file component should be factored in the pricing schedule to be submitted in response to the RFP, as the preferred service provider will be required to furnish a copy of the aforementioned file prior to commencing with the contract.

38 ANNEXURE H – INTENTION TO BID