Request for Tender

APPOINTMENT OF AN ENVIRONMENTAL SUSTAINABILITY DESIGN CONSULTANT TO CONDUCT A FEASIBILITY STUDY ON ENVIRONMENTALLY SUSTAINABLE SOLUTIONS AND TO FACILITATE IMPLEMENTATION OF RECOMMENDED AND PRIORITISED SOLUTIONS AT ALL OR SOME OF THE SANBI'S CAMPUSES ACROSS SOUTH AFRICA

SANBI Pretoria
Private Bag X101
Silverton 0184

Tender No: G252/2016
# TABLE OF CONTENTS

1. Invitation to tender .................................................................................................................. 4
2. Compulsory site briefing session ............................................................................................. 4
3. Terms of Reference .................................................................................................................... 4
4. Key Personnel .......................................................................................................................... 7
   4.1 Key Personnel required: ..................................................................................................... 7
   4.2 Competencies ....................................................................................................................... 7
5. Information to be provided by the SANBI ............................................................................... 8
6. Requirements for proposals ....................................................................................................... 8
   6.1 Content ............................................................................................................................... 8
   6.2 Required documents .......................................................................................................... 9
   6.3 Submission ......................................................................................................................... 10
7. Evaluation criteria .................................................................................................................... 10
8. General terms .......................................................................................................................... 11
9. Nature of appointment & contractual arrangement .................................................................. 12
10. Confidentiality ........................................................................................................................ 12
11. Preparation of proposal .......................................................................................................... 12
12. Tender documentation availability .......................................................................................... 13
13. Reporting & management ........................................................................................................ 13
14. Contract period ....................................................................................................................... 13
15. Compliance reports and meetings .......................................................................................... 13
16. Supply chain management contact ......................................................................................... 13
17. General information ............................................................................................................... 13
TENDER

TERMS OF REFERENCE:

APPOINTMENT OF AN ENVIRONMENTAL SUSTAINABILITY DESIGN CONSULTANT TO CONDUCT A FEASIBILITY STUDY ON ENVIRONMENTALLY SUSTAINABLE SOLUTIONS AND TO FACILITATE IMPLEMENTATION OF RECOMMENDED AND PRIORITISED SOLUTIONS AT ALL OR SOME OF THE SANBI’S CAMPUSES ACROSS SOUTH AFRICA

Introduction and Background

The South African National Biodiversity Institute (SANBI) leads and coordinates research, and monitors and reports on the state of biodiversity in South Africa. The Institute provides knowledge and information, gives planning and policy advice and pilots best-practice management models in partnership with stakeholders. The SANBI engages in ecosystem restoration and rehabilitation, leads the human capital development strategy of the sector and manages the National Botanical Gardens as 'windows' to South Africa’s biodiversity for enjoyment and education.

The ten declared National Botanical Gardens - Free State, Hantam, Harold Porter, Karoo Desert, Kirstenbosch, Kwelera (no infrastructure yet established, so not included in the current scope), Lowveld, KwaZulu-Natal, Pretoria (including the National Herbarium) and Walter Sisulu National Botanical Gardens - are located in seven of South Africa’s nine provinces. In addition, the KwaZulu-Natal Herbarium is situated in Durban. The ‘Thohoyandou’ National Botanical Garden is a new garden, still to be gazetted, and located in Thohoyandou, Limpopo Province. South Africa’s national botanical gardens have, since their establishment at different times during the 20th and 21st century, focused on growing and conserving South Africa’s indigenous plants. Together they conserve over 7,400 ha of natural vegetation and associated biodiversity within their boundaries. Combined, South Africa’s national botanical gardens receive nearly 1.5 million visitors per annum, with Kirstenbosch, considered one of the world’s ‘Magnificent Seven’ botanical gardens, receiving over one million visitors per annum.

The Department of Environmental Affairs has allocated funds over the 2016/17 – 2018/19 Medium Term Expenditure Framework (MTEF) towards a National Infrastructure Programme at various campuses and sites of the South African National Biodiversity Institute (SANBI). The programme includes infrastructural maintenance, refurbishments, upgrades, replacements and/or new infrastructure at all sites.

The SANBI appointed a professional Service Provider to coordinate and provide programme management services for the implementation of the 3-year infrastructure programme. The range of services require liaison with relevant SANBI officials (e.g. Gardens, Supply Chain Management, Finance), other SANBI-appointed professionals and developing cost-effective site-specific solutions for the design and implementation of infrastructure projects that will vary across the various campuses.

Projects have been identified for implementation over the MTEF period at each of the SANBI’s existing campuses and sites across the country, including the opportunity to implement sustainable technology solutions in order to reduce the organisation’s carbon footprint and to show the way in the prudent implementation of sustainable technology amongst government and parastatal institutions.
1. Invitation to tender

Tenders are hereby invited for the appointment of an environmental sustainability design consultant to conduct a feasibility study on environmentally sustainable solutions and to facilitate implementation of recommended and prioritised solutions at all or some of the SANBI’s campuses across South Africa.

The tender process will be co-ordinated by the SANBI’s (South African National Biodiversity Institute) Supply Chain Management (SCM) section at the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

Tender closes on 18 November 2016 at 11:00

2. Compulsory site briefing session

A compulsory site briefing session will be conducted at the time and date given as follows:

Date: 04 November 2016
Time: 10:00
Venue: Biodiversity Centre, Pretoria National Botanical Garden,
2 Cussonia Avenue, Brummeria, Pretoria, South Africa

3. Terms of Reference

The purpose of this tender is to procure an environmental sustainability design consultant to conduct a feasibility study on environmentally sustainable solutions and to facilitate implementation of recommended and prioritised solutions within the allocated budget for the 2016/17 – 2018/19 Medium Term Economic Framework at all or some of the SANBI’s campuses across South Africa.

The Service Provider should conduct an on-site survey of existing facilities and identify opportunities for implementation of sustainable design solutions, taking into consideration programmes that are already under implementation, such as the current solar photovoltaic energy programme sponsored by the Department of Tourism.

The solutions for consideration should include, but not be limited to, solar energy solutions, rainwater harvesting, solid and liquid waste management, sanitation systems, and backup water. The primary focus of the sustainable technology implementation is out of concern for the environment and in SANBI’s aspiration to be one of the leading organisations in the preservation of the environment through use of sustainable technologies and solutions.

Phase 1: Feasibility Study

It is anticipated that the feasibility study should be concluded within 55 working days from the appointment date. The results of the study should be presented to the SANBI in report form and presented at two workshops conducted in Pretoria and Kirstenbosch and attended by SANBI’s relevant stakeholders including the Department of Environmental Affairs. It should highlight quick-wins and longer term solutions and in particular focus on
solutions that yield the highest environmental benefits and are economically feasible within the current three-year budget across the MTEF period indicated.

The campuses to be included in the feasibility study are the following (the province is indicated when the location is not self-evident):

- Free State National Botanical Garden, Bloemfontein;
- Hantam National Botanical Garden, Nieuwoudtville, Northern Cape;
- Harold Porter National Botanical Garden, Betty’s Bay, Western Cape;
- Karoo Desert National Botanical Garden, Worcester, Western Cape;
- Kirstenbosch National Botanical Garden, Cape Town, Western Cape;
- KwaZulu-Natal Herbarium, Durban;
- KwaZulu-Natal National Botanical Garden, Pietermaritzburg;
- Lowveld National Botanical Garden, Nelspruit, Mpumalanga;
- Pretoria National Botanical Garden and National Herbarium (together comprising the “Pretoria Campus”), Gauteng;
- ‘Thohoyandou’ National Botanical Garden, Thohoyandou, Limpopo;
- Walter Sisulu National Botanical Garden, Roodepoort/Mogale City, Gauteng

The SANBI will ensure that the relevant personnel from each site are available to the consultant(s) participating in the feasibility study. These personnel will facilitate access to facilities for assessment purposes and will provide additional information about the site to inform the study.

**Phase 2: Implementation**

Should the SANBI agree to implement any of the solutions as per the discretion of the Chief Director: Conservation Gardens and Tourism, the Service Provider shall be required to facilitate procurement of the required contractors/implementing Service Providers and should oversee project implementation in accordance with the required time, cost and quality parameters. As such, the successful Service Provider under this tender shall be acting as the Principal Agent.

The Principal Agent must consider the provisional project list provided as well as other possible projects and prepare an overall feasibility report in consultation with the SANBI and the appointed Programme Manager in order to ensure cost-effective execution in accordance with available budget.

The Principal Agent must prepare a final programme of the SANBI-approved projects and cluster the projects in an optimal, efficient and cost-effective manner. Following this process, the Principal Agent, with support from other members of the multidisciplinary team, must draw up the scope of works and associated bill of quantities for tender documentation to implement the works, assist and advise the SANBI in the procurement of the implementing contractor(s) or suppliers and supervise, project manage and fully administer the construction works. All construction must be done in accordance with acceptable industry standards and within the allocated budget provided.

The Principal Agent will ideally be from an Engineering Consultancy and will be responsible for the assembly of the proposed multidisciplinary team that is required in respect of the appointment. The additional professional services that may be required on the project might include, but are not limited to:

- Engineering (Structural, Civil, Geotechnical, Electrical and Mechanical)
All standard services as described in stages 1 to 6 in clause 3.2.6 (inclusive) of Board Notice 206 of 2011: Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act No. 46 of 2000), as amended or amplified upon in the project brief.

- **Architect**
  All standard services as described in stages 1 to 6 of section 1.1 of Board Notice 195 of 2011: Framework for the Professional Fees Guideline – In respect of services rendered by person(s) registered in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000) as amended or amplified upon in the project brief.

- **Quantity Surveyor**
  All standard services for building work contracts with bills of quantities as described in stages 1 to 6 in clause 10.6 of Board Notice 163 of 2009: Amended guideline professional fees set out in the 2010 Tariff of Professional Fees determined by the South African Council for Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) and as published by the South African Council for Quantity Surveying Profession as amended or amplified upon in the project brief.

The broad scope of services required shall be in accordance with the relevant Professional Board Notices providing the guideline scope of services and tariff fees for persons registered in terms of the Engineering Profession Act (Act No. 46 of 2000), the Architectural Profession Act (Act No. 44 of 2000), the Quantity Surveying Profession Act (Act No. 49 of 2000) and others where applicable.

Services are to be implemented in accordance with the six stages described under the relevant Professional Board Notices and Professional Fees Guidelines. Additional services may include Special Studies – Feasibility Studies as described in the same Board Notice.

The Service Provider is required to provide all aspects of the services with reasonable professional care, diligence and skill in accordance with generally accepted professional techniques and standards, and ensure that all legal requirements are met, and that all legal processes are adhered to.

It is therefore envisaged that the professional team will consist of at least:

- Consulting Engineering Services (Principal Agent), which includes Civil, Structural, Geotechnical and Mechanical/HVAC Expertise;
- Architectural Services; and
- Quantity Surveyor.

Additional professional input that might be required includes (but is not necessarily limited to):

- Town Planner;
- Land Surveyor.
- Occupational Health and Safety Practitioner

Gated reviews will take place at each stage of the project and will be informed by availability of budget to proceed to the next stage. If there is any conflict between the specific requirements and the relevant guideline scope of services document referred to above, the specific requirements shall take precedence.
It should be noted that while the SANBI has every intention of completing the full scope of work making full use of the budget provision given over the 2016/17 – 2018/19 MTEF, the SANBI’s budget is subject to periodic review. Should it become necessary to vary the scope of work or even suspend or terminate this contract, such variation, suspension or termination shall be dealt with in accordance with the provisions of the Standard Professional Services Contract.

4. Key Personnel

4.1 Key Personnel required:

The Principal Agent shall manage the involvement of the following key professionals that may be required in terms of the scope of works:

- Project Engineer who is a registered Professional Engineer (Pr. Eng) with at least 10 (ten) years verifiable experience, as a registered professional in the profession stated, in the design and construction of building structures, including similar assessment, repairs and rehabilitation projects;
- Civil Engineer who is a registered Professional Engineer (Pr. Eng) with at least 10 (ten) years verifiable experience, as a registered professional in the profession stated, in the design and construction of roads, parking areas and stormwater drainage.
- Electrical Engineer who is a registered Professional Engineer (Pr. Eng) with at least 10 (ten) years verifiable experience, as a registered professional in the profession stated, in the design and construction of building services, including a minimum of two office building projects.
- Professional Architect (Pr. Arch) with at least 10 (ten) years verifiable experience, as a registered professional stated, in the design and construction of building projects, including a minimum of two office building and reconfiguration projects.
- Professional Quantity Surveyor (Pr. QS) with at least 10 (ten) years verifiable experience, as a registered professional stated, in quantity surveying related to building and/or construction projects, including a minimum of two office building projects.

In this respect, the Principal Agent is responsible for entering into any contractual arrangements with the above professional team members that may be required for the duration of the appointment.

Should it become necessary to replace any of the key personnel listed at the time of tender or during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and only with the approval of the SANBI.

4.2 Competencies

The successful Service Provider and consultants must possess the following competencies:

- Experience in environmentally sustainable design of similar scaled projects;
• Excellent knowledge about the field of asset management including buildings, irrigation requirements, operational waste management, and energy and water efficiency.
• Excellent knowledge, understanding and experience of building design and construction;
• Excellent knowledge and understanding of the materials/tools available for buildings available in the production sectors;
• An understanding of the relevant regulatory processes applicable to the Built Environment sector;
• A high level of project and financial management experience and expertise;
• Excellent analytical and conceptual abilities, and report writing skills;
• Offices located within Pretoria, Gauteng;
• At least 5 years of experience in working with the Construction Industry Development Board (CIDB): this will include a working knowledge of the CIDB system, experience in preparing documents and sourcing construction-related Service Providers through the CIDB system;
• Engineering consultants must be registered professionally with the Engineering Council of South Africa (ECSA).

The proposal should give clear examples of all professionals’ proficiency and recent experience in terms of the above skills, abilities & competencies.

5. Information to be provided by the SANBI

• Any existing drawings of affected existing buildings on site;
• Personnel to provide information pertaining to the sites under assessment, including designs and planned construction projects.

6. Requirements for proposals

6.1 Content

The Service Providers interested in rendering the requested services should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

• A brief description of the approach and methodology to addressing the objectives and specific requirements. This should demonstrate an understanding of the technical concepts;
• A concept work plan that indicates the following:
  o Proposed methodology for the feasibility study, including:
    ▪ Relative level of effort (time, phasing & cost) towards activities and deliverables; and
    ▪ Provide a clear allocation of roles, responsibilities and resources towards the deliverables.
The work plan should also indicate tasks that may be subcontracted out and provide an indication of the approximate time requirements and budget for these tasks;
- Information requirements from the SANBI to inform the consultants review of each facility;
- Details of the Service Provider including the consultant's profile that outlines relevant skills, experience and track record in support of the required competencies;
- Profiles of all consultants forming part of the proposed professional team.
- Contact details for at least three clients/references for similar scoped projects within the last five years.
- Details of any contribution to empowerment of historically disadvantaged individuals and/or transformation of the sector as part of this consultancy.

6.2 Required documents

Each tender document must include the following:

a) A valid original Tax Clearance Certificate for each participating company or individual professional;

b) A copy of the company/individual’s latest Audited Financial Statement;

c) A copy of the company’s Unemployment Insurance Fund (UIF) registration;

d) Letter of good standing from the office of the Compensation Commissioner and registration certificate as required through the Compensation for Occupational Injuries and Diseases Act (COIDA);

Each tender document should include the following:

e) Proposed model (methodology) and work plan for implementation;

f) Company details (where relevant), mission statement and policies with an indication of the management structure, communication and supervision;

g) Proposed fee/cost structure and ability to source additional staff/services on short notice (This must only be contained in the original document as per the section on submission below);

h) A copy of all proposed professionals’ valid and up-to-date registration with the relevant professional councils;

i) At least three traceable references: provide the names and contact details of any past or present clients you have supplied similar services to over the past 5-10 years.

j) Central Supplier Database(CSD) Report

The SANBI reserves the right:

a) To verify any information supplied in your tender document;

b) Not to appoint any Service Provider;

c) To cancel or withdraw this RFT at any time without attracting any penalties or liabilities;

d) To have the final say in the appointment of the Service Provider and that this will be binding;

e) To disqualify a tender or cancel any subsequent contracts should it be found that:

i. Information was omitted that should have been disclosed,

ii. factually inaccurate information was provided,
iii. and/or that a misrepresentation of facts have occurred.

6.3 Submission
A total fixed-fee bid price (inclusive of VAT) is to be included for all professional services as required. The final price stated in the “Form of Offer” must be inclusive of VAT and will be considered the fixed price for the duration of the contract.

This is a two-envelope tender process. Service Providers are to submit one (1) pack of original proposals, marked “ORIGINAL” in a separate envelope and three (3) packs of copies, marked “COPY” in a second envelope.

Financial or pricing details must only be included in the pack marked “ORIGINAL”.
NB. Failure to submit:
- 1 (one) pack of original documents with pricing included; and
- 3 (three) packs of copies without pricing data
in the prescribed manner WILL lead to your bid being disqualified.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours on or before 18 November 2016, 11:00. Normal office hours are from 08:00 – 16:00 daily.

Alternatively, submissions may be posted to the following address:
Deputy Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Tender Number: G252/2016

NB: all documents must be compiled and clearly labelled as required.

Closing date for submissions is: 18 November 2016 at 11:00.
Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

7. Evaluation criteria
In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:
A. The first stage will evaluate functionality according to the criteria listed in the table below:

<table>
<thead>
<tr>
<th>FUNCTIONALITY CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the client brief</td>
<td>10</td>
</tr>
<tr>
<td>• Proposed model (methodology) and</td>
<td>15</td>
</tr>
<tr>
<td>• Proposed work plan</td>
<td>10</td>
</tr>
<tr>
<td>for implementation as per point 6.1 of the ToR and additional information supplied at the briefing session</td>
<td></td>
</tr>
<tr>
<td>Key personnel (Experience in relation to the scope of work, technical and professional qualifications, managerial capability):</td>
<td></td>
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<tr>
<td>• Project Engineer</td>
<td>5</td>
</tr>
<tr>
<td>• Civil Engineer</td>
<td>5</td>
</tr>
<tr>
<td>• Electrical Engineer</td>
<td>5</td>
</tr>
<tr>
<td>• Architect</td>
<td>5</td>
</tr>
<tr>
<td>• Quantity Surveyor</td>
<td>5</td>
</tr>
<tr>
<td>Overall impression of the organisation (including track record, administrative capacity and support resources, availability of resources and work load)</td>
<td>10</td>
</tr>
<tr>
<td>At least three contactable references for similar appointments within the last three years</td>
<td>10</td>
</tr>
<tr>
<td>At least 10 projects of similar scope that have been completed in the last five years (including the scope, time and budget)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Maximum possible score for functionality</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

Sufficient information must be provided to allow the evaluation panel to evaluate bids against these functionality criteria.

B. The second stage will evaluate the price and equity of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), the 90/10 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 90 points and a maximum of 10 points will be awarded based on the bidder’s B-BBEE Status Level Certificate.

Failure to submit the B-BBEE Status Level Certificate mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status.

8. General terms

All works will be dependent on the quantum of budget available across the MTEF.

All documents submitted in the response to this Request for Tender (RFT) shall be written in English.
Potential Service Providers shall not assume that information and/or documents previously supplied to the SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.

Each tender shall be valid for a period of three months calculated from the closing date of this tender. Any inquiries in connection with this RFT shall be submitted in writing to either the postal address as specified above or to the following e-mail address:

m.matlala2@sanbi.org.za, referring to your request as:

‘Tender number G252/2016 “Appointment of an environmental sustainability design consultant to conduct a feasibility study on environmentally sustainable solutions and to facilitate implementation of recommended and prioritised solutions at all or some of the SANBI’s campuses across South Africa” as the subject.

Answers to e-mailed enquiries will be forwarded to all parties who attended the compulsory briefing session.

For any technical information the following persons may be contacted: Mr Louwrens Vermaak at (012) 427 2000 or at e-mail louwrens.vermaak@aurecongroup.com.

9. Nature of appointment & contractual arrangement

The appointment as a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual terms and conditions. The preferred form of contract for the Professional Services as per this RFT will be the STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009), (Third Edition of CIDB document 1014).

Contract and payment:

- The contract will be drawn up between the SANBI and the Primary Agent;
- Invoices will be paid for upon deliverables received;
- Invoices must indicate the deliverable produced. No upfront payments will be made;
- The SANBI will pay for the satisfactory completion of work within 30 days of the date of invoice;
- Invoices submitted to the SANBI must be addressed to the SANBI-appointed Programme Manager.

10. Confidentiality

Any or all information made available to the Service Provider by the SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the SANBI.

11. Preparation of proposal

The SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.
12. Tender documentation availability
The tender documents can be downloaded from the SANBI website, www.sanbi.org.

13. Reporting & management

- While the consultant will be working with a number of SANBI staff, including the Chief Director: Conservation Gardens and Tourism and the SANBI-appointed Programme Manager, final accountability rests with the relevant SANBI Project Manager.
- Payment will be made on approval of deliverables by the SANBI-appointed Programme Manager.
- All reports must be in Word and/or Excel.
- An electronic version of all reports must be submitted.

14. Contract period

The appointment is anticipated to be for a period of three years but will be effective from the date of appointment until the final completion certificate is issued for the final work order under this RFT.

The contract will be reviewed for quality twelve months from the date of commencement, and continuation will be dependent on satisfactory service delivery. In addition, the work packages themselves will be subject to gated reviews at each stage of the project. In this case, decisions to proceed with a package (or part thereof) will be determined primarily by budgetary constraints.

15. Compliance reports and meetings

Both the Service Provider and the Service Recipient will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held every three months or more frequently as agreed. The Service Provider will also meet the Service Recipient as and when it deems necessary.

16. Supply chain management contact

For more information on the Supply Chain Management section requirements contact: Ms Molatelo Matlala on (012) 843 5200 or e-mail: m.matlala2@sanbi.org.za.

17. General information

The SANBI may require information relating to the qualification and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditations, and/or letters of reference.