Request for Qualification (RFQ) for the design, finance, development, operation and maintenance of a multi-use Hospitality lifestyle precinct for the Council for Scientific and Industrial Research via a Public Private Partnership (PPP) project through an income generating long term development PPP Opportunity.

REQ-QUAL No.0001/18/01/2027

The Council for Scientific and Industrial Research (CSIR) invites interested Bidders to submit their proposals for the full delivery of a multi-use hospitality lifestyle precinct. The scope includes design, financing, development, operation, and maintenance. This project will be implemented as a PPP through a long-term leasehold agreement with income-generating potential.

Date of Issue	Thursday, 29 October 2026	
Pre-registration Virtual: MS Teams link & In person: CSIR ICC Ruby Auditorium	Date and time	Thursday,12 November 2026 From 09:00 to 10:00
	Address/Link	Request for Qualification (RFQ) for the design, finance, development, operation and maintenance of a multi-use Hospitality lifestyle precinct for the Council for Scientific and Industrial Research via a Public Private Partnership (PPP) project.
Non-Compulsory Briefing (Hybrid) Virtual: MS Teams link &	Date and time	Thursday, 12 November 2026 At 10:00
	Physical Attendance/in person - followed by a site walkabout.	CSIR International Convention Centre (ICC), Building 39 Ruby Auditorium CSIR Campus South Gate Meiring Naudé Road Brummeria Pretoria0001

	Address/Link	Request for Qualification (RFQ) for the design, finance, development, operation and maintenance of a multi-use Hospitality lifestyle precinct for the Council for Scientific and Industrial Research via a Public Private Partnership (PPP) project.
Enquiries and further information in relation to this RFQ must be in writing	Supply Chain Management	E-mail: **tender@csir.co.za**
	Please use RFQ number and description as subject reference for all correspondence. Bidders must use the email address provided above as their primary mode of communication with the CSIR. No verbal communication that has not been reduced in writing shall be binding on the CSIR or considered as official communication of the CSIR.	
Last date for submission of enquiries/clarifications	Thursday, 26 November 2026 At 16:00	
Electronical Submission	**tender@csir.co.za** (If tender submission exceeds 25MB multiple emails must be sent)	
Category	Multidisciplinary Services	
Closing Date and Time	Monday, 18 January 2027 At 16:00	

The CSIR hereby invites interested Bidders to submit their proposals to participate in this PPP opportunity at the CSIR.

This RFQ is issued by the CSIR in accordance with the PPP guidelines outlined in the National Treasury's PPP Toolkit for Tourism (Practice Note No. 01 of 2005), Treasury Regulation 16 under the Public Finance Management Act, 1999, and CSIR's supply chain management policies and procedures.

The **objectives of this RFQ** are to pre-qualify interested bidders who can demonstrate:

- Capability and capacity to design, finance, develop, operate and maintain the project.
- Financial resources to fund, develop and manage all risks of the project.
- Experience on similar projects and have an established track record in the hotel/accommodation industry.
- Ability to offer alternative solutions which meet CSIR requirements.

Once the RFQ responses has been evaluated, adjudicated, and the shortlist of pre-qualified bidders selected, all bidders will be informed of the outcome. The shortlisted bidders will then be issued with a Request for Proposal (RFP) document which will contain the detail required to submit a detailed PPP bid for the project to be considered.

After evaluation of the proposals received, it is envisaged that a preferred Bidder will be selected, with whom the PPP agreement will be negotiated. Once the negotiation process has been concluded a stakeholder meeting will be held to inform all relevant stakeholders that the CSIR intends to conclude a PPP arrangement with the preferred Bidder. Thereafter, the final contracting documentation will be submitted to the CSIR Board for approval. Once the CSIR Board provides authorisation to sign the PPP agreement, the agreements will be signed, and the project will commence.

Bidders must ensure that their submissions are delivered on time to the correct email address. Late submissions will not be accepted by the CSIR. Bid responses must comply with the prescribed submission procedures outlined in Annexure B (Bid submission format).

Shortlisted Bidders may be required to sign a Non-Disclosure Agreement (NDA), for the sharing of specific information/documentation.

Bidders are prohibited from contacting any CSIR employees directly regarding this RFQ. Any queries or requests for clarification may be submitted to tender@csir.co.za. Please use RFQ No and RFQ description as subject reference. NB: the CSIR reserves the right to disqualify any Bidder whose submission does not comply with the format specified in Annexure B (Bid submission format).

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DEFINITIONS

In this RFQ the following words or expressions shall have the following meaning:

1. **"B-BBEE"** means Broad-Based Black Economic Empowerment.

2. **"B-BBEE Act"** means Broad-Based Black Economic Empowerment Act, No. 46 of 2013, as amended.

3. **"B-BBEE Codes"** means reference to the B-BBEE Generic Codes of Good Practice government gazette number 38766 issued on 6 May 2015, and the Tourism B-BBEE Sector Code government gazette number 39430 issued on 20 November 2015 issued in terms of Section 9(1) of the B-BBEE Act, as the case maybe.

4. **"Bidder" or "Bidders"** means a person or persons who have submitted a bid response to the RFQ as an expression of interest in the PPP Opportunity.

5. **"Biodiversity"** carries the same meaning as defined in the Biodiversity Act.

6. **"Biodiversity Act"** means the National Environmental Management: Biodiversity, No. Act 10 of 2004.

7. **"Board"** means the board of directors of the CSIR.

8. **"CPA Act"** means the Communal Property Associations Act, No. 28 of 1996'

9. **"CSIR"** means the Council for Scientific and Industrial Research situated on the CSIR **Scientia** Campus, situated on the Remainder of the Farm Scientia, 627 JR, measuring ±160 ha in extent, with the ICC precinct area covering an area of ±16.5 ha.

10. **"CSIR Act"** means the Scientific Research Council Act, No. 46 of 1988.

11. **"Institution"** means CSIR.

12. **"Management Plan"** means the management plan for the CSIR.

13. **"Net asset value"** means the total value of the entity's assets minus intangible assets (like patents, goodwill, customer lists etc) minus its total liabilities (long term and short term).

14. **"PFMA"** means the Public Finance Management Act, No. 1 of 1999, as amended.

15. **"PPP"** means a Public Private Partnership as defined in the Regulations issued under the PFMA.

16. **“PPP Agreement”** means the contract outlining the terms and conditions for the PPP Opportunity, to be concluded between the CSIR and the Private Party upon the appointment of the successful Bidder.

17. **“PPP Fee”** means a fee that will be paid by the Private Party to the Institution in terms of the PPP Agreement concluded pursuant to the CSIR PPP Opportunity being awarded to the Successful Bidder.

18. **“PPP Opportunity”** means the PPP opportunity as described in Section A, Paragraph 2 below of this RFQ.

19. **“Private Party”** refers to the successful Bidder’s Special Purpose Vehicle (SPV) incorporated for purposes of entering into the PPP Agreement with the CSIR and for the execution of the PPP Opportunity project deliverables to be outlined and defined under the PPP Agreement.

20. **"RFP”** means the Request for Proposals document and annexures thereto, to be issued to the Shortlisted Bidders in respect of the PPP Opportunity, setting out the necessary information about PPP Opportunity to enable the Shortlisted Bidders to prepare and submit a responsive bid to the RFP.

21. **"RFQ”** or **“this RFQ”** means this Request for Qualification document inviting prospective Bidders to provide relevant information about their company as set out in the Qualification evaluation criteria below.

22. **“Shortlisted Bidder”** means a Bidder who has been successfully qualified in terms of this RFQ process and shortlisted to submit a bid response to the RFP for the PPP Opportunity, which will be issued at a later stage.

23. **“South Africa”** means the Republic of South Africa.

24. **“SPV”** means special purpose vehicle, which is a legal entity incorporated specifically to carry out obligations conferred in terms of an RFP tender process to be initiated after shortlisting Bidders upon conclusion of this RFQ process

25. **“Tshwane”** means the City of Tshwane Metropolitan Municipality.

GLOSSARY OF TERMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CMP	Campus Master Plan
CSIR	Council for Scientific and Industrial Research
CSD	Central Supply Database
DSTI	Department of Science, Technology and Innovation
ICC	International Convention Centre
JV	Joint-Venture
NDA	Non-Disclosure Agreement
NRF	National Research Foundation
PPP	Public-Private Partnership
RFP	Request for Proposal
RFQ	Request for Qualification
SBD	Standard Bidding Document
SPV	Special Purpose Vehicle
UP	University of Pretoria

SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

1.1 Institutional Mandate

The CSIR was established in terms of the CSIR Act in 1945. Its main campus is in the City of Tshwane (Scientia) with additional sites in the Western Cape and Kwa-Zulu Natal. The CSIR is one of the leading scientific research and technology development organisations in Africa. Its mandate is to support better utilisation of South African resources, including enhancing the productive capacity of its population, improving technical processes and industrial production, and promoting the growth and expansion of both existing and new industries. In partnership with national and international research and technology institutions, the CSIR undertakes focused, multidisciplinary research and technology innovation that contributes to improving the quality of life for South Africans (See www.csir.co.za for more information).

1.1.1 The CSIR ICC is a commercial convention centre owned and managed by the CSIR, successfully operating in the international convention and meetings market (See www.csiricc.co.za for more information). The CSIR ICC is located on the edge of the CSIR Pretoria Scientia site, offering excellent accessibility from major highways and convenient links to OR Tambo International Airport, the Gautrain Rapid Rail bus route, and other local transport routes. Although the CSIR has a small short-term accommodation facility for visiting researchers called Entabeni, situated next to the ICC, Entabeni is too small to accommodate overnight stays within walking distance for conference organisers, delegates, and other stakeholders of the ICC, the CSIR, and surrounding businesses.

1.1.2 The CSIR Board has approved a Campus Master Plan (CMP) for the Scientia Campus, outlining a long-term vision for the development of the CSIR's Scientia Campus in alignment with its mandate, vision, and mission. In line with the CSIR's goal to attract and retain leading scientists and researchers, the CMP identifies the need to upgrade, convert, and expand the existing on-site accommodation. The plan aims to provide modern, environmentally sensitive, and flexible mixed-use short-term accommodation, including commercial hotel and student lodging. This will serve organisers and delegates attending business events at the CSIR ICC, visiting

researchers, relocating CSIR personnel, PhD and postdoctoral students, as well as other stakeholders and business partners who visit the CSIR for research and business purposes.

2 THE PPP OPPORTUNITY

2.1 The CSIR has conducted a feasibility study that informed the approach and delivery of the multi-use overnight accommodation project. To advance the development, the CSIR aligned with its strategic commercialisation plan, has identified the CSIR ICC PPP Opportunity within its ICC Scientia Campus (ICC Precinct) and intends to partner with the private sector to realise the project. According to a feasibility study commissioned by the CSIR, up to 180 keys can be developed to address the current demand for commercial overnight accommodation.

2.2 The aim is to enhance the ICC precinct by creating unique and engaging facilities within a safe and secure environment, featuring modern, flexible, multi-use overnight accommodation and related recreational (sport and leisure) amenities. The development intends to provide an ecologically sensitive solution that integrates with the natural bush surroundings and capitalises on landscape views over the City of Tshwane, offered at market-related accommodation rates.

The project seeks to establish a precinct on the CSIR Scientia campus with a wide range of on-site social and recreational facilities for hotel guests, CSIR staff, and stakeholders, fostering a vibrant innovation community. This will boost the competitiveness and occupancy of the CSIR ICC, enhance the CSIR's value proposition for current and prospective staff by providing social spaces, and support overall wellness and a positive experience for staff, visitors, and stakeholders.

The project is required to pursue the highest feasible Green Star certification with the Green Building Council of South Africa (GBCSA), with a minimum target of a 5-Star rating. Achieving this benchmark demonstrates the CSIR's commitment to world-class sustainability principles, including resource efficiency, reduced environmental impact, improved indoor environmental quality and responsible construction practices. A high Green Star rating not only enhances the organisation's sustainability profile but also improves lifecycle performance and strengthens investor confidence by aligning the project

with recognised global best practices. Furthermore, the development should incorporate unique experiences that distinguish it within the competitive markets of international convention centres and research and development employer campuses

2.3 The PPP Opportunity will be offered as a long-term development agreement for a period of 35 years. The long-term period will allow the private sector to invest in making the CSIR multi-use commercial hotel overnight and long stay accommodation project ("the Project") a market-leading, sought-after offering whilst ensuring return on investment.

2.4 **The Project Scope comprises the following:**

2.4.1 The development of a new, flexible, multi-use, multi-star graded hotel accommodation and short-term lodging facility for visiting researchers, CSIR personnel, post-graduate students, delegates attending business events at the CSIR International Convention Centre (ICC), as well as the general public. The project will also include ancillary amenities such as modern sports facilities, innovative leisure options, parking and laundry services, retail outlets, restaurants and casual eateries, small meeting rooms, limited co-working spaces, and similar features.

2.4.2 The upgrading, refurbishment and integration of the existing Entabeni accommodation facilities as part of the overall development.

2.4.3 The conversion of Buildings 42A and 42B into long-term accommodation facilities to house post-graduate students.

2.4.4 The upgrading, refurbishment, and re-purposing of the existing CSIR Club building, along with other ancillary and subservient buildings on the site.

2.4.5 The development of a novel, unique, modern precinct.

2.4.6 The certification of the development as a minimum Green Star 5 establishment.

2.4.7 The ICC remains under the management and sole responsibility of the CSIR and is not specifically included in the scope of the project.

3 A DESCRIPTION OF THE PPP OPPORTUNITY FOR THE HOSPITALITY LIFESTYLE PRECINCT AREA ON THE CSIR SCIENTIA CAMPUS

3.1 The CSIR intends to conclude a PPP arrangement with a successful Bidder to design, develop, finance, operate and maintain a mixed use, dispersed hotel and hospitality lifestyle precinct. This development will support the CSIR ICC and surrounding entities by providing conveniently located overnight accommodation within walking distance to the CSIR ICC.

The high-level details regarding the space, land, and CSIR contributions available for the PPP Opportunity are outlined below.

3.2 The vision for the proposed CSIR ICC hospitality lifestyle precinct is to create an integrated, modern, and environmentally sustainable space that accommodates meetings and events, hospitality and business services, retail, and leisure activities—all within a natural setting at the heart of Pretoria on the CSIR Scientia Campus, and that is unique in the international convention hotel market in South Africa.

3.3 The aim is to create 24/7 facilities on the campus in a safe and secure environment by providing modern, flexible, multi-use hotel and post-graduate student accommodation, which is ecologically sensitive, incorporates principles of sustainable design and circular economy, and takes advantage of the natural bush surrounds at a reasonable market-related cost. Additionally, it is also to create a precinct on the CSIR campus that boasts a vast range of on-site healthy, modern social and recreational facilities for conference delegates, CSIR staff, guests and stakeholders to form its own vibrant innovation community aimed at improving the quality of life of visitors and staff, social opportunities and overall staff wellness and experience. The development should include thought-provoking and conversation-starting experiences through architectural design and the use of the natural advantages of the site, which gives it a key distinction in the competitive marketplaces of international convention centres and research entities.

4 LOCATION AND EXTENT - CSIR SCIENTIA CAMPUS

4.1 The CSIR Scientia Campus is located approximately 9 km east of Pretoria’s central business district, in the southeast quadrant of the N1 and N4 highway interchange within the City of Tshwane Metropolitan Municipality. The site is bordered to the north by the N4 highway, to the east and south by the residential suburbs of Brummeria and Lynnwood Manor, and to the west by the N1 highway and Meiring Naudé Road (M16), as shown in Figure 4-1.

4.2 The CSIR Scientia Campus is a mixed-use site featuring diverse land uses. Large areas are dedicated to nature conservation, including a protected ridge and dense natural vegetation that covers a significant portion of the ICC precinct. The northern part of the campus houses offices, laboratories, testing facilities, shared meeting spaces, a small mid-

range eatery for staff, and a photovoltaic plant installation. The southern section similarly includes offices, laboratories, testing facilities, meeting areas, and a casual eatery serving staff.

Located in the south-western area of the campus are the International Convention Centre, Entabeni, and the current CSIR Club sports facilities. DSTI and the NRF share an entrance road off Meiring Naudé Road alongside the CSIR, near the Convention Centre. This entrance is one of three access points to the campus.

4.3 Per month, approximately 97 712 vehicles enter the CSIR site on business days and an average of 18 502 access the ICC precinct.

4.4 Figure 4-1 below illustrates the location of the CSIR Scientia Campus.

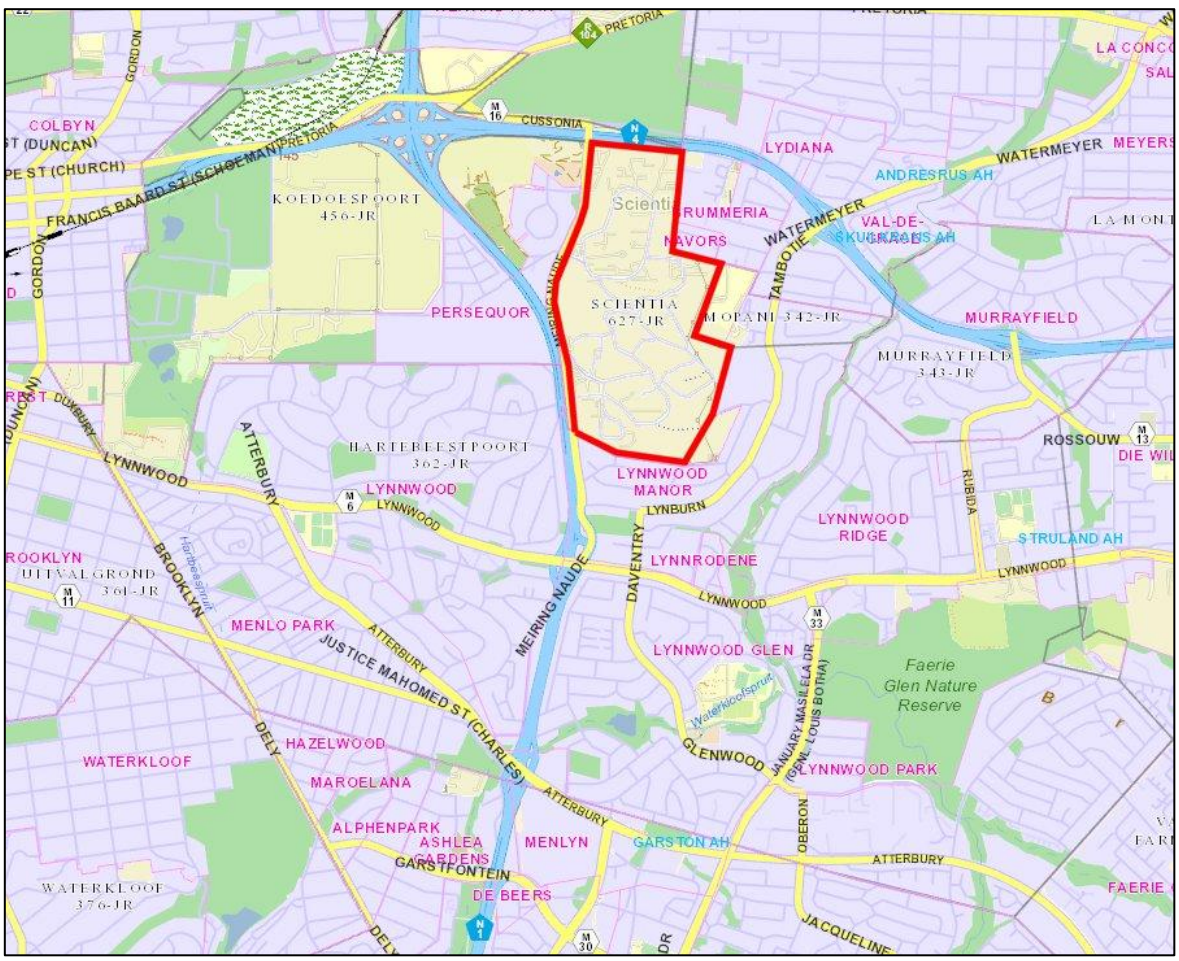

Figure 4-1: CSIR Scientia Campus Locality Map

The CSIR Scientia Campus is situated near several key institutions and business parks including The Innovation Hub, UP, NRF, the DSTI, the South African National Biodiversity Institute (SANBI), Persequor Technopark, Scientia Technopark, as well as Crestway Office Park. Refer to Figure 4-2 and Figure 4-3 for more detail.

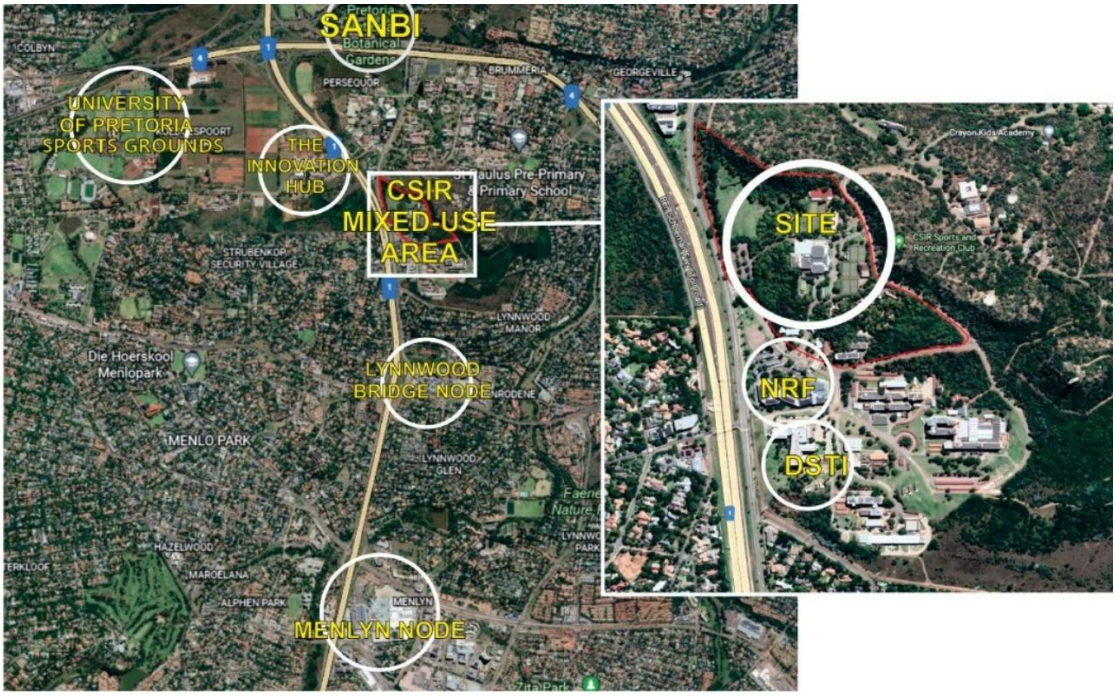

Figure 4-2: Other key institutional land uses

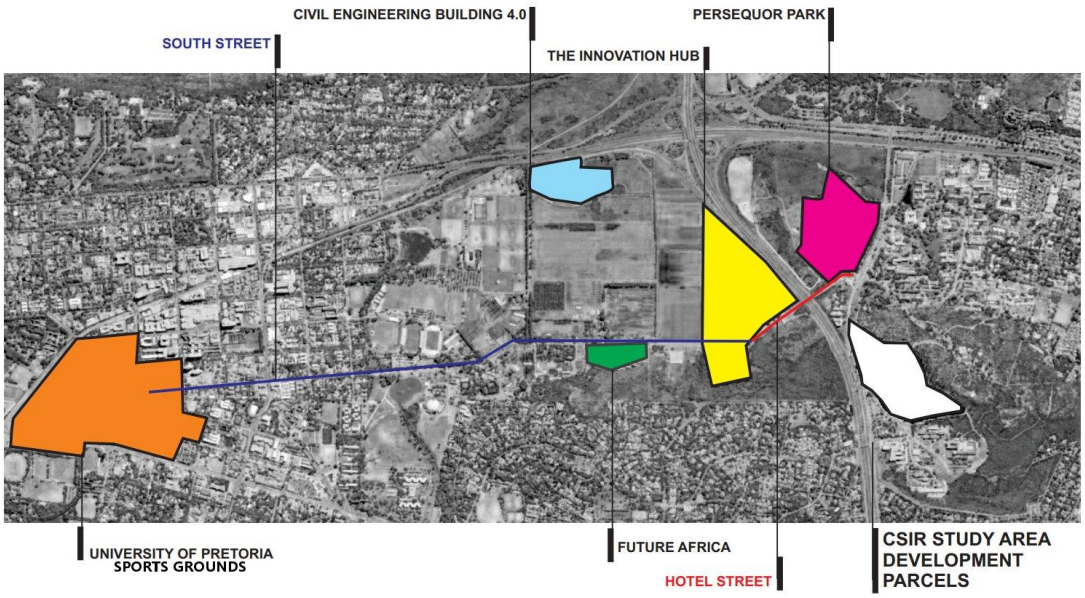

Figure 4-3: South Street linkage between UP and CSIR

5 LOCATION AND EXTENT - CSIR ICC PRECINCT (LOCATION OF THE PPP OPPORTUNITY)

5.1 The CSIR ICC is an international standard convention and meeting facility opened in 1977 and was expanded in 2010. It serves local, national, regional, and international markets. The facility features eleven (11) flexible venues, general circulation areas, as well as indoor and outdoor banqueting facilities. It can accommodate groups ranging from ten (10) to one thousand (1000) people, depending on the event format, and operates twenty-four (24) hours a day, seven (7) days a week, three hundred and sixty-five (365) days a year as needed.

5.2 With approximately 700 business events and over 70,000 delegates annually at the CSIR International Convention Centre, there is increasing demand for short-term overnight accommodation for event delegates. Additionally, there is a growing need for short to medium-term accommodation for CSIR staff, visiting scientists, and doctoral and post-doctoral students.

5.3 One of the key reasons for providing on-site accommodation is to increase the CSIR ICC's market share by attracting more business events during quieter periods, such as weekends and to increase the number of national and international association conferences, for which a large percentage of the delegates require overnight accommodation. This includes boosting the number of national and international association conferences, many of which require overnight accommodation for a large percentage of delegates, thereby increasing overall occupancy levels. Typical events during these periods include national and international association meetings, which rely heavily on nearby, safe, on-site accommodation, and conferences in the medical sector, where many conferences require lodging within walking distance. Providing overnight accommodation on site is essential to attract and retain these markets.

5.4 The project site is situated in the southwestern section of the CSIR Scientia campus, within the CSIR ICC precinct, surrounding but excluding the CSIR ICC itself. It benefits from public municipal road access via Meiring Naudé Road (M16), which runs parallel to the N1

highway to the west of the site. The nearest highway on-ramp, located at Lynnwood Road (M6), is approximately 1.8 km south of the site entrance.

5.5 Figure 5-1 below illustrates the location of the CSIR ICC Precinct in relation to the full Scientia Campus.

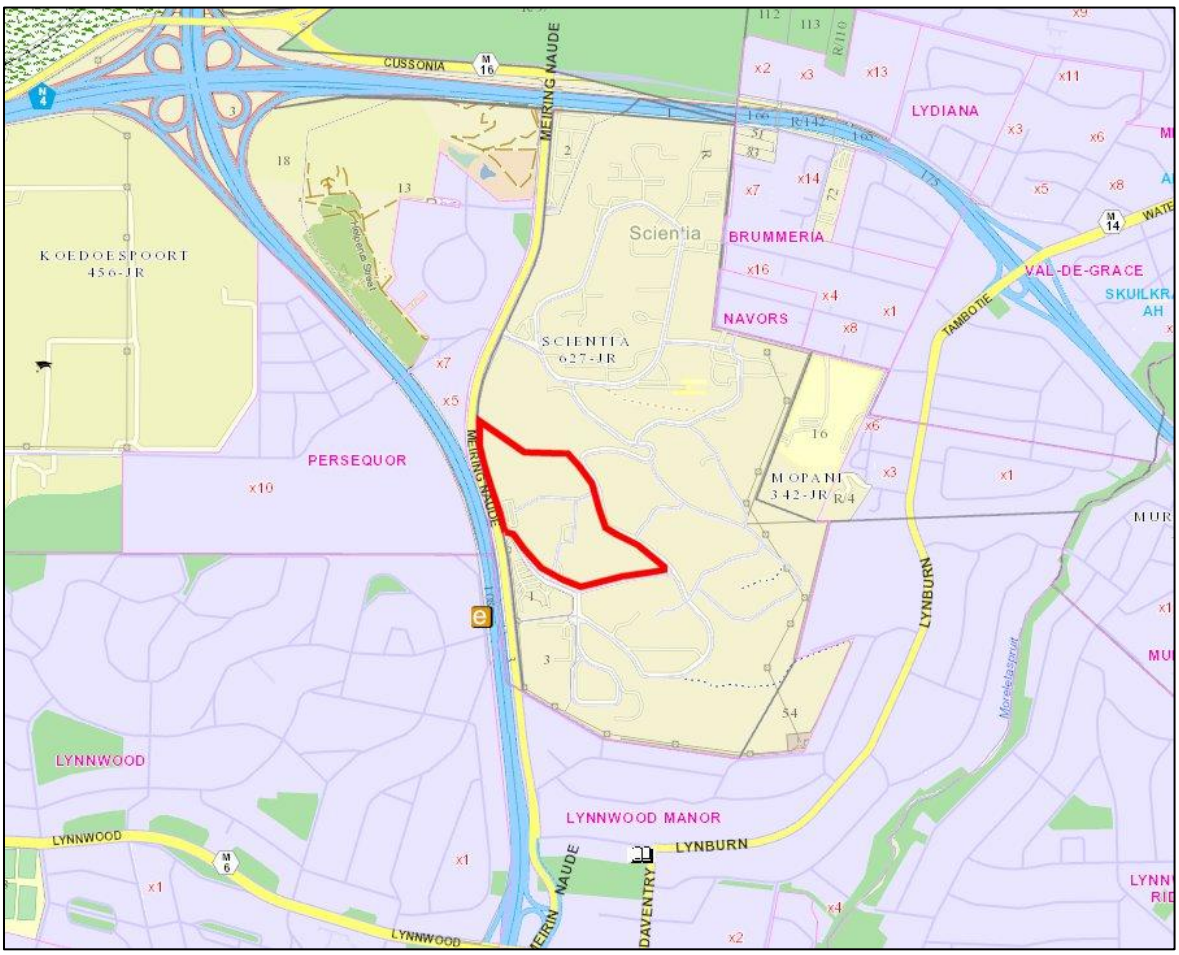

Figure 5-1: CSIR ICC precinct Locality Map

5.6 The ICC precinct which includes the proposed accommodation facility site, comprises the following facilities:

5.6.1 The CSIR ICC.

5.6.2 Entabeni dispersed accommodation units.

5.6.3 Sport and recreation facilities interspersed with natural bush zones, lawns and open spaces.

5.6.4 Clubhouse and various outbuildings.

5.6.5 Access Buildings and Control Facilities.

5.6.6 Building 42A and 42B.

5.7 The remainder of the south side of the CSIR Scientia campus is dedicated to large, multi-storey buildings.

5.8 The land uses and building types within the ICC precinct are illustrated in Figure 5-2 and detailed in Table 5-1. To the south of the precinct, outside the mapped area, are the CSIR South Campus buildings and the Department of Science & Innovation.

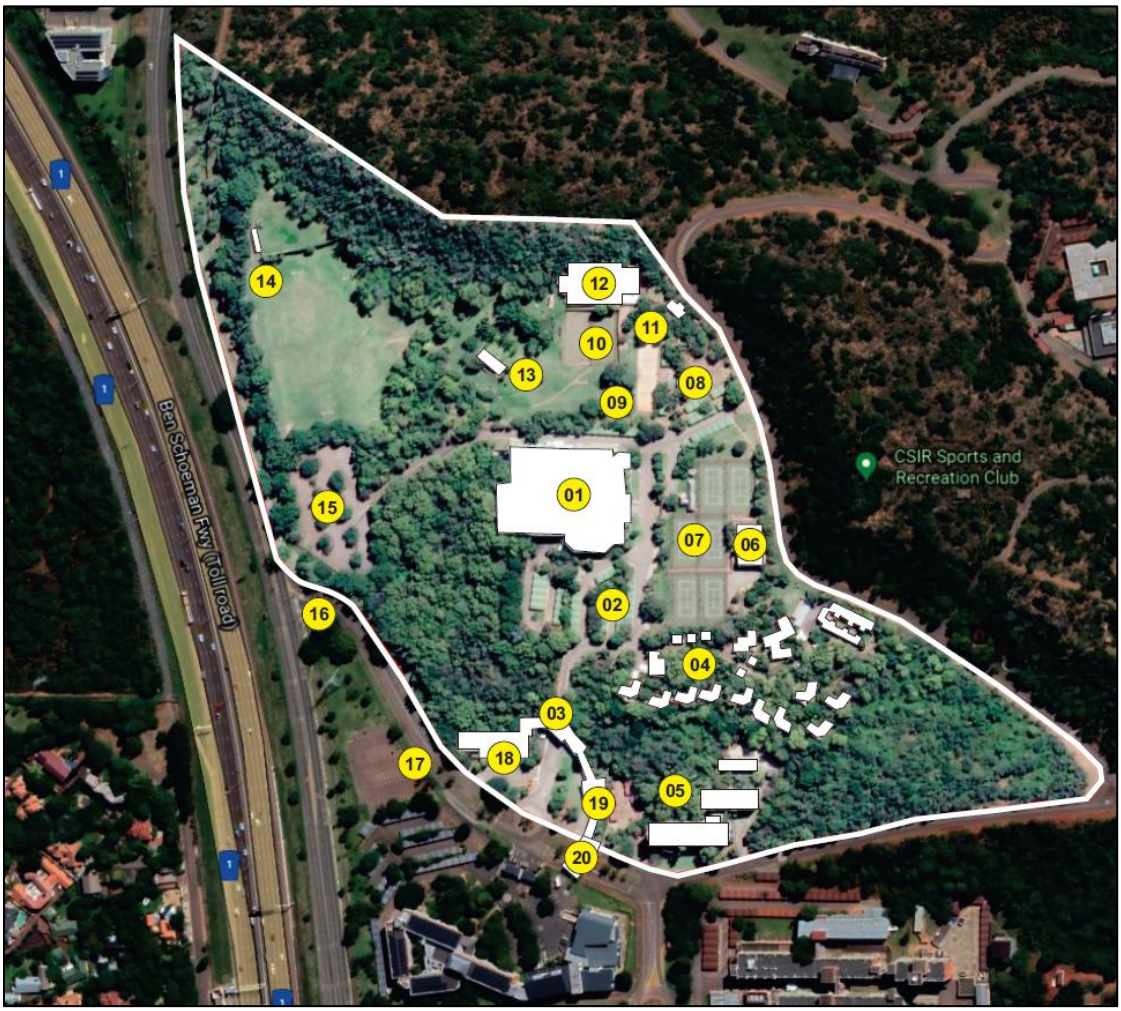

Figure 5-2: Study Area Land and Building Uses

Table 5-1: Study Area Land and Building Uses

NUMBER	AREA	NUMBER	AREA
1	International Convention Centre	**11**	Lapa
2	Sealed parking at grade	**12**	Club House
3	Vehicular and pedestrian entrance to ICC, Entabeni and recreational facility site	**13**	Infilled swimming pools and ladies and men's toilets and change rooms
4	Entabeni and surrounding open space	**14**	Soccer field and shooting range
5	Building 42 a and b	**15**	Sealed parking at grade
6	Squash courts	**16**	Meiring Naudé Road – South Gate
7	Tennis courts	**17**	Gautrain bus stop
8	Sealed parking at grade	**18**	Vacant retail space
9	Beach volleyball	**19**	Visitor's reception for CSIR Scientia site
10	Basketball court	**20**	Vehicular and pedestrian entrance to CSIR Scientia site

Figure 5-3 indicates the proposed conceptual layout of the various areas within the CSIR ICC Precinct which is included in the PPP Opportunity. The conceptual layout is subject to refinement with the appointed partner.

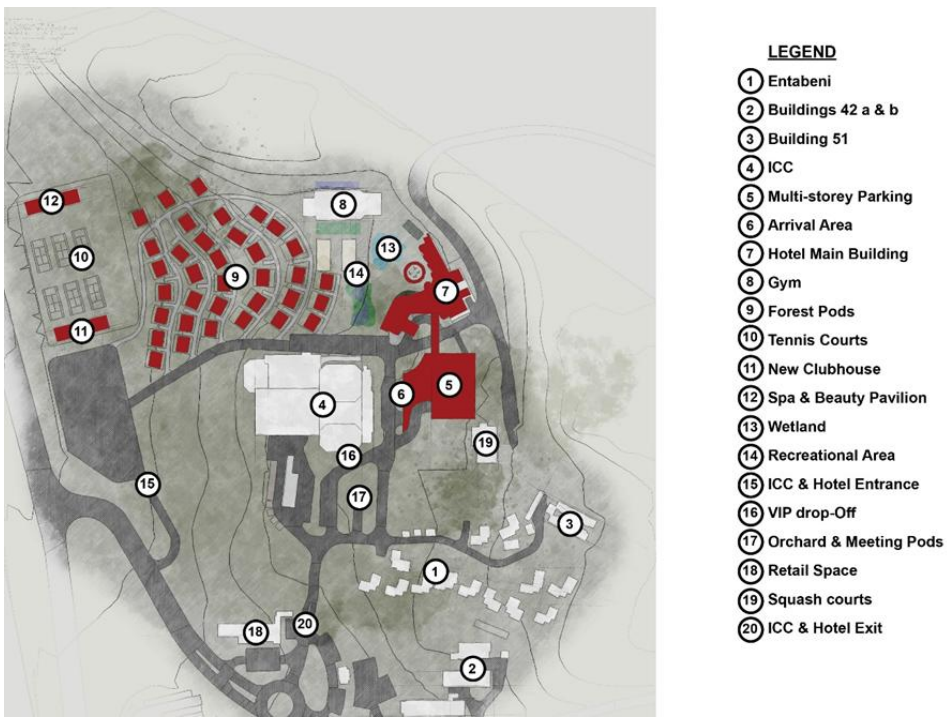

Figure 5-3: Proposed project area within the CSIR ICC Precinct

Table 5-2 provides a summary of the ICC precinct details applicable to the proposed PPP Opportunity identified during the feasibility stage of the project. Bidders will be required to conduct their own due diligence in this regard to confirm the status with the RFP process.

Table 5-2: ICC precinct and site location details

ITEM	STATUS DESCRIPTION
Topography and vegetation	The topography of the ICC precinct can be described as undulating with hills and ridges surrounding the site and a gentle to steep downward slope towards the west. The precinct forms part of the Bronberg and is nestled against the ridge that forms the northern and eastern border/boundary of the precinct.
Geology	The site is underlain at depth by diabase bedrock, which may result in deep and potentially expansive residual soil (sandy) horizons. The site is generally considered developable, subject to detailed geotechnical investigations that must be conducted during the detailed design stage of the project. Due to the topography, it is likely that limited cut and fill will be required to accommodate the development of the accommodation facility.
Roads and Access	All roads are in good to very good condition, with only a few cracks at some locations that require maintenance.
Stormwater	The campus stormwater is generally in good condition. Minor maintenance interventions are required. Adequate capacity is available to service the project.
Potable Water Supply	Adequate storage and distribution capacity is available to service the project.
Wastewater	Adequate distribution capacity is available to service the project.
Electrical	The capacity is sufficient for the foreseeable development of the CSIR north and south campuses. Upgrades will be required to service the development and will be subject to renewable energy integration within the development.
Information and Telecommunication	Services are available and can be extended to accommodate the proposed development.

ITEM	STATUS DESCRIPTION
Solid Waste	Waste collection services are available, and the management of waste generated by the development can be integrated with the main CSIR Scientia campus waste management system.
Access Control and Security Services	Campus access control and security services can support the proposed development through appropriate design and systems integration with the PPP Opportunity, to ensure a safe environment.
Traffic, Transport and Access	The ICC Precinct is easily accessible for public transport services but lacks pedestrian facilities and walkways in most areas. The internal on-site circulation of traffic requires improvement. Vehicular access conditions at the South Gate are insufficient and require upgrade and rerouting when entering and leaving the precinct. Peak hour congestion is experienced at the junction of Meiring Naudé Road and Karee Road, as well as at the Meiring Naudé/King's Highway junction further to the south that may be further impacted by the proposed development that will require the implementation of mitigation measures in compliance with the Municipality's standards. Certain internal traffic related amendments must be considered as part of the PPP Opportunity, i.e. a car-free environment between the overnight accommodation and the ICC and other facilities.

SECTION B – THE TERMS OF REFERENCE

6 THE TERMS OF REFERENCE

6.1 The purpose of this RFQ is to invite suitably qualified interested Bidders to submit proposals that will be pre-qualified for the PPP Opportunity, in order to participate in a RFP bidding process to design, finance, develop, operate and maintain modern, ecologically sensitive, flexible, mixed-use short- to medium-term overnight accommodation options. These will serve organisers and delegates attending business events at the CSIR ICC, visiting researchers, CSIR personnel, PhD students conducting research at CSIR facilities, as well as the general market from surrounding businesses along Meiring Naude Road area in Pretoria and the broader tourism market.

7 RFQ SPECIFICATIONS AND MANDATORY REQUIREMENTS

The RFQ specifications and mandatory requirements are listed in Table 7-1. All bid submissions are to be submitted in the format specified in Annexure B (Bid Submission Format).

Table 7-1: RFQ specifications and mandatory requirements

RFQ SPECIFICATIONS AND MANDATORY REQUIREMENTS			
REQUIREMENT		**DETAILED DESCRIPTION**	
7.1	**LEGAL REQUIREMENTS (Bidder Identity)**	7.1.1	Bidders must provide information on the legal ownership of the entities of which the bidding entity is comprised, together with organograms reflecting their ownership proportions.
		7.1.2	The successful Bidder, JV, or Bidder's Consortium, **will be required to form a SPV** company for the RFP submission, for the purposes of entering into a PPP agreement. Each submission **is therefore required to express the intent to form an SPV with the RFP submission**, and set out, in detail, the company structure which will be adopted. The shareholders should be clearly identified, and their roles and responsibilities listed.
		7.1.3	The submission of members of the JV or Bidder's Consortium must include the **Company Registration and tax clearance certificates as well as the CSD Certificate(s)**, which includes the equity, ownership, and directorships held by shareholders. If a Bidder is not registered on the CSD, they must commit to registering upon receiving confirmation of qualification to the RFP stage.
7.2	**FINANCIAL REQUIREMENTS (Financial Capacity)**	7.2.1	Given the fact that the project is of a high value and may entail risk to both the preferred Bidder and the CSIR, it is important that interested parties demonstrate financial strength. In this regard the net asset value (excluding intangible assets, e.g., Goodwill, Trademarks & Names, Copyrights, Patents, Software & Licences, Franchise Rights, etc) of the interested party must be **at least R55 million**.
		7.2.2	Bidders must submit an independent **Auditor Certificate** confirming that the net asset value exceeds the stipulated amount of **R55 million**, **and a current ratio of 1 over the last 3 years**.
		7.2.3	As the incorporation of the SPV will occur upon tender award, for the purpose of this RFQ response, the Bidder must demonstrate financial strength based on the combined assets value of all shareholders forming the bidding entity, with a minimum total value of **R55 million**.
		7.2.4	The Bidder must also demonstrate, by means of an independent **Auditors Certificate**, that its shareholders are solvent.

RFQ SPECIFICATIONS AND MANDATORY REQUIREMENTS		
REQUIREMENT		**DETAILED DESCRIPTION**
		7.2.5 Bidder must also demonstrate the capability and ability to execute similar projects with a total development cost of at least **R300 million**. Description with financial details of the projects executed within the last **10 years** must be provided, with verifiable references.
		7.2.6 The Bidders must demonstrate their ability to raise debt and equity of at least **R300 million**.
		7.2.7 Bidders must submit **audited financial statements** for the last **three (3) fiscal years**, with the most recently audited statements **not older than 18 months prior to bid submission date**. Should the latest audited financial statements be dated 9 months prior the date of bid submission, the latest management accounts **not older than 6 months** should also be provided. The financial statements and management accounts submitted should reflect profitable trading results for the period under review. Additionally, confirmation that the shareholders are **solvent** must be provided to support any such assertions made by participating shareholders.
		7.2.8 If the qualification criteria are met through any other companies, whether they are current or prospective shareholders or partners, the same supporting information must be submitted for those companies.
		7.2.9 If the financial criteria are met through privately held companies that do not produce audited financial statements, or by private individuals, these entities must submit a certified statement of assets (excluding any intangible assets) confirming ownership. The statement must be certified by a qualified auditor registered with recognised professional auditing body in South Africa.
		7.2.10 Bidders must demonstrate their ability to raise both debt and equity financing and provide appropriate financial security. They must also show experience in securing funding and identify the sources of such funding, supported by a letter of intent from the relevant financial institution or investor.

RFQ SPECIFICATIONS AND MANDATORY REQUIREMENTS		
REQUIREMENT		**DETAILED DESCRIPTION**
7.3	**HOSPITALITY EXPERIENCE**	7.3.1 Bidders must demonstrate the necessary experience and expertise in the hospitality sector. As part of their RFQ response, Bidders are required to provide a **track record of developing and operating business operations and facilities similar in size and nature**. Their submission must include clear evidence of identifiable experience in one or more of the following areas: 7.3.1.1 Bidders must have developed and operated a conventional hotel or overnight accommodation facility, with national grading of **three (3) stars or higher (or equivalent)**, comprising of **at least two hundred (200) keys**, **for a minimum of three (3) years**. Bidder must provide reference/s to verify this experience. 7.3.1.2 The term "operated" encompasses **ownership, leasing, concession arrangements, and management** contracts. It does not include employment at a hotel or accommodation establishment, regardless of seniority. This criterion can also be satisfied by demonstrating the hospitality industry experience of any one of the bidding entity's parent shareholders, provided that the parent company holds a **minimum of 30% equity** in the total company. 7.3.2 The qualifying hospitality/ operator(s), individuals, shareholders, or partners, associated with each bidding entity who are relied upon to meet the criteria for hospitality experience or the turnover generation, must provide a **general description, with verifiable references**, of the hospitality facilities and services they have operated, including: 7.3.2.1 The **number of years** the entity has been **actively** operating; 7.3.2.2 **Audited financial statements** for the service operated for **three (3) years**, with the most recently audited statements **not older than 18 months** prior to bid submission date;

RFQ SPECIFICATIONS AND MANDATORY REQUIREMENTS		
REQUIREMENT		**DETAILED DESCRIPTION**
		7.3.2.3 The **nature of the Service**; and 7.3.2.4 The **total number of keys** included in such facilities or services. 7.3.3 If a Bidder relies on the qualifications of a partner, shareholder, or a parent company of that shareholder to meet the requirements under this section, the bidding entity must clearly indicate this. Such submissions and qualifications must also comply with the requirements outlined in paragraphs 8, 9, and 10 of this RFQ. 7.3.4 Additionally, each of the members of the consortium, partnership, shareholder, or subsidiary, as applicable, must submit a statement from each shareholder, parent company, or bidding partner confirming their commitment to willingly and effectively support the technical operations of the Bidder for the PPP Opportunity. **International experience** 7.3.5 To support the CSIR International Convention Centre's strategy to expand its market share in the international association and professional meetings sector, qualifying hospitality operators, individuals, shareholders, or partners of each Bidding Entity are required to provide a general description of their experience in hosting international groups and guests, as well as their involvement in the international marketing of the hospitality facilities and services they have operated, including: 7.3.5.1 Experience in marketing of hotel(s) and/or co-located conference facilities to international markets via platforms such as trade shows, international offices, international publications and international networking associations and the like.

RFQ SPECIFICATIONS AND MANDATORY REQUIREMENTS		
REQUIREMENT		**DETAILED DESCRIPTION**
		7.3.5.2 Experience in hosting international groups and individual visitors by means of statistics from similar products owned or managed.
7.4	**VISION STATEMENT**	7.4.1 The CSIR would like to shortlist interested Bidders who have a similar vision for the proposed development, which includes the provision of innovative, integrated, unique, modern, and environmentally sustainable buildings, hospitality and business services, retail, and leisure activities in a natural setting in the heart of the City of Pretoria and CSIR Scientia Campus. The development should provide known, secure and convenient accommodation to the visitors to the CSIR.
		7.4.2 The CSIR requires a short and concise vision statement which can be accommodated by visual imagery as well from the Bidder to accommodate the submission.

7.5 B-BBEE REQUIREMENTS

7.5.1 B-BBEE will play a decisive role in the PPP Opportunity, and interested Bidders should be aware that the RFP will make provision for mandatory B-BBEE requirements and specifications to be complied with. The functionality evaluation criteria of the RFP will allocate points (and will set out a criteria) for evaluation of a B-BBEE Plan as part of the scoring matrix for functionality evaluation.

7.5.2 For preference points allocation, criteria will include consideration of elements as stipulated in the B-BBEE Scorecard to be included in the RFP, which the CSIR has identified as its own B-BBEE requirements (Specific Goals as defined in the PPPFA).

7.5.3 The bidding entity's current B-BBEE Contributor Status should be compliant for the duration of the term of the PPP Opportunity.

7.5.4 The proposed B-BBEE commitments of the successful Bidder's SPV in respect of the B-BBEE Scorecard for the PPP Opportunity forms part of the RFP and PPP Agreement and will be provided in the next stage of the process.

7.5.5 The prequalification of Bidders in terms of this RFQ, will not include the evaluation of B-BBEE. This shall not be interpreted as the waiver or exemption of the Shortlisted Bidders from compliance with the B-BBEE Requirements to be set out in the RFP.

7.6 CIDB GRADING

7.6.1 CIDB Grading will not be evaluated in the RFQ submission. Interested Bidders should however be aware that the RFP will provide a requirement for mandatory provision of the applicable CIDB Grading. The functionality evaluation criteria of the RFP will allocate points (and will set out a criteria) for evaluation of this requirement as part of the scoring matrix for functionality evaluation.

8 RFQ EVALUATION PROCESS

8.1 The evaluation of bid responses will be based on the information requested in this RFQ and listed in Annexure B: Bid Submission Format. This evaluation shall be conducted by an evaluation committee, appointed by the CSIR Accounting Authority which will determine whether the interested Bidders meet the requirements set out in this RFQ.

8.1.1 Evaluation Approach: bids will be evaluated through the scoring and ranking of compliant bid responses.

8.1.2 Each RFQ bid response will be scored per evaluation category and sub-category.

8.1.3 The overall weighting attributed to the Bidder's submission in relation to the functionality evaluation criteria for Financial Capacity, Hospitality Industry Experience, Legal Requirements and Vision Statement will be added to determine the total points, scored out of one hundred (100) points, earned in respect of a compliant RFQ bid response. A Bidder who scores a minimum of **70 points** will be prequalified and will be on the list of Shortlisted Bidders.

8.1.4 Table 8-1 contains the functionality evaluation criteria:

Table 8-1: Sub-Category Scoring

REFERENCE	CATEGORIES AND SUB-CATEGORIES (A)	WEIGHTING (B)	SCORING APPROACH (C)
A	**FINANCIAL CAPACITY**	**40**	
A1	Financial Capacity. (See 7.2 above)	25	The RFQ bid response does not appropriately demonstrate that the Bidder has the financial capacity equivalent to a minimum net asset value of R55 million, liquidity ratio 1 or higher and ability to execute projects in excess of R300m. **0%** The RFQ bid response demonstrates that the Bidder has the financial capacity above the minimum net asset value of R55 million, liquidity ratio 1 or higher and ability to execute projects in excess of R300m. **100%**
A2	Ability to raise debt and equity. (See 7.2 above)	15	The RFQ bid response does NOT demonstrate that the Bidder has a history of raising capital to a minimum of R100 million for **at least one (1)** similarly sized transaction, PPP project or comparable project. **0%** The RFQ bid response demonstrates that the Bidder has a history of raising capital of less than R100 million for **at least one (1)** similarly sized transaction, PPP project or comparable project. **25%** The RFQ bid response demonstrates that the Bidder has a history of raising capital of R101 million – R150 million for **at least two (2)** similarly sized transaction, PPP project or comparable project. **50%** The RFQ bid response demonstrates that the Bidder has a history of raising capital of R151 million – R250 million for **at least two (2)** similarly sized transactions, PPP projects or comparable projects. **75%** The RFQ bid response demonstrates that the Bidder has a history of successfully raising capital to a minimum of at least R350 million for **at least one (1)** similarly sized transaction. **100%**

REFERENCE	CATEGORIES AND SUB-CATEGORIES (A)	WEIGHTING (B)	SCORING APPROACH (C)
B	**HOSPITALITY INDUSTRY EXPERIENCE**	**45**	
B1	Ability to develop and operate hospitality products of minimum 200 key hotel/accommodation for at least three (3) years, for single or multiple properties. (See 7.3 above)	45	The RFQ bid response does not demonstrate that the Bidder has experience of previous similar hospitability projects or comparable projects or has not stated the nature and extent of their involvement. **0%** The RFQ bid response has provided one (1) or more example of developing and operating accommodation establishments, and the nature and extent of their involvement, as follows: • Less than 50 keys: **20%** • 50 to 99 keys: **40%** • 100 to 149 keys: **60%** • 150 to 200 keys: **80%** • more than 200 keys: **100%**
C	**LEGAL REQUIREMENTS**	**10**	
C1	Structure of the Bidding Entity. (See 7.1 above)	10	The Bidder's submission does not include the proposed bidding terms and shareholding structure as requested under legal requirements in 7.1. **0%** The Bidder's submission does include the proposed bidding terms and shareholding structure as requested under legal requirements in 7.1. **100%**
D	**VISION STATEMENT**	**5**	
D1	Short and concise vision statement. (See 7.4 above)	5	The Bidder's submission does not include the vision statement that aligns with the requirements under 7.4. **0%** The Bidder has provided, the proposed vision statement that aligns with the requirements under 7.4 **100%**
TOTAL		**100**	

8.2 Please note that only Shortlisted Bidders will be invited to take part in the RFP stage.

8.3 All Bidders will be advised in writing of the outcome of the evaluation or may request feedback should the CSIR fail to do so.

9 FORMAT FOR RFQ BID SUBMISSION AND INFORMATION

9.1 Bids must be submitted in the order and form set out in **Annexure A (Bid submission cover sheet).**

9.2 **All documentation submitted in response to this RFQ must be in English.**

9.3 All information/proposals are to be submitted electronically to **tender@csir.co.za**. No late proposals will be accepted.

9.4 Proposals will only be considered if received by the CSIR before the closing date and time (***as indicated on the cover page***).

9.5 All dates and times in this bid are South African standard time.

9.6 All proposal submissions are to be clearly subject-referenced with the **RFQ number and RFQ Description**.

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

9.8 Proposals submitted at an incorrect location and/or address as well as the wrong RFQ reference, will not be accepted for considerations.

9.9 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any Bidder to demand that any action be taken on the date established. The Bidder accepts that, if the CSIR extends the deadline for bid

submission (the closing date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

9.10 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.

9.11 If tender submission exceeds 25MB multiple emails must be sent to tender@csir.co.za.

9.12 The naming / labelling syntax of files or documents must be short and simple, and in the form set out in **Annexure B (Bid submission format) (See para 16).**

10 VALIDITY PERIOD OF RESPONSES

10.1 Each information/proposal shall be valid for a period of 180 (one hundred and eighty) calendar days calculated from the closing date for RFQ submissions.

11 ENQUIRIES AND CONTACT WITH THE CSIR

11.1 Any enquiry regarding this RFQ shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFQ document only using the RFQ number as a clear reference.

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

12 GENERAL BIDDING REQUIREMENTS

12.1 Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFQ before submitting responses. Each Bidder assumes all risks for resource commitment and expenses, direct or indirect, of RFQ preparation and participation

throughout the RFQ process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

12.2 The Bidder must confirm satisfaction regarding the correctness and validity of their RFQ.

12.3 Bidders 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.

12.4 Bidders will bare own cost for preparing the bid, including expenses for attendance to site visits and briefing sessions.

12.5 Bidders 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.

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

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

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

12.9 CSIR reserves the right to:

12.9.1 Extend the closing date;
12.9.2 Verify any information contained in a response;
12.9.3 Request documentary proof regarding any tendering issue;
12.9.4 Cancel or withdraw this RFQ as a whole or in part; and
12.9.5 Only include successfully qualified short-listed Bidders for the invitation to the RFP.

13 PERSONAL INFORMATION

13.1 Each one of the Bidders and CSIR consents to the other party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Bidder further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

13.2 Each party consents to the other party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

13.3 While performing any activity where a party is handling personal information as a "responsible party" (as defined in the POPI Act), each party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this RFQ and related documents, and the other party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

13.4 Each party acknowledges that in the course of conducting business with each other, each party intends to maintain and process personal information about the other Party in an internal database. The Bidder, by submitting its bid proposal (signed or unsigned) consents to the maintenance and processing of such personal information.

13.5 Where relevant, the Bidder shall procure that all its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 30 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Bidder's compliance with the requisite POPI Act safeguards.

14 DISCLAIMER

14.1 This RFQ is a request for qualification only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its RFQ, service providers shall be deemed to have satisfied

themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the RFQ, whether regarding its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

15 ANNEXURE A – BID SUBMISSION COVER SHEET

Cover sheets which include the following information must be attached to each submission:

ORIGINAL

or

COPY 1 OF 1

Request for Qualification for the design, financing, development, operation and maintenance of a multi-use accommodation precinct for the Council of Scientific and Industrial Research Public Private Partnership project through an income generating long term development PPP Opportunity.

REQ-QUAL No. 0001/18/01/2027

Name of Bidder:

Postal address:

Street address:

Telephone:

Cell phone:

Fax:

Contact person:

Email address:

Signature of Bidder:

Date:

Capacity under which bid is signed:

Signature of this document means that the Bidder accepts the terms and conditions of this bid. Failure by the Bidder to sign this form may disqualify the bid.

16 ANNEXURE B – BID SUBMISSION FORMAT

Table 16-1: Returnable documentation

LABELLING	DESCRIPTION IN DETAIL	DOCUMENTS ATTACHED (YES/ NO/ N.A.)
PART A: MANDATORY DOCUMENTS AND LEGAL REQUIREMENTS		
A1	Signed terms of the bidding agreement, in the event the Bidder/bidding entity is a consortium, joint venture or partnership, as well as Expression of intent to form an SPV	
A2	Incorporation Documents of each shareholder	
A3	Company Registration and/or CSD Compliance Certificate of each Bidder (refer to Section 8)	
A4	Compliant Tax Pin in respect of each shareholder of the bidding entity (refer to Section 8)	
PART B: FINANCIAL REQUIREMENTS		
B1	Three (3) years Audited Annual Financial Statements from the shareholders of the bidding entity.	
B2	Statement of Assets of the shareholders of the bidding entity	
B3	Capital Raising and Equity commitment and confirmation from a recognised financial institution (South Africa and/or International)	
PART C: HOSPITALITY EXPERIENCE		
C1	Previous Experience – in the form of consolidated executive summary of the Bidder's experience and proposed shareholding structure of the bidding entity, including environmentally sensitive, sustainable building design and hospitality operations.	
C2	Company profile of each bidding entity with relevant project or services experience in (i) infrastructure development and (ii) hospitality facilities operations management	
C3	Client Reference letter / Testimonials in respect of infrastructure development and hospitality facilities operations management services/projects provided on behalf of third parties which do not form part of bidding entity's own operations	
C4	CVs and qualification of key personnel	
PART D: HOSPITALITY EXPERIENCE		
D1	Short and concise vision statement which can be accommodated by visual imagery as well from the Bidder to accommodate the submission.	

17 ANNEXURE C - ADMINISTRATIVE COMPLIANCE

17.1 Bidders must comply with the following administrative requirements by submitting the following documents and information (read with the detailed requirement under paragraphs 7 as well as 12:

17.2 The bidder **must provide a unique reference number** (e.g. folder, chapter, section, page number) to locate substantiating evidence in the bid response. During evaluation, CSIR reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT SUBMITTED”.

Table 17-1: Administrative Compliance

NUMBER	DOCUMENTS	DESCRIPTION
1.	Bidding Consortium	• Draft terms of the bidding agreement, as set out, in detail, the company/legal entity structure which will be adopted.
2.	Demonstrate financial strength	• The net asset value (excluding intangible assets as alluded to in 7.2.1.1) of the interested party must be at least R55 million. • Demonstrate that the asset value of its shareholders in proportion to their shareholding. • Demonstrate that its shareholders are solvent. • Audited financial statements, along with a letter confirming that the asset value exceeds the stipulated amount and that the shareholders are solvent.
3.	Economic and financial documentation	• Audited financial statements corresponding to the last three (3) financial years of the bidding entity’s shareholders.
4.	If qualification criteria by reference to other companies	• Supporting companies must submit the same information.
5.	If qualification criteria by private companies (No audited statements)	• Statement of assets, with confirmation of ownership, certified by a qualified auditor registered with a professional body.
6.	Debt and Equity	• Demonstrate ability to raise debt and equity (by way of track-record) and to provide financial security for a project of this size and scale (circa R350 million). • Demonstrate experience in raising funding as well as state who will furnish the funding. • Accompanied by letter of intent of the financial institution concerned.
7.	Entity ownership	• Provide information on ownership of entities of which the bidding entity is comprised (CSD Certificates or International equivalent). • Copies of ID documents of all directors. • Organograms reflecting ownership proportions.

NUMBER	DOCUMENTS	DESCRIPTION
		• If the Bidder comprises of a consortium, then written and signed consents to co-operate need to be submitted with the RFQ.
8.	Similar Projects	• Provide examples of similar projects conducted by the interested parties with value of R300 million or more, with specific evidence of environmental sensitivity, innovation, responsiveness such awards, articles and illustrated reports. • Audited statements of the product operated for 3 years. • References from government or other partners confirming performance of the PPP partner. • Examples of similar projects, with evidence of environmental sensitivity, innovation, responsiveness such awards, articles and illustrated reports.
9.	Hospitality Project descriptions	• Provide a general description of the hospitality facilities and services they have developed and managed the operations off, with specific reference to environmentally sensitive, sustainable building design and hospitality operations. • If using the qualifications of a partner, shareholder or parent, these indicators must also be certified. • Each of the members of the consortium, partnership, or the shareholder or subsidiary (as applicable), must demonstrate willingness and ability to support the technical operations of the Bidder for the Hospitality Project.

17.3 Compliance with these administrative requirements will be evaluated prior to the other requirements being considered.

17.4 A Bidder that does not comply with these administrative requirements will be disqualified from the RFQ and Tender process.

17.5 Interested Bidders are required to structure their submissions following the format listed in this Section.

17.6 Interested Bidders must provide contact details including a contact person, physical address, postal address, contact telephone number and e-mail address.