REQUEST FOR PROPOSAL (RFP)

FOR

The management and monitoring of projects in the Advanced Light Weight Materials and Electronics Flagship programmes

RFP NUMBER: 039/29/06/2009

Issue Date: 17 July 2009

Response Deadline: 03 August 2009

1. Introduction

The CSIR is one of the leading scientific and technology research, development and implementation organisations in Africa. The advanced Manufacturing Technology Strategy (AMTS) is a Cabinet approved national strategy of the Department of Science and Technology. The AMTS Implementation Unit (AMTS IU) has recognised the need to complement the current programme management capacity by contracting consultants for the management and monitoring of the projects in the Advanced Light Weight Materials and Electronics Flagship programmes.

2. Invitation for proposal

Bidders are invited to submit a proposal for the provision of support to the AMTS IU in its management, monitoring and co-ordination functions. The CSIR requires proposals from suitably qualified bidders to carry out this function.

3. Proprietary Information

The CSIR considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to CSIR. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of CSIR. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

4. Enquiries & Responses

All communication and attempts to solicit information of any kind relative to this RFP should be channelled to the Contact Person named in the RFP. All Enquiries regarding this proposal shall be submitted in writing to supplier@csir.co.za with **"The Management and Monitoring of Projects in the Advanced Light Weight Materials and Electronics Flagship programmes – RFP Number: 039/29/06/2009"** as the subject.

5. Medium of Communication

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

6. Verification of Documents

Respondents 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.

7. Submission of RFPs

7.1. Proposals should be submitted at **CSIR GATE 03 - main reception** (in the tender box) at the address mentioned below. It is the responsibility of the prospective supplier to ensure that the proposal is deposited in the tender box before **12h00 on 03 August 2009**.

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

7.2. Four copies of each proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail proposals will not be accepted.

7.3. 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, as mentioned above.

8. General RFP Terms And Conditions

8.1. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

8.2. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

8.3. Kindly note that the CSIR is entitled to:

8.3.1. Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;

8.3.2. Verify any information contained in a proposal;
8.3.3. Not to appoint any bidder;
8.3.4. Vary, alter, and/ or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
8.3.5. An omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
8.3.6. The CSIR reserves the right not to accept the lowest proposal or any proposal in part or in whole. It normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to the CSIR. Appointment as a successful contractor 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 within 30 days from the appointment date, CSIR shall be entitled to appoint the contractor who was rated second, and so on.

8.4. The CSIR also reserves the right to award this RFP as a whole or in part without furnishing reasons.
8.5. The CSIR also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
8.6. The Bidder hereby offers to render all of the services described in the attached documents (if any) to the CSIR on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
8.7. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
8.8. The Respondent shall prepare for a possible presentation should CSIR require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

9. PROJECT PROGRAMME

The Project Programme, as currently envisaged, incorporates the following key dates:

9.1. Date of Issue: 17 July 2009
9.2. Submission Date: 03 August 2009
9.3. Completion of Project: 31 March 2010
9.4. Proposals shall be submitted at the address mentioned below **no later than 12h00 on 03 August 2009**. CSIR reserves the right to disregard proposals received after the specified due date.

10. PROGRAMME CONTENT

The AMTS IU has recognised the need to complement the current programme management capacity by contracting consultants for the management and monitoring of the projects in the Advanced Light Weight Materials and Electronics Flagship programmes.

10.1. Flagship programmes are a top-down drive to address the current and future needs of the manufacturing sector in South Africa. Through pre-identified interventions, in areas that have been prioritised not only according to need but also in terms of existing expertise. These programmes are also designed to set South Africa's manufacturing sector apart as niche producers of certain technologies.

10.2. The two multi-partnership based programmes were initiated in 2006 and consist of a number of projects at different life-cycle stages and a partnership mix of academia and industry research providers.

The two programmes can be briefly described as follows:

Advanced Light Weight Materials:

This programme seeks to increase competence and capacity in South Africa in the research and development (R&D) of fibre reinforced composite materials, with particular application to the aerospace and automotive manufacturing sectors.
Currently, the programme comprises nine projects, namely:

- Manufacture of complex shaped composites
- Continuous fibre reinforced thermoplastics for aerospace applications
- Non-destructive testing of complex shaped composites
- Smart health monitoring in composites
- Composite manufacturing standards
- Advanced hybrid thermoplastic composites
- Natural fibre reinforced composites

Advanced Electronics:

This Programme endeavours to address the increasing need for competency and capacity in autonomous sensor diagnostics, sensor fusion and networking. To date two projects are in progress, which

11. SCOPE OF WORK

The consultant (s) will support the AMTS IU in its management, monitoring and coordination functions. Responsibilities will include:

11.1. Representing the AMTS IU in project Steering Committee meetings by monitoring progress, evaluating results, and supporting the AMTS IU in the identification and resolution of issues (budget, technical and schedule);
11.2. Reviewing technical milestone documentation submitted by project participants;
11.3. Supporting the AMTS Project co-ordinator by providing monthly written management reports highlighting progress and problems on each project, in line with AMTS guidelines;
11.4. Supporting the AMTS Project co-ordinator in consolidating payment / reimbursement requests, and ensuring the related supporting documentation is provided
11.5. Consolidating information for annual reviews for submission to Project Funding Committee (PFC); and
11.6. Reviewing and evaluating motivations for changes to project work programmes;

The consultants will report to the Manager

12. WORKING CONDITIONS

The Consultant shall be provided office space by AMTS IU, if required. He/she will be solely responsible for the provision of all office equipment, supplies and communications and transport that he/she may require for the execution of the work.

13. EVALUATION CRITERIA

13.1. Comprehensive Curriculum Vitae
13.2. Qualifications as stipulated under section 14.2

14. MANDATORY REQUIREMENTS

14.1. The consultant shall be involved in most aspects of the programme management including report preparation and periodic evaluation of the projects and programme costs.

14.2. Prospective bidders should meet the following requirements:

- A degree in Engineering, preferably with a post-graduate qualification;
- Experience in a manufacturing industry environment (composites / sensor technologies);
- Experience in project management of R&D projects;
- Knowledge of related concurrent R&D programs, both internationally and in SA;
- Involvement in networks in the related fields locally, international links will be a strong advantage;
- Knowledge of the Advanced Manufacturing Technology Strategy and applications in the Aerospace and Automotive industries;
- An understanding of the National System of Innovation;
- The ability to manage stakeholder relationships;
- Excellent written communication skills, including the ability to compile and structure reports;
- Excellent verbal communication (and presentation) skills and the ability to interact in meetings at all levels;
- An understanding of accounting and finance expertise as needed for project management;

15. SCHEDULE OF REPORTING AND SUBMISSIONS

The consultant is required to submit, the following reports to the AMTS IU. All reports should be submitted as required below and in an electronic and hard copy format.

15.1. Inception report, one month after the issue of letter of commencement of work. This report should include the details pertaining to the implementation of the Light weight materials and/or Electronics programme, based on Annexure A and payment schedule;

15.2. Progress at monthly and quarterly intervals, summarizing financial situation of all work and contracts, progress achieved, difficulties encountered and issue to be resolved.

15.3. Supporting documentation as required.

16. NON DISCLOSURE AGREEMENT

16.1. Signed non-disclosure agreement – attached to invitation for proposal.

17. CONCLUSION

17.1. Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.

17.2. CSIR's decision on proposals received shall be final and binding.

ANNEXURE A – Projects information

Project	Ref no.	Consortium members	Start date	End date	PFC annual reviews	Immediate Planned Steering Com Meetings
Feasibility of advanced **hybrid composites** based on thermoplastic and thermosetting resins	AMTS-07-03-M (Light Materials)	MBV SU UCT Wits	06/07/07 06/07/07 06/07/07 13/06/08	30/06/10 30/06/10 30/06/10 31/03/11	Due February 2010	20 February 09 (special meeting re: new project plan) March/April 09 July 09
Continuous fibre reinforced thermoplastics processing development (**CFRTP**)	AMTS-07-04-M (Light Materials)	Aerosud AMT Epsilon SU	06/07/07 16/07/07 16/07/07 06/07/07	30/06/10 30/06/10 30/06/10 30/06/10	Due August 09 – end year 2	25 February 09 June 09
Complex shaped composites **non-destructive testing**	AMTS-07-05-M (Light Materials)	CSIR Megchem	29/11/07	29/11/09	Due February 2010	February 09 May 09
Repeatable and efficient manufacture of **complex shaped** advanced **composite parts**	AMTS-07-06-M (Light Materials)	DUT CSIR CUT SU UCT	27/11/07 08/08/07 12/02/08 03/08/07 19/07/07	30/06/10 30/06/10 30/06/10 30/06/10 30/06/10	Due February 2010	19 February 09 May 09
Composite manufacturing **standards**	AMTS-07-07-M (Light Materials)	AMT CSIR Epsilon Jonker Sailplanes Savek	16/08/07 16/07/07 16/08/07 ?? ??	30/06/10 30/06/10 30/06/10 30/06/10 30/06/10	Due February 2010	March 09 May 09 July 09
Smart health monitoring composites (**SHMC**)	AMTS-07-08-M (Light Materials)	CPUT Incomar UJ	06/07/07 06/07/07 16/08/07	30/06/10 30/06/10 30/06/10	Due November 09	May 09

Project	Ref no.	Consortium members	Start date	End date	PFC annual reviews	Immediate Planned Steering Com Meetings
Rapid manufacturing of continuous fibre reinforced thermosets for structural aircraft components (**CFRTS**)	AMTS-08-04-M (Light Materials)	Aerosud African NDT TUT LST			Project recommended for funding February 09 Due February 2010	March 09 July 09
Natural fibre reinforced composites	AMTS-07-02-M (Light Materials)	CSIR UCT SFS Wits	12/07/07 16/07/07 16/08/07 18/06/08	30/06/10 30/06/10 30/06/10 31/03/11	Due May 09 – end of year 2	3rd week March 09 July 09
NATFIBIO	AMTS-07-29-M (Light Materials)	CSIR	10/09/07	10/09/10	Due August 09 – end of phase 1	June 09 (telecom with Airbus) August 09 (Airbus in SA)
Uncooled IR sensor technology	AMTS-07-28-E (Adv. Electronics)	CPUT Detek UP SST	06/07/07 20/09/07 19/07/07 03/08/07	30/06/10 30/06/10 30/06/10 30/06/10	Due February 2010	April 09 July 09
Tuneable **UV** sensitive **sensor** materials & devices	AMTS-07-29-E (Adv. Electronics)	CSIR UP NMMU	01/08/07 16/07/07 25/07/07	30/06/10 30/06/10 30/06/10	Due February 2010	9 March 09 June 09