Request for Proposals (RFP)

The provision of Services to the CSIR on the KZN Water Use Validation and Verification project.

RFP No. 3152/06/10/2017

<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Friday, 15 September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory briefing session (Pretoria and Durban)</td>
<td>Wednesday, 27 September 2017</td>
</tr>
<tr>
<td></td>
<td>Place: Pretoria</td>
</tr>
<tr>
<td></td>
<td>Venue: Kingfisher Boardroom</td>
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<tr>
<td></td>
<td>Time: 10:00-11:00</td>
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<tr>
<td></td>
<td>Address: CSIR, Meiring Naudé Road</td>
</tr>
<tr>
<td></td>
<td>Place: Durban</td>
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<tr>
<td></td>
<td>Venue: Pompano Boardroom</td>
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<tr>
<td></td>
<td>Time: 10:00-11:00</td>
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<td></td>
<td>Address: 359 King George V (5th) Avenue</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Friday, 06 October 2017</td>
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<tr>
<td>Place</td>
<td>Tender box, CSIR Main Reception, Gate 3 (North Gate)</td>
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<tr>
<td>Enquiries</td>
<td>Strategic Procurement Unit</td>
</tr>
<tr>
<td>CSIR business hours</td>
<td>08h00 – 16h30</td>
</tr>
<tr>
<td>Category</td>
<td>Professional Services</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION 3
1 INTRODUCTION 3
2 BACKGROUND 3
3 INVITATION FOR PROPOSAL 3
4 PROPOSAL SPECIFICATION 3
5 FUNCTIONAL EVALUATION CRITERIA 8
6 ELIMINATION CRITERIA 8
7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION 9

SECTION B – TERMS AND CONDITIONS 9
8 VENUE FOR PROPOSAL SUBMISSION 9
9 TENDER PROGRAMME 9
10 SUBMISSION OF PROPOSALS 10
11 DEADLINE FOR SUBMISSION 10
12 AWARDING OF TENDERS 10
13 EVALUATION PROCESS 10
14 PRICING PROPOSAL 11
15 VALIDITY PERIOD OF PROPOSAL 12
16 APPOINTMENT OF SERVICE PROVIDER 12
17 ENQUIRIES AND CONTACT WITH THE CSIR 12
18 MEDIUM OF COMMUNICATION 12
19 COST OF PROPOSAL 12
20 CORRECTNESS OF RESPONSES 13
21 VERIFICATION OF DOCUMENTS 13
22 SUB-CONTRACTING 13
23 ENGAGEMENT OF CONSULTANTS 14
24 TRAVEL EXPENSES 14
25 ADDITIONAL TERMS AND CONDITIONS 14
26 CSIR RESERVES THE RIGHT TO 15
27 DISCLAIMER 15
28 DECLARATION BY TENDERER 16
29 ANNEXURE “A” FUNCTIONALITY EVALUATION SCORE SHEET 17
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 main aim of this project is to assist the CSIR in providing support to the Department of Water and Sanitation (DWS): KwaZulu-Natal Region with the implementation of the validation and verification of existing lawful water use in the water management areas (WMA) under their control.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the Provision of Services to the CSIR on the KZN Water Use Validation and Verification project.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the following format:

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Number of Pages</th>
<th>Weighting in Functional Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Project Plan</td>
<td>8</td>
<td>40%</td>
</tr>
<tr>
<td>Team Composition</td>
<td>6</td>
<td>30%</td>
</tr>
<tr>
<td>Track Record of Company</td>
<td>4</td>
<td>20%</td>
</tr>
<tr>
<td>Company Profile</td>
<td>2</td>
<td>10%</td>
</tr>
</tbody>
</table>

All proposals must be submitted in 12 point Arial font.

The main aim of this project is to assist the CSIR in providing support to the Department of Water and Sanitation (DWS): KwaZulu-Natal Region with the implementation of the validation and verification of existing lawful water use in the water management areas (WMA) under their control.
Implementation is to be achieved through the development of a robust and efficient approach integrating Geographic Information Systems (GIS), Earth Observation (EO), legal assessments and reviews, extensive communications and stakeholder engagement, hydrological modelling, process optimisation and workflow management. The adoption of proven methodologies and approaches that have been used elsewhere in the country to successfully complete water use verification at the WMA-scale may be used but will need to be modified to suit the KZN regional institutional environment and water landscape.

To date, the project has been conducted in Phases. The first phase was desktop analysis (validation – Phase 1), second phase was stakeholder engagement (verification- Phase 2) and the last phase is close out (final agreement-Phase 3).

In line with this approach, the CSIR requires the assistance of a team to complete tasks relating to Phases 1, 2 and 3 for the remainder of the project. This will include identifying, capturing, updating and thereby verifying and validating (working closely with CSIR specialists) for all water users in the remaining catchments (envisaged to be twelve (12) out of a total of fourteen (14) in the KZN region. These are:

- Mooi
- Umlaas
- Mvoti
- Mkuze
- Umkomaas
- Umzimkulu
- St. Lucia, Hluhluwe, Kosi Bay
- Pongola
- Mfolozi
- Upper Tugela
- Lower Tugela
- Buffalo
The detail regarding the level of completion for the respective phases for each catchment will be provided at a compulsory briefing session. **The compulsory briefing session will be held in Pretoria and Durban on Wednesday 27/09/2017 as follows;**

- **Place:** CSIR Pretoria  
  **Address:** Meiring Naudé Road  
  **NRE Building 33**  
  **Venue:** Kingfisher Boardroom  
  **Time:** 10:00-11:00

- **Place:** CSIR Durban  
  **Address:** 359 King George V (5th) Avenue  
  **Venue:** Pompano Boardroom  
  **Time:** 10:00-11:00

In order to do this, the successful respondent needs to manage a project office based in KZN to complete activities and tasks, which include, but are not limited, to the following:

1. **Data capturing services (updating WARMS database, SAPWAT data importation):**
   a) Production and distribution of Section 35(1)(2) letters - validation;  
   b) Production and distribution of Section 35(3) letters – verification at stakeholder level;  
   c) Production and distribution of Section 35(4) letters - final agreement sent to WARMS for updating;  
   d) Production and distribution of Section 35(5)(a) letters – non-compliance;  
   e) Capturing water use determinations for each property and integration;  
   f) Verifying water use certificates which have been corresponded to the users by registered mail.

2. **Provision of staff to finalize the catchments listed above – (leading team deliverables and quality checking of data):**
   a) Weekly and Monthly reporting to the CSIR;  
   b) Tracking and correspondence of legal letters to the water users;  
   c) Property desktop analyses;  
   d) Analysis of the lawfulness of pre-existing schedules and the drafting of new schedules for the Irrigation Boards/Water User Associations.
3. Project office/stakeholder management and water user liaison (stakeholder engagement and the public participation process);
   a) Conduct briefing sessions in each catchment to create awareness;
   b) Drafting and publication of newspaper advertisements for stakeholder engagements;
   c) Planning and execution of engagement sessions, site investigations and logistics, which culminate in final validation and verification of each water user in KZN.

4. Final database development
   a) Analysing, capturing and importing all Validation and Verification findings into a geospatial database – final product to the CSIR in the form of a user friendly graphical user interface, using ArcGIS.

5. Generating Project Reports
   a) Drafting and finalisation of a close-out report on a Proto catchment-level and handover.
   b) Preparation of monthly overall progress reports to be presented to the CSIR and DWS.

6. Capacity Building of DWS Staff
   a) Capacitating existing DWS staff with in-house training on tailor-made data capturing capabilities and stakeholder engagement processes related to the V&V process.
   b) Making available trained staff that could be absorbed into DWS for continuity purposes.
   c) Drafting a training manual/guideline for DWS project team involved in the day to day operations of the project OR offering V&V-related project management training to DWS staff.

Please note the following:

- Some progress has already been made in terms of (1), (2) and (3) with regards to the 12 catchments mentioned above;
- That (4) and (5a) applies to all catchments in KZN, i.e., including the catchments in KZN for which work according to (1), (2) and (3) has been completed;
Hence, the prospective successful bidder will have to take over management of all project documentation produced on this project to date, which translates to approximately 13600 user files as registered on the DWS WARMS database, together with their associated technical information per file. In addition, the prospective successful bidder will also need to take over management of all relevant information relating to the Section 35 letters and the stakeholder engagement processes completed, and determine what stakeholder engagement still needs to be completed.

The proposal must demonstrate how a team approach will ensure successful implementation and completion of tasks by identifying key risk areas that may cause potential delays and how these will be mitigated in the project.

In line with meeting the objectives and delivering on the project successfully, a project team consisting of the following key resources will be required:

- **Project Manager/Leader** (with a degree or diploma in engineering or water-related field, and 10+ years’ experience in similar projects as a pre-requisite) to whom project manager(s) and team leader(s) will report to on project progress as well as will be responsible for the overall project delivery against project schedule to CSIR - Current project office consists of 1 (one).

- **Project Office Manager** (with a degree or diploma in engineering or water-related field, where proven experience in related projects as a pre-requisite) to which team leader(s) and team members must report to on all day to day project related matters - Current project office consists of 1 (one).

- **Team leader(s)** (with a degree or diploma in engineering or water-related field) who will report to project manager(s) on team level progress and delivery - Current capacity of 8 (eight) team leaders.

- **Team members** as operational workers/data capturers who will report to the Team leader(s) against project tasks and activities assigned to them - Currently approximately 40 (forty) team members. The bulk of the team members should have related degrees or diploma’s (for GIS, Hydrology and Communication actions), whereas some will need to have a matric certificate (for logistics and data capturing actions).
A detailed project implementation plan must be outlined and submitted for services mentioned above, together with time-lines and composition of the project team to undertake the project to completion.

5 FUNCTIONAL EVALUATION CRITERIA

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

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed project plan including time-lines</td>
<td>40%</td>
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<tr>
<td>2</td>
<td>Composition of the Project Team:</td>
<td>30%</td>
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<tr>
<td></td>
<td>• The provision of experienced staff to finalize the catchments listed above</td>
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<tr>
<td></td>
<td>(leading team deliverables and quality checking of data)</td>
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<tr>
<td></td>
<td>• Suitably qualified team</td>
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<tr>
<td>3</td>
<td>Track record of company:</td>
<td>20%</td>
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<td></td>
<td>• The ability to provide data capturing services (updating WARMS database,</td>
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<tr>
<td></td>
<td>SAPWAT data importation)</td>
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<tr>
<td></td>
<td>• Project office/stakeholder management and water user liaison</td>
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<td>(stakeholder engagement and the public participation process)</td>
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<td></td>
<td>• Final database development capacity</td>
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</tr>
<tr>
<td></td>
<td>• Experience in generating project reports</td>
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</tr>
<tr>
<td>4</td>
<td>Company profile and quality of work</td>
<td>10%</td>
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<tr>
<td></td>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **80%** and less than **70%** on any of the individual criteria will be eliminated from further evaluation.

5.3 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 incorrect location;
• Failure to attend compulsory briefing session.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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 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 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

• CSIR GATE 03 - Main Reception Area (in the Tender box) at the following address
  Council for Scientific and Industrial Research (CSIR)
  Meiring Naudé Road
  Brummeria
  Pretoria

9 TENDER PROGRAMME

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

• Issue of tender documents: Friday, 15 September 2017
• Compulsory briefing session: Wednesday, 27 September 2017
  o Address: Meiring Naudé Road, Pretoria
  o Venue: Building 33, Kingfisher Boardroom

  o Address: 359 King George V (5th) Avenue, Durban,
  o Venue: Sharks Board Room
• Time: 10:00-11:00
• Closing / submission Date: Friday, 06 October, 2017
• Estimated date of appointment of winning bidder: Friday, 20 October 2017
• Estimated contract duration (in months/years) 8 months
10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No.: 3152/06/10/2017.
PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP No.: 3152/06/10/2017.

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

10.4 The CSIR will award the contract to qualified tenderer(s)’ whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of Friday, 06 October 2017 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

12.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR’s tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

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.

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.
Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

13.2 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 RFP 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.
15 VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of three (3) 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

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with “RFP No 3152/06/10/2017 – The provision of Services for the Water Use Validation and Verification project to CSIR” 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

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 Two hard copies and one electronic copy (CD or USB memory key) of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

21.3 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.

21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

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

The consultants will only be remunerated at the rates:

23.1 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 re-imbursements, must be in line with the CSIR’s travel policy. The following will apply:

24.1.1 Only economy class tickets will be used.
24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
24.1.3 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.
28 DECLARATION BY TENDERER

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

RFP No: 3152/06/10/2017.

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. 3152/06/10/2017 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: | .................. |
## 29 ANNEXURE “A” FUNCTIONALITY EVALUATION SCORE SHEET

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Weight</th>
<th>3</th>
<th>7</th>
<th>8</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed project plan including time-lines</td>
<td>(40%)</td>
<td></td>
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<tr>
<td></td>
<td>A brief summary project implementation plan outlined and submitted for services mentioned above.</td>
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<tr>
<td></td>
<td>A summary project implementation plan outlined and submitted for services mentioned above, together with time-lines.</td>
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</tr>
<tr>
<td></td>
<td>A detailed project implementation plan outlined and submitted for services mentioned above, together with time-lines to undertake the project to completion.</td>
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</tr>
<tr>
<td></td>
<td>A detailed project implementation plan outlined and submitted for services mentioned above, together with time-lines to undertake the project to completion including or linked to the proposed budget submitted with the proposal.</td>
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<td>2</td>
<td>Composition of Project Team:</td>
<td>(30%)</td>
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<td>- The provision of experienced and suitably qualified staff to finalise the catchments listed above (leading team deliverables and quality checking and assurance of final data)</td>
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<td></td>
<td>The supplier has suitably qualified and experienced staff with experience in stakeholder engagement processes for V&amp;V or other related projects, data capturing related to V&amp;V or other projects.</td>
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<tr>
<td></td>
<td>The supplier has suitably qualified and experienced staff with experience in stakeholder engagement processes for V&amp;V or other related projects, data capturing related to V&amp;V projects, project management and report writing to handle Weekly and Monthly reporting to the CSIR.</td>
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<td>The supplier has suitably qualified and experienced staff with experience in stakeholder engagement processes for V&amp;V projects, data capturing related to V&amp;V projects, project management and report writing to handle Weekly and Monthly reporting to the CSIR. In addition, the project team have qualified and experienced staff to manage tracking and correspondence of legal letters to the water users, to conduct property desktop analysis and admin support.</td>
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<td>The supplier has suitably qualified and experienced staff with experience in stakeholder engagement processes for V&amp;V projects, data capturing related to V&amp;V projects, project management and report writing to handle Weekly and Monthly reporting to the CSIR. In addition, the project team have qualified and experienced staff to manage tracking and correspondence of legal letters to the water users, to conduct property desktop analysis and admin support to ensure completion of catchment timeously.</td>
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<td>Team has abilities to analyse the lawfulness of pre-existing schedules and the drafting of new schedules for all water users at Proto CMA level.</td>
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<td>Track record of company:</td>
<td>The supplier has a proven project track record in coordinating and managing validation and verification projects as evidenced by producing and distributing Section 35(1)(2) letters - validation and Section 35(3) letters (verification at stakeholder level) and finally produce and distribute Section 35(4) letters – (including final agreement to be sent to WARMS for updating).</td>
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<td>Data Capturing</td>
<td>The supplier has a proven project track record in coordinating and managing validation and verification projects as evidenced by producing and distributing Section 35(1)(2) letters - validation and Section 35(3) letters (verification at stakeholder level) and finally produce and distribute Section 35(4) letters – (including final agreement to be sent to WARMS for updating).</td>
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<td>(updating WARMS database, SAPWAT Data importation)</td>
<td>The supplier has a proven project track record in coordinating and managing validation and verification projects as evidenced by producing and distributing Section 35(1)(2) letters - validation and Section 35(3) letters (verification at stakeholder level) and finally produce and distribute Section 35(4) letters – (including final agreement to be sent to WARMS for updating).</td>
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<td>Project office/stakeholder management and public participation process</td>
<td>The supplier has a proven project track record in coordinating and managing validation and verification projects as evidenced by producing and distributing Section 35(1)(2) letters - validation and Section 35(3) letters (verification at stakeholder level) and finally produce and distribute Section 35(4) letters – (including final agreement to be sent to WARMS for updating).</td>
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<td>Final Database development capacity</td>
<td>The supplier has a proven project track record in coordinating and managing validation and verification projects as evidenced by producing and distributing Section 35(1)(2) letters - validation and Section 35(3) letters (verification at stakeholder level) and finally produce and distribute Section 35(4) letters – (including final agreement to be sent to WARMS for updating).</td>
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<td>Experience in Project reporting</td>
<td>The supplier has a proven project track record in coordinating and managing validation and verification projects as evidenced by producing and distributing Section 35(1)(2), 35(3), 35(4), 35(5)(a), and other related letters and concluded final water use agreements to be sent to WARMS for capturing/ updating and close out.</td>
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<td>3</td>
<td>The supplier can also produce and distribute Section 35(5)(a) letters – non-compliance.</td>
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<td>(20%)</td>
<td>The supplier has a proven project track record in V&amp;V stakeholder engagement processes as evidenced by conducting briefing sessions in each catchment to create awareness, drafting and publication of newspaper advertisements for stakeholder engagements, planning and execution of engagement sessions, site investigations and logistics execution, which culminate in final validation and verification of each water user in all catchments.</td>
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<td>The supplier has a proven project track record in providing services for analysing, capturing and importing all Validation and Verification of findings.</td>
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<td>The supplier has a proven track record of providing services for analysing, capturing and importing all Validation and Verification of findings into a geospatial database.</td>
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<td>The supplier has a proven track record of providing services for analysing, capturing and importing all Validation and Verification of findings into a geospatial database and is able to provide final product to the CSIR in the form of a user friendly graphical user interface, using ArcGIS or similar compatible system.</td>
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<td>4</td>
<td>Company Profile and quality of work</td>
<td>(10%)</td>
<td>Company profile submitted, with at least 2 letters of recommendation submitted by previous clients/partners</td>
<td>Company profile submitted with brief description of applicant’s routines for procurement, anti-corruption work and internal control, and at least 2 letters of recommendation submitted by previous clients/partners confirming high quality of service rendered</td>
<td>Company profile submitted with brief description of applicant’s routines for procurement, anti-corruption work and internal control, and at least 3 letters of recommendation submitted by previous clients/partners two of which confirm high quality of service rendered</td>
<td>The supplier has a proven track record in drafting timeous project reports including but not limited to a report on a Proto catchment-level and handover. The supplier will also prepare monthly overall progress reports to be presented to the CSIR. Track record of facilitating DWS and/or other client’s staff to ensure continuity of processes and learning post-project.</td>
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