

Request for Proposals (RFP)

For the provision of engineering and project management services to the CSIR

RFP No. 3437/26/03/2021

Date of Issue	Friday, 12 March 2021	
Compulsory Briefing Session	Not applicable	
Last date for submission of queries / clarifications	Wednesday, 24 March 2021 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing Date and Time	Friday, 26 March 2021 at 16h30 <i>(Late bids will not be accepted)</i>	
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 Africa's leading scientific research and technology development organisations. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to improving 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. This specific project is based in Durban.

2 BACKGROUND

The CSIR has a need to appoint a service provider/consultant with experience in NEC3 / NEC4 to provide Engineering and Technical Project Management services for the modification of the pilot plant to accommodate additional equipment at the Biorefinery Industry Development Facility (BIDF).

The project concerns implementation of a full turnkey design, procurement, installation, and commissioning of equipment at the CSIR BIDF facility in Durban. The project is multidisciplinary in nature and will require expertise in mechanical, electrical, civil, instrumentation, and process engineering. The equipment includes pressure vessels, piping, a boiler (diesel, gas, electrical), demineralised water – reverse-osmosis system, cooling water tower, air compressor, HVAC, and storage facilities for nitrogen and LPG tanks.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from professional service providers (engineering and project management firms) for the provision of engineering and project management services to the CSIR.

4 SCOPE OF WORK AND DELIVERABLES

The professional services firms are required to perform the following roles on behalf of the CSIR in two separate phases.

The 1st Phase is to obtain sound engineering and financial estimates for the whole project that will enable a Consultant to:

- Obtain user requirements specification (URS) from the client to finalise a high-level scope of works.
- Carry out basic design definition to a stage where scope, cost, and time for a semi-definitive estimate are delivered to the Client to enable the project to have the necessary funding and realistic timelines to be executed successfully.
- Prepare the scope of work for an NEC3 or NEC4 Engineering and Construction Contract
- Prepare a high-level ROM (Rough Order of Magnitude) budget estimate on the scope of works.
- Prepare a high-level time schedule for the execution of the works.
- Report the progress of the project to the CSIR as and when required.

The 2nd Phase is project management of the construction of the works, which will only proceed if the CSIR has accepted the deliverables from the 1st Phase and has adequate financial resources to complete the project.

The Service provider / Consultant will be required to:

- Provide the services of an experienced NEC3 / NEC4 Project Manager and Supervisor to manage the contract on behalf of the CSIR. Report the progress of the works to the CSIR.

4.1 Type of Contract

The service provider will be appointed under the terms and conditions of the NEC3 / NEC4 Professional Service Contract, June 2017, with amendments of January 2019¹ (PSC3/PSC4). A draft of the proposed contract document is attached.

- Supplier must:

¹ Available from ECS Associates (Pty) Ltd, Tel 011 803 3008 and at www.ecs.co.za.

- complete and submit their offer on the Contract Data, under Part C1.1
- Submit all Returnable Schedules, duly completed, included in Part T2 of the tender returnables document

NB: PLEASE REFER TO THE ANNEXURE B – PART C3 OF THE NEC3 / NEC 4 PROFESSIONAL SERVICE CONTRACT DATA FOR THE DETAIL SCOPE OF WORKS

5 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this request.

Bidders are to submit responses in the 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 (Part A)

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

- Covering letter on company letterhead
- Profile indicating the company's age, resources, and capability.
- Experience on similar projects in terms of providing similar professional EPC services executed between 2011 and 2020 – e.g., Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress)
- Reference letters for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted)
- CV's indicating the experience of the key engineering resources and proposed Project Manager for the construction stage of the project.
- The first programme complying with Clause 31.2 of Professional Service Contract 4 (PSC4). The Clause of Professional Service Contract 3 are also acceptable.

5.2 Financial Proposal (Part B)

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

- Cover Letter;

- Completed Offer, Contract Data part 2 and priced activity schedule which has been provided for the bidder's completion in the attached document T2.1 Tender Returnables.
- The pricing must be firm for 90 days and inclusive of all costs to render the required service
- Copy of valid B-BBEE certificate or valid sworn Affidavit;and
- CSD registration report (RSA suppliers only).

6 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	Profile indicating the : <ul style="list-style-type: none"> • Age, resources, and capability 	10
Company Experience	<ul style="list-style-type: none"> • List of similar projects in terms of providing similar professional EPC services executed between 2011 and 2020 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) • NB – The list must be relevant to the project 	30
Reference letters	<ul style="list-style-type: none"> • Reference letters for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted) 	30
CVs	<ul style="list-style-type: none"> • CV's clearly indicating the experience of the key resources and Project Manager – with at least more than 7 years experience in managing similar work using NEC3 / NEC4 	30
TOTAL POINTS FOR FUNCTIONALITY		100

6.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

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

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect email address;
- Failure to submit a letter of intent to bid
- Failure to submit valid proof professional indemnity insurance of R250 000 .00
- Failure to submit the Bidder's Declaration of Interest Form
- Valid registration with ECSA as Pr.Eng or Pr.Tech.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION & B-BBEE CERTIFICATE

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD).
Registrations can be completed online at: www.csd.gov.za;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. 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 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 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 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: Friday, 12 March 2021
- Last date for submission of queries: Tuesday, March 23 2021
- Closing / submission Date: Friday, 26 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.: 3437/26/03/2021

PART 2: Pricing Proposal RFP No.: 3437/26/03/2021

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 e-mail address mentioned above no later than the closing date of **Friday, 26 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

13. AWARDING OF TENDERS

13.1 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.

14. EVALUATION PROCESS

14.1 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:

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

14.1.2 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.

14.2 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.

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 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.
- 15.5 Bidders must quote as per the pricing schedule.

**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.*

- 15.6 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.

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: 3437/26/03/2021 – “The provision of engineering and project management services to the CSIR”** 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 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.

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. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 22.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to 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.

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. 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:
- 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;
- 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

- 25.1 Extend the closing date;
- 25.2 Verify any information contained in a proposal;
- 25.3 Request documentary proof regarding any tendering issue;
- 25.4 Give preference to locally manufactured goods;
- 25.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 25.6 Award this RFP as a whole or in part;
- 25.7 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

NB: The declaration must be submitted as per the tender returnables document.

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

RFP No: 3437/26/03/2021

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. 3437/26/03/2021** 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 about 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:

27. ANNEXURE A – Scoring Sheet

Functional Factor	Criteria Description	Weight (%)	Scoring
Company profile	Profile indicating the : <ul style="list-style-type: none"> Age of the organisation 	10	<ul style="list-style-type: none"> 0 to 2 years - 0 4 to 5 years – 5 to 10 years - 7 > 10 years - 10
Company Experience	<ul style="list-style-type: none"> List of similar projects in terms of providing similar professional EPC services executed between 2011 and 2020 – e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) NB – The list must be relevant to the project 	30	<ul style="list-style-type: none"> No list of projects - 0 1 to 3 list of relevant projects - 5 4 to 7 list of projects relevant to the scope – 7 > 7 list of projects relevant to the scope - 10
Reference letters	<ul style="list-style-type: none"> Reference letters for work completed between 2011 and 2020 from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted) 	30	<ul style="list-style-type: none"> No reference letters - 0 1 to 3 reference letters - 5 4 to 7 reference letters – 7 > 7 reference letters - 10
CVs	<ul style="list-style-type: none"> CV of a technical PM. Additional CVs may be provided if the firm has more than one technical PM. The CVs must clearly indicate the experience of the key resources and Project Manager – with at least more than seven (7) years experience in managing similar work using NEC3/NEC4 	30	<ul style="list-style-type: none"> No CVs or CVS are not relevant to the work - 0 7 to 10 years working experience - 5 11 to 15 years working experience – 7 > 15 years working experience - 10
TOTAL POINTS FOR FUNCTIONALITY		100	