



Request for Proposals (RFP)

The Provision of Professional Services to the CSIR for Capability Enhancement of the Project Management Unit for Blouberg Local Municipality

RFP No. 998/28/07/2022

Date of Issue	Thursday, 14 July 2022	
Compulsory briefing session	N/A	
Closing Date	Thursday, 28 July 2022 at 16:30	
Place	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

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

2 BACKGROUND

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

Anglo American has partnered with the CSIR to implement the programme in 10 targeted Local Municipalities across the country. The MCPP is focussed on supporting 3 specific focus areas in the various LMs:

- Strategic Water Management;
- Infrastructure Asset Lifecycle Management;
- Strategic Planning.

This RFP will be directed to support capability enhancement of the project management unit (PMU) for the Blouberg Local Municipality (BLM) in the Limpopo Province.

1. INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of technical coaching and in-service support for the project Management unit of BLM.

2. PROPOSAL SPECIFICATION

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

Scope of Work:

The scope of the contract shall be provision of technical coaching and in-service support of professional project management services over period of three (3) years (years 2 and 3 to be confirmed based on approved funding). The anticipated services can broadly be depicted as:

- Technical coaching and in-service support of professional project management to the Blouberg Local Municipality's Project Management Unit (BLM PMU);
- Lead the BLM PMU team to efficient and optimal project management execution and oversight.

The team will be required to provide mainly on-site as well as on-line support (although on-line will be minimal) to the BLM PMU and will comprise of a project leader, project engineer and a site technician. The project leader will be mainly responsible for strategic direction and oversight. The project engineer will be the key resource that will provide majority of the required on-site and on-line technical support. The site technician will be required to provide on-site technical support as and when required and directed by the project leader and project engineer.

Responsibilities

- To provide strategic direction for the implementation of the new Infrastructure projects
- To develop a framework to assess, monitor and evaluate the performance on existing infrastructure projects and provide guidance on remedying the challenges encountered by the Blouberg LM for projects to meet their objectives;
- To co-ordinate and monitor the performance of the various project implementers (Professional Service Providers (PSP's), Contractors, Sub-Contractors, Learnership Programs etc.) that are involved in the **Blouberg LM** infrastructure projects;
- To confirm the current status of implementation of selected capital projects and maintenance projects (e.g. business case, project brief, inception, concept & viability, design development, documentation & procurement, construction, commissioning, close out, maintenance-upgrading, refurbishment, replacement, retirement);

- To agree with the **Blouberg LM** and capture realistic expected expenditure on new Capex and Opex infrastructure projects during the financial year;
- To put in place measures to facilitate effective and ethical reporting and communication, among the **Blouberg LM** structures as well as, related **Provincial & National Government Departments (Sponsors)**, project implementers and key stakeholders;
- To ensure that current project expenditure is matched with project budgets;

Implementation Role

- To identify challenges hampering the achievement of **Blouberg LM** targets and to initiate interventions to address them with urgency;
- To ensure that the necessary controls are in place for new Infrastructure projects and that accountability requirements for the **Blouberg LM** are met;
- To ensure credible planning, prioritization and budgeting of all projects through incorporation of lessons learned from the oversight process;
- To identify suitable projects to incorporate local economic development, community-based construction approaches and employment of young people (institutional social development initiatives).

Additional project description in line with scope of works

- The Municipality adopts a three-year capital budget for every financial year as legislated in the Municipal Finance Management Act 56 of 2003, and MCPP hereby intends to appoint professional engineering consultants to assist with the management of the Project Management Unit. Upon the appointment of the professional engineering consultants, the Consultants' Project Team will be working closely with the Municipal Technical Services Team (including PMU team) will include but not limited to the following:
 - Attend site inspections / meetings,
 - Contract Management & Contract Administration
 - Checking and advising on Preliminary and Detail designs,
 - Checking and Preparation of procurement documents,
 - Ensuring Implementation of Occupational Health and Safety requirements,
 - Ensuring Implementation of the project through Labour Intensive Construction requirements where possible,
 - Quality control,
 - Ensure all reporting requirement for projects are met (e.g. EPWP & MIS reporting).

3 ELIGIBLE CRITERIA

3.1 Experience & expertise

Only those respondents who satisfy the following eligibility criteria are eligible to submit proposals,

- Professional engineering consulting firm (Affiliate & Registered with relevant bodies)
- Proven track record of providing technical municipal support services (Company Experience & Project Team Qualification and their experiences)

Only the companies who have capabilities and experience in the following areas of expertise shall be eligible to apply:

- Civil and Structural Engineering
- Roads & Storm Water Management
- Structural Engineering (Bridges)
- Electrical & Mechanical Engineering
- Water Services
- Sanitation / Sewer Services
- Quantity Surveyors
- OHS Management

4 FUNCTIONAL EVALUATION CRITERIA

4.1 Evaluation system

Tenders will be evaluated for Functionality, which will be scored out of 100 points. A score of 70 or more points overall and 50% for any functional factor will qualify a Tenderer for further evaluation. Tenderers scoring less than 70 points and/or less than 50% for any functional factor will be disqualified.

For clarification purposes – Service providers may be requested to prepare for a presentation.

Functionality Points will be spread as follows:

Functionality	Criteria	Detailed Criteria
Company Experience	Evaluation shall be based on the budget of MIG funding per year executed in the past five years. Only experience from the tendering entity, and not by staff members, shall be taken into account.	Previously PMU Management of MIG budgets not less than R50 million per year in the last five years, thirty (25) points allocated.
Key Personnel Experience	Proof of Qualifications is to be attached.	<p>A Project Leader, with min BSc (Civil) and Professionally Registered Civil Engineer with no less than 10 years post registration experience of which a min 2 years should have been as MIG PMU Manager (max 15 points allocated)</p> <p>A Project Engineer with min B Tech degree or higher with relevant PMU Management (Must have been PMU Manager for no less than 1 year) with experience of not less than six (6) years, (max 15 points allocated)</p> <p>Site Technicians with ND in Civil Engineering or higher or related qualification with relevant experience of not less than six (6) years, (max 10 points allocated)</p>
Methodology	PSPs ability to understand and detail the challenges facing BLM with capital projects	<p>If All challenges have been adequately identified and strategies in dealing with these have been proposed in a clear and concise manner – 35 points maximum</p> <p>If All challenges have been adequately identified but inappropriate strategies in dealing with these have been proposed –17 points maximum</p> <p>If All challenges have not been adequately identified and inappropriate strategies in dealing with these have been proposed –5 points maximum</p>

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Proposals that score less than 70% in total functionality or less than 50% for any functional factor.

6 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 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

7 PROPOSAL SUBMISSION

All proposals must be submitted using the following email address: tender@csir.co.za :

8 TENDER PROGRAMME

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

- Issue of tender documents: Thursday, 14 July 2022
- Last date for submission of queries: Thursday, 21 July 2022
- Closing / submission Date: Thursday, 28 July 2022 at 16:30

9 SUBMISSION OF PROPOSALS

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

PART 1: Technical Proposal: RFP No.: 998/28/07/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 998/28/07/2022

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

9.3 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.

10 DEADLINE FOR SUBMISSION

Proposals shall be submitted using the email address mentioned above no later than the closing date of *Thursday, 28 July 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 place, it will be regarded as a late tender. Late tenders will not be considered.

11 AWARDING OF TENDERS

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

12 EVALUATION PROCESS

Evaluation of proposals

12.1 All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE.

Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

12.2 A 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.

12.3 Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted.

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

Preference points system

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

13 PRICING PROPOSAL

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

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

13.3 CSIR will cover the costs of disbursements for travel from the CSIR site to Blouberg Local Municipality or any other venue arranged for on-site meetings. This will include the following:

- Car hire, limited to a Class B;
- Fuel and toll charges
- Accommodation, restricted to a 3 star (which will include breakfast and dinner);
- Flights, restricted to economy class.

13.4 The Service Provider will be responsible for their own subsistence and allowance (additional meals / snacks, if required).

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

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

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

***Non-firm price is all prices other than "firm" prices.*

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

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

Pricing Schedule:

Item No.	Description	Unit	Qty	Rate	Amount
YEAR 1					
1	Project Leader	hrs	32		
2	Project Engineer	hrs	160		
3	Site Technician	hrs	40		
YEAR 2					
1	Project Leader	hrs	88		
2	Project Engineer	hrs	440		
3	Site Technician	hrs	110		
YEAR 3					
1	Project Leader	hrs	88		
2	Project Engineer	hrs	440		
3	Site Technician	hrs	110		
Sub-total					
add 15% VAT					
Total					

14 VALIDITY PERIOD OF PROPOSAL

14.1 Each **proposal** shall be valid for a period of six (6) months calculated from the closing date.

15 APPOINTMENT OF SERVICE PROVIDER

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

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

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

16 ENQUIRIES AND CONTACT WITH THE CSIR

16.1 Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 98/28/07/2022 - The provision of Professional Services to the CSIR for Technical Expertise related to Municipal Groundwater Management and Capability Development Support”*** as the subject.

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

17 MEDIUM OF COMMUNICATION

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

18 COST OF PROPOSAL

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

19 CORRECTNESS OF RESPONSES

19.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

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

20 VERIFICATION OF DOCUMENTS

20.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

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

21 SUB-CONTRACTING

21.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer

qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

21.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

22 ENGAGEMENT OF CONSULTANTS

22.1 The consultants will only be remunerated at the rates:

- Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

22.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

22.3 Prescribed by the body - regulating the profession of the consultant.

23 TRAVEL EXPENSES

23.1 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:

- Only economy class tickets will be used.
- A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- No car rentals of more than a Group B will be accommodated.

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 valid copy of the B-BBEE certificate of the joint venture;
- The Tax Compliance status of each of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

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

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

25 CSIR RESERVES THE RIGHT TO

- 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

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

RFP No: 998/28/07/2022

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: 998/28/07/2022 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:	

27 Annexure A

Evaluation Criteria and Scoring

Functionality	Weighting	Criteria	Proof/Evidence Required	Detailed Criteria / Scoring	Score
Company Experience	25%	Budget of MIG funding per year managed by the tendering entity	Total value of relevant MIG funded projects managed in the past 5 years - clearly defined in submission	≥ R50 million per year	10
				R30 million < R50 million per year	5
				< R30 million per year	3
Key Personnel Experience	15%	Project Leader	CVs demonstrating qualifications and experience as well as submission of certificates and registrations documents.	BSc Civil Engineering with ECSA registration; ≥ 10 years	10
				BSc Civil Engineering with ECSA registration; 6 ≥ 9 years	5
				BSc Civil Engineering with ECSA registration; ≤ 5 years	3
	15%	Project Engineer	CVs demonstrating qualifications and experience as well as submission of certificates and registrations documents.	Project Engineer with Civil Engineering / Project Management degree with experience of ≥ 6 years. As well as a PMU manager experience with minimum of 1 year	10
				Project Engineer with Civil Engineering / Project Management degree with experience of 4-5 years. As well as a PMU manager experience of minimum of 1 year.	5
				Project Engineer with Civil Engineering / Project Management degree with experience of < 4 years. As well as a PMU manager experience of minimum of 1 year	3

	10%	Site Technician	CVs demonstrating qualifications and experience as well as submission of certificates and registrations documents.	Site technician with civil engineering qualification with experience of ≥ 6 years	10
				Site technician with civil engineering qualification with experience of 4-5 years	5
				Site technician with civil engineering qualification with experience of < 4 years	3
Methodology	35%	Ability to understand and detail the challenges facing Blouberg Municipality with capital projects	Submission of brief proposal and methodology	Challenges clearly articulated and strategies proposed	10
				Challenges clearly articulated but inadequate strategies proposed	5
				Challenges and strategies not clearly articulated and proposed	3