



-

**The provision of the Masterplan Landscape  
Design and plants procurement for the  
Albertina Sisulu Science Centre Cofimvaba  
Eastern Cape**

**RFP No: 984/17/01/2022**

Date of Issue	Friday, 10 December 2021	
Compulsory briefing session	None	
Closing Date	Monday, 17 January 2022 at 16h30	
Electronic Submission	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> If the size of the documents exceed 30MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

## Table of Contents

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

## **SECTION A – TECHNICAL INFORMATION**

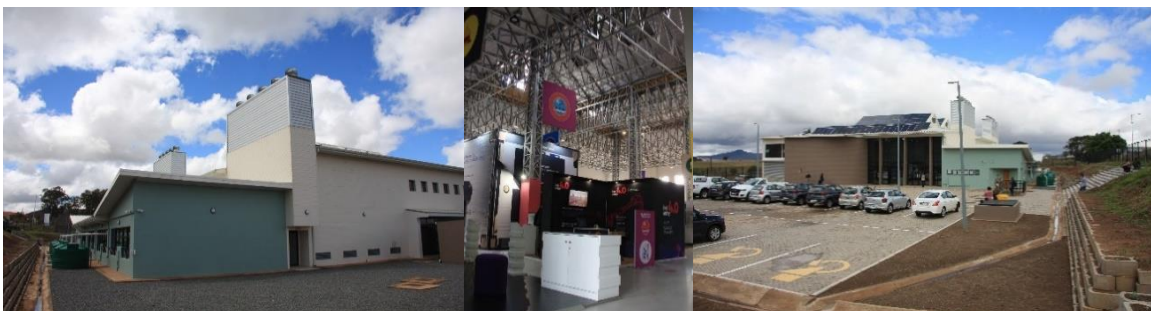
### **1 INTRODUCTION**

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**

CSIR has recently completed the construction of the Albertina Sisulu Science Centre (ASSC) at Cofimvaba, Eastern Cape for the Department of Science and Innovation (DSI). The ASSC serves as both a science centre providing exhibits for students to experience and learn science, but it also responds to environmental education to students and the community. In response to the environmental awareness education directive by the DSI, the ASSC will be educating students and the community on aspects such as erosion control, biodiversity and other related environmental factors. The DSI indicated the need for an integrated site landscape master plan, minor planting development, educational storyboards and a practical learning experience for visitors to the Science Centre. The Albertina Sisulu Science Centre and its environs is a flagship facility for promoting science education and showcases the Eastern Cape Government's dedication to sustainable development and environmental conservation through science and technology for especially primary and secondary school learners.

The CSIR thereby issued this RFP to interested professionals to achieve this goal.



### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of the **Masterplan Landscape Design and plants procurement** for the Albertina Sisulu Science Centre at Cofimvaba in the Eastern Cape.

### 4 PROPOSAL SPECIFICATION

The Service Provider will be required to complete the following work packages (tasks):

- 1) Design the landscape master plan for the Science Centre site (Drawing of site attached)
- 2) Draw up an indigenous planting specification and bill of quantity (BOQ)
- 3) Procure and manage the planting of the BOQ



Figure 1 ASSC Area A (fenced) Area B (remainder of site) Area A+B = total site

#### Task 1

- 1.1 A Concept Masterplan Design of the complete site as per Figure 1 (Area A + B) is required. The design requires considering walkways and footpaths, including the placement of the education storyboards (12) and establishment of the indigenous vegetation. The Service Provider must consider hard and soft landscaping. Specifications on construction and all materials required must be given at concept level. The Service Provider must integrate the educational storyboards as provided by the CSIR into the landscape design. The storyboards cover themes such as Weather, Renewable Energy, Green Building Design, Soil and erosion control methods, Waste re-use and recycling, Water re-use and recycling, Aquatic biodiversity, Terrestrial biodiversity and Environmental management.

Note that the educational storyboards are being prepared and designed by the CSIR. The Service Provider will only be responsible for including the placement of the storyboards in the design of the Masterplan.

- 1.2 The site concept plan must include the landscaping of the entire site area A + B as per Figure 1, including the outside of the garden, parking areas, around all buildings, site entrance, and edge along the drainage channel that formed due to stormwater runoff.
- 1.3 Develop the concept irrigation plan for the entire site as per Figure 1 (A + B). Irrigation plans should include municipal water supply, borehole abstraction and rainwater harvesting sources as provided on site.
- 1.4 Provide conceptual for the main circulatory route and arterial pathways of the site with input from the CSIR based on current planned story board routes.
- 1.5 Develop a maintenance concept plan for the site.
- 1.6 Indigenous trees and shrubs/grasses must be incorporated into the landscape design as far as possible.
- 1.7 A concept stormwater management plan for the entire site must be included.

### **Task 2**

- 1.1 Develop a detailed BOQ planting plan for the site area A as per Figure 1, using mainly indigenous vegetation from the Eastern Cape, if and where possible. The planting BOQ and supporting plan layout must include but not limited to trees, shrubs, scrubs, perennials (including grasses and geophytes), groundcovers, creepers, succulents, aquatic plants and annuals.
- 1.2 Important considerations: Sustainable and waterwise gardening, site zoning, plant selection.

### **Task 3**

- 1.1 The Service Provider will be required to procure the various plants for section A as per Figure 1 as per the developed BOQ in Task 2 above and facilitate the delivery and planting thereof at site.
- 1.2 Procure the plants and facilitate the planting of the plants. The estimate budget for plants and planting is R150 000.00 (excluding 15% VAT). The professional may subcontract this work package.

### **The Proposal must include:**

- 1) Profile of the Service Provider outlining the relevant skills, experience, and track record in support of the required competencies.
- 2) A brief description of the approach to addressing the objectives and specific requirements. This should demonstrate an understanding of the technical concepts.
- 3) A work plan/programme should be developed that indicates the relative level of effort (time, phasing & cost) towards activities and deliverables, and provide a clear allocation of roles, responsibilities, and resources towards the deliverables.
- 4) Locally based Companies in the Eastern Cape will be preferred.
- 5) Contact details for at least five recent clients/references.

### **Project Handover**

Completion of implementation and Project Handover to the client completed by 15 March 2021”

## 5 FUNCTIONAL EVALUATION CRITERIA

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

### Evaluation Criteria Points

Description	Weight	Score 0	Score 5	Score 8	Score 10
Experience of the Service Provider in Landscape Designs and implementation. Evidence of previous undertaken projects, duration and project value	10	No information provided	2 projects Value up to R 500 000	3+ projects Value over R 500 000	4+ projects Value over R 500 000
Relevant qualification and experience	10	No information provided	Evidenced Experience but no formal qualification	n/a	Evidenced Experience with formal qualification (diploma, course, degree)
Evidence of Concept Master Plans	10	No information provided	2 projects	3 Projects	4+ Projects
Evidence of implementation of alternative green solutions	10	No information provided	Involved in planning but no implementation	n/a	At least 1 project planning and implementation
Three page CV	10	No information provided	Summary CV provided	n/a	Three-page CV
Technical merit of proposal (layout of the proposal and information flow as per table of content,) Layout of the proposal)	10	No information provided	n/a	n/a	layout of the proposal and information flow as per table of content, Layout of the proposal
Planned Project Program	10	No information provided	n/a	n/a	Project Program

Planned Project Implementation plan	10	No information provided	n/a	n/a	Project Implementation plan
Base Location of service provider	10	No information provided	n/a	Other Province	Eastern Cape
References: Five traceable references	10	No information provided	3 references	4 references	5 or more references

## **Attachments**

1. Site Plan (pdf)
2. Image\_ Cofimvaba Site A+B (jpeg)
3. Geotech Report February 2016 (pdf)

Proposals with technical scores of less than the predetermined minimum overall percentage of **70%** or less than **50%** on any of the individual criteria will be eliminated from further evaluation.

Refer to **Annexure “A”** for the scoring sheet that will be used to evaluate functionality.

## **6 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at an incorrect email address;
- Failure to sign declaration by tenderer
- National Treasury restricted suppliers

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION**

All Applicants must submit documents containing the following information together with documentary proof:

- 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;
- 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);
- B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations; and



## **SECTION B– TERMS AND CONDITIONS**

### **8 VENUE FOR PROPOSAL SUBMISSION**

All proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za)

The CSIR requires that all tender submissions be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za). Should tender file size exceed 30 MB, tenderers can submit tender in multiple emails. Use the tender number **984/17/01/2022** and description of the tender as the subject on your email.

### **9 TENDER PROGRAMME**

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

*Table 1: Tender Programme*

● Issue of tender documents:	Friday, 10 December 2021
● Compulsory Briefing session:	None
● Closing / submission Date:	Monday, 17 January 2022 at 16h30

### **10 SUBMISSION OF PROPOSALS**

All proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za).

All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.

Proposals must consist of two parts, each of which may be submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender:

**PART 1: Technical Proposal: RFP No.: 984/17/01/2022**

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

**RFP No.: 984/17/01/2022**

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

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 solution, price and B-BBEE.

## 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) no later than the closing date of **Monday, 17 January 2022** at 16:30.

Where a proposal is not received by the CSIR by the due date and time via the stipulated email address, 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 website. No regret letters will be sent out.

## 13 EVALUATION PROCESS

Evaluation of proposals

All proposals will be evaluated by an evaluation team for technical capability, 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 the evaluation of the **technical criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after technical capability phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for technical capability 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.

## 14 PRICING PROPOSAL

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

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

Price should indicate the Rand/Dollar exchange rate and the cost of the forward cover valid for SIX (6) Months from the date of the proposal if applicable.

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.

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

## **15 VALIDITY PERIOD OF PROPOSAL**

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

## **16 APPOINTMENT OF SERVICE PROVIDER**

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.

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 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with “RFP No. **984/17/01/2022** – The provision of the Masterplan Landscape Design and plants procurement for the Albertina Sisulu Science Centre Cofimvaba Eastern Cape” as the 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.

## **18 MEDIUM OF COMMUNICATION**

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

## **19 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.

## **20 CORRECTNESS OF RESPONSES**

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.

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

## **21 VERIFICATION OF DOCUMENTS**

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.

The CSIR requires that all suppliers submit proposals electronically to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za).

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**

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.

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**

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

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

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

## **24 TRAVEL EXPENSES**

All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursments, 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**

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.

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

In case of a proposal from a joint venture, the following must be submitted together with the proposal:

**25.1.1** Joint venture Agreement including split of work signed by both parties;

**25.1.2** The original or certified copy of the B-BBEE certificate of the joint venture;

**25.1.3** The Tax Clearance Certificate of each joint venture member;

**25.1.4** Proof of ownership/shareholder certificates/copies; and

**25.1.5** Company registration certificates.

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.

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

During Contracting, the CSIR will negotiate with the winning tenderer to convert any Partial Compliance Scores that they have received in their tender response to become fully compliant. This is done to ensure that the tenderer fully complies with all of the CSIR's requirements. Furthermore, this will be done at no additional cost to the CSIR.

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

Extend the closing date;

Verify any information contained in a proposal;

Request documentary proof regarding any tendering issue;

Give preference to locally manufactured goods;

Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

Award this RFP as a whole or in part to a single supplier or multiple suppliers;

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.

## 28 DECLARATION BY TENDERER

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

**RFP No: 984/17/01/2022**

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. 984/17/01/2022** 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

.....

.....

DATE: .....