

## Request for Proposals (RFP)

**The provision of Technical Expertise related to Municipal Groundwater Management and Capability Development Support for Gamagara and Tsantsabane Local Municipalities**

**RFP No. 3522/24/06/2022**

Date of Issue	Friday, 10 June 2022
Compulsory briefing session	N/A
Closing Date	Friday, 24 June 2022 - Late bids will not be considered
Submission of tenders	All responses must be submitted electronically @: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> Bids cannot be submitted to any other address, as this will lead to elimination
Enquiries	All enquiries must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> (Please use the RFP number as the subject reference)
CSIR business hours	08h00 – 16h30
Category	Professional Services

**TABLE OF CONTENTS**

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
1 INTRODUCTION	3
2 BACKGROUND	3
2. INVITATION FOR PROPOSAL	4
3. PROPOSAL SPECIFICATION	4
4. FUNCTIONAL EVALUATION CRITERIA	5
5. ELIMINATION CRITERIA	6
6. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION	6
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>7</b>
7. PROPOSAL SUBMISSION	7
8. TENDER PROGRAMME	7
9. SUBMISSION OF PROPOSALS	7
10. DEADLINE FOR SUBMISSION	7
11. AWARDING OF TENDERS	8
12. EVALUATION PROCESS	8
13. PRICING PROPOSAL	9
14. VALIDITY PERIOD OF PROPOSAL	10
15. APPOINTMENT OF SERVICE PROVIDER	10
16. ENQUIRIES AND CONTACT WITH THE CSIR	10
17. MEDIUM OF COMMUNICATION	11
18. COST OF PROPOSAL	11
19. CORRECTNESS OF RESPONSES	11
20. VERIFICATION OF DOCUMENTS	11
21. SUB-CONTRACTING	11
22. ENGAGEMENT OF CONSULTANTS	12
23. TRAVEL EXPENSES	12
24. ADDITIONAL TERMS AND CONDITIONS	12
25. CSIR RESERVES THE RIGHT TO	13
26. DISCLAIMER	13
<b>DECLARATION BY TENDERER</b>	<b>14</b>
27. ANNEXURE A SCORING SHEET	15
28. ANNEXURE B SBD1 FORM	16

## 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.

### 2 BACKGROUND

The Anglo-American Municipal Capability & Partnership Programme (MCP) 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 MCP 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. The 10 targeted Local Municipalities are listed as follows:

1. Fetakgomo Tubatse LM – Limpopo Province
2. Moses Kotane LM – North West
3. Musina LM – Limpopo Province
4. Mogalakwena LM – Limpopo Province
5. Blouberg LM – Limpopo Province
6. Gamagara LM – Northern Cape
7. Tsantsabane LM – Northern Cape
8. Steve Tshwete LM – Mpumalanga
9. Emalahleni LM – Mpumalanga
10. Thabazimbi LM - Limpopo

The MCP 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 various initiatives in the Strategic Water Management Focus Area in the Northern Cape Region and specifically the **Gamagara and Tsantsabane Local Municipalities** in the Northern Cape.

### **3. INVITATION FOR PROPOSAL**

Proposals are hereby invited for the supply of Technical Expertise to the CSIR related to Municipal Groundwater Capability Development Support.

### **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.

#### **Scope of Work:**

- Engage with the MCPP LM Coordination team, to conceptualise capability development around groundwater quantity, quality, infrastructure, monitoring and use in the Gamagara and Tsantsabane Municipalities.
- Conduct a review of the current groundwater quantity, quality, infrastructure, monitoring, and use, in a selected sites in two Municipalities in the Northern Cape (i.e., Gamagara and Tsantsabane).
- Estimate current and future groundwater yield in the selected sites, as well as current and future sustainable abstraction rates, responding to seasonal changes and the potential impacts of climate variability.
- For groundwater systems related to the relevant Municipalities, undertake a strategic analysis of the impact of the regional geohydrology, seasonal changes, climate variability and future resource availability on groundwater quality and quantity.
- Together with the Municipal Capability and Partnership Programme (MCPP) and the respective Municipalities, co-determine the implications of the analysis above for future groundwater availability, settlement expansion and economic development
- Co-develop with the relevant Municipal officials, procedures and associated documentation to enable effective groundwater quantity and quality monitoring, as well as equipment use in the selected sites.
- In undertaking the tasks listed above, engage – and work with – any community members and/or other partners that assist with access to groundwater and/or groundwater quality and quantity monitoring in the selected sites, as appropriate.
- Enhance capability (e.g., onsite training) of Municipal officials, partners and community members, as relevant, related to groundwater quality and quantity monitoring, water quality sampling and testing, infrastructure and equipment use and maintenance and data recording, among other topics.

- Conduct knowledge sharing sessions with Municipal officials on groundwater quantity and quality monitoring, as well as groundwater futures and their implications. This includes enhancing the capability of selected senior officials in interpreting monitoring data and making decisions around groundwater abstraction rates
- Work with – and provide mentorship for – junior member/s from the current MCPP groundwater team, who will assist with the activities above
- Provide feedback and progress reporting to the MCPP and adapt the ‘groundwater activities/interventions’ as the required.
- All of the above would require a willingness to travel and to spend regular and extended periods at the Municipalities.
- Support the development of implementation programmes and identification of capability development and monitoring support in region for 2023-2026. The scope 2023-2026 will be confirmed on availability of budget and agreed to in writing prior to execution of services.

## 5. FUNCTIONAL EVALUATION CRITERIA

### Phase 1:

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

- **Experience:**
  - Groundwater support to National and Local Government and Government Agencies in the past 7 years – **Reference letters to be submitted for confirmation.**
  - Number of Projects completed by the organization in the past 24 months. **Min 5 projects completed**
  - Demonstrated experience of **minimum 2 resources** (at least 7 years) in sustainable groundwater resource management. **CVs submitted demonstrating experience**
  - Relevant qualifications e.g. BSc Hons Geohydrology or similar. – **Proof of qualifications submitted**
- **Approach and Methodology:**
  - Demonstrated experience in hydrogeological decision-support systems, with focus on:
    - Large repository of groundwater hydrology related data to serve as support for decision-making
    - Application of data analysis and techniques (groundwater)
    - Development and application of multiple criteria decision-support systems
  - Demonstrated experience in catchment-wide and groundwater analysis, with focus on:
    - Conjunctive use of surface and groundwater
    - Managed aquifer recharge and storage
    - Hydrogeological monitoring networks, equipment, and modelling
    - Measuring, collecting and analyzing relevant parameters on the quantity of groundwater resources for the purposes of its development and management

- Demonstrated experience in determining sustainable groundwater abstraction rates based on geohydrological parameters and future climate change impacts, among other factors
- Experience in knowledge transfer and capability enhancement, including coaching, training, and the mentoring of young water professionals.

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of less than **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

#### **Phase2:**

The tenderer shall prepare for a presentation to the CSIR. The criteria for the presentation will be communicated only to suppliers that pass phase 1 of the evaluation.

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality in Phase 1.

## **6. 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 the 70% in total functionality or less than 50% for any functional factor.
- Resources with less than 7 years' experience.

## **7. 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](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- 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

### 8. PROPOSAL SUBMISSION

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

### 9. TENDER PROGRAMME

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

- Issue of tender documents: 10 June 2022
- Last date for submission of queries: 17 June 2022
- Closing / submission Date: 24 June 2022
- Estimate appointment date of successful tenderer: 01 August 2022
- Estimated contract duration (in months/years) 4,5 Years

### 10. SUBMISSION OF PROPOSALS

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

**PART 1:** Technical Proposal: RFP No.: 3522/24/06/2022

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP No.:  
3522/24/06/2022

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

10.3 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.

### 11. DEADLINE FOR SUBMISSION

Proposals shall be submitted using the email address mentioned above no later than the closing date of **Friday, 24 June 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.

## 12. AWARDING OF TENDERS

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.

## 13. EVALUATION PROCESS

### Evaluation of proposals

13.1 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.

13.2 A three-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase will consist of a **presentation and interview** with the bidders that have passed the first phase of the evaluation – evaluation criteria will be communicated at the time of invite.
- The third phase includes the evaluation of **price** and **B-BBEE** status.

13.3 Pricing Proposals will only be considered after functionality and presentation phases has been adjudicated and accepted.

13.4 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.



## 14. PRICING PROPOSAL

14.1 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.

14.2 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.

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

14.4 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.*

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

14.6 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
1	2022 Resource Support to MCPP	hrs	720		
2	2023 - Resource support to MCPP	hrs	720		
3	2024 - Resource to support MCPP	hrs	720		
4	2025 - Resource to support MCPP	hrs	720		
5	2026 - Resource to support MCPP	hrs	720		
6	Contingency	Lump Sum			R 350 000.00
Sub-total					
add 15% VAT					
Total					

### 15. VALIDITY PERIOD OF PROPOSAL

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

### 16. APPOINTMENT OF SERVICE PROVIDER

16.1 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.

16.2 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.

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

### 17. ENQUIRIES AND CONTACT WITH THE CSIR

17.1 Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 3522/24/06/2021 - The provision of Technical Expertise related to Municipal Groundwater Management and Capability Development Support”*** as the subject.

17.2 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.

## **18. MEDIUM OF COMMUNICATION**

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

## **19. COST OF PROPOSAL**

19.1 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.

## **20. CORRECTNESS OF RESPONSES**

20.1 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.

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

## **21. VERIFICATION OF DOCUMENTS**

21.1 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.

21.2 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.

## **22. SUB-CONTRACTING**

22.1 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.

22.2 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.

## **23. ENGAGEMENT OF CONSULTANTS**

23.1 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

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

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

## **24. TRAVEL EXPENSES**

24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via reimbursements, 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.

## **25. ADDITIONAL TERMS AND CONDITIONS**

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.

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

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.

## **26. CSIR RESERVES THE RIGHT TO**

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

## **27. 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:** .....

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..... 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. ANNEXURE A SCORING SHEET

Evaluation Matrix				
Item	Criteria	Weighting	Sub-Criteria	Points
<b>1.0</b>	<b>Experience</b>	<b>50%</b>		
<b>1.1</b>	Groundwater support to National and Local Government and Government Agencies in the past 7 years	<b>25%</b>	=/> 5 reference letters	10
			=3<5 reference letters	5
			0<3 reference letters	3
<b>1.2</b>	No. of Relevant Projects Completed within the last 24 months	<b>10%</b>	=/> 5 projects completed	10
			=3<5 projects completed	5
			0<3 projects completed	3
<b>1.3</b>	Experience of minimum 2 resources (at least 7 years) in sustainable groundwater resource management – CVs of 2 proposed resources submitted.	<b>10%</b>	Each resource >7 yrs experience	10
			One resource ≥7 yrs experience and one resource <7yrs exp.	5
			Both resources < 7 yrs exp.	3
<b>1.4</b>	BSc Honours in Geohydrology or other relevant qualifications	<b>5%</b>	Certificate or proof of qualification of both resources submitted	10
			Failure to submit proof of qualification	0
<b>2.0</b>	<b>Approach and Methodology</b>	<b>50%</b>		
2.1	Experience in hydrogeological decision-support systems	10%	Demonstrated adequately in approach and methodology	10
			Not demonstrated in proposal	3
2.2	Demonstrated experience in catchment-wide and groundwater analysis	15%	Demonstrated adequately in approach and methodology	10
			Not demonstrated in proposal	3
2.3	Demonstrated experience in determining sustainable groundwater abstraction rates	15%	Demonstrated adequately in approach and methodology	10
			Not demonstrated in proposal	3
2.4	Experience in knowledge transfer and capability enhancement	10%	Demonstrated adequately in approach and methodology	10
			Not demonstrated in proposal	3
	Total	100%	Total Points	80

**29. ANNEXURE B SBD1 FORM**