

Call for proposals (CFP)

REGIONAL INNOVATION SUPPORT (RIS) PROGRAMME

Ref No. TLIU 001/RIS01/2018

Date of Issue	Monday, 22 January 2018	
Closing Date	Wednesday, 28 February 2018	
Place	rnchabeleng@csir.co.za cc jravjee@csir.co.za	
Enquiries	Rector Nchabeleng	E-mail: rnchabeleng@csir.co.za
CSIR business hours	8:00 – 16:30	
Category	Consulting Services	



**science
& technology**

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

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1 INTRODUCTION

The Technology Localisation Implementation Unit (TLIU) is an initiative of the Department of Science and Technology (DST), hosted and managed by the Council for Scientific and Industrial Research (CSIR). The TLIU has been mandated by the DST to implement various interventions in support of the DST's Technology Localisation Plan (TLP) and other special interventions. One of these interventions is the Regional (sub-national) Innovation Support (RIS) Programme of which the TLIU is the implementing agency on behalf of the DST on Regional (sub-national).

The DST aims to strengthen and develop the national system of innovation and has developed a number of initiatives in this regard. These include interventions aimed at capacitating the South African population to participate meaningfully in the knowledge economy. This is in line with the South African government's goal to transform the economy into a globally competitive industrialised economy. The NDP outlines a long-term development path towards a prosperous and successful economy characterized by high levels of economic growth, employment generation and an equitable society. Both the New Growth Path and the Industrial Policy Action Plan outline the government's industrial development agenda and the critical jobs drivers, prioritised industrial sectors and a range of interventions required to accelerate economic growth, create jobs and fight poverty and under-development.

One of the DST's strategic objectives is to strengthen provincial and rural innovation and production systems through analysis and catalytic interventions. This is based on the recognition that strong regional (provincial) innovation systems are some of the building blocks for strong national innovation systems. Currently, this is done primarily through strengthening collaboration between RDI institutions, industry, government and society, to catalyse Public-Private Partnerships (PPPs) at regional level to create (or support) technology-intensive companies; and to foster networking between innovation stakeholders within specific regions.

In partnership with provincial and local government stakeholders, the DST has, over the past 9 years, been involved in the implementation of innovation activities and systems at sub-national (provincial and local government) level. The DST previously funded specific secretariats to stimulate and support innovation in different provinces and local structures of government, namely: the

Regional Innovation Fora (RIF). While there has been some level of success with the implementation and support for the above initiatives, there has also been teething problems with effectiveness and expected outcomes and impact in most of the programmes.

2 INVITATION FOR PROPOSALS

Proposals are hereby invited for the following two separate and independent elements within the RIS:

- A. Regional Innovation Networking platforms (aimed at establishing a networking platform to bring together research, development and innovation communities, technology SMMEs, industry and government.

- B. Feasibility study or business plan support for technology incubators, science parks or other innovation enabling mechanisms:

The successful consortia will work closely with the Technology Localisation Implementation Unit (TLIU) as implementing agency on behalf of DST for the RIS programme.

3 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at the following email address: : rnchabeleng@csir.co.za , cc jravjee@csir.co.za

4 CALL FOR PROPOSAL PROGRAMME

The Call for Proposal program, as currently envisaged, incorporates the following key dates:

- Issue of Call for Proposal documents: 30 January 2018
- Closing / submission Date: 28 February 2018
- Call for Proposal evaluation: 12 March 2018
- Target start date of the project: 01 April 2018
- Target completion date of project: 31 March 2019/20

5 PROPOSAL SPECIFICATION

All proposals must be submitted according to the format specified in the CFP. However, applicants are welcome to submit additional documents to support their project proposal.

Accordingly, the proposed project must incorporate the following:

5.1 **Regional Innovation Networking platforms (aimed at establishing a networking platform to bring together research, development and innovation communities, technology SMMEs, industry and government.**

- Minimum requirements for Regional Innovation Networking platforms (aimed at establishing a networking platform to bring together research, development and innovation communities, technology SMMEs, industry and government):
 - Co-funding contribution, preferably in cash, for local or regional partner
 - Mechanisms for meaningful participation of Black-owned SMMEs and industry partners
 - Structured capacity building programmes to enable improved innovation driven industrial competitiveness
 - Support mechanisms for improved innovation partnership deals (e.g., access to information, business writing, legal templates, funding proposals)
 - Demonstrate linkages and awareness to Provincial and local development plans and strategies

Please note that this will be a two year contract, with one year funding commitment. Further funding will be dependent on satisfactory progress and approval of a business plan aimed at culminating in concrete collaborative projects between relevant stakeholders

5.2 Feasibility study or business plan support for technology incubators, science parks or other innovation enabling mechanisms:

- Minimum requirements for feasibility study or business plan support for technology incubators, science parks or other innovation enabling mechanisms:
 - Inclusivity and relevance to South Africa's (and region's) developmental context
 - Demonstrate linkages and synergies to relevant development plans (3 spheres of Government) such as Municipal IDP.

Please note that there will be DST and Project Management Unit (PMU) participation in the project steering committee.

6 SUBMISSION OF PROPOSALS

6.1 All proposals are to be electronically emailed to rnchabeleng@csir.co.za, cc jravjee@csir.co.za. No open proposals will be accepted. Hard copies are not required. The CPF Ref Number: TLIU 001/ RIS01/2018 must be quoted on the subject line.

6.2 Proposals submitted by companies must be signed by a person or persons duly authorised and by the lead consortium member where applicable.

6.3 The contract will be awarded to an applicant whose proposal is determined to be aligned with the programme's objectives, taking into consideration factors such as the proposal's solution, investment required and co-support as well as inclusivity.

7 DEADLINE FOR SUBMISSION

Proposals shall be submitted on the above mentioned email address by no later than **Wednesday, 28 February 2018**.

The CSIR business hours are between 08:00 and 16:30.

Where a proposal is not received by the TLIU/CSIR by the due date and at the specified email address, it will be regarded as late and will therefore **not** be considered.

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect address.

9 EVALUATION PROCESS AND CRITERIA

9.1 Evaluation of proposals

An evaluation team comprising the CSIR, DST and TLIU will assess the proposals. Based on the results of the evaluation process, the team will approve the awarding of the contract to the successful applicant(s).

9.2 **An electronic copy (email) of each proposal (all pages/documents must be in one PDF and size must be less than 10MB) must be submitted to: rnchabeleng@csir.co.za and cc jravjee@csir.co.za**

| The **applicant** must prepare for a possible presentation should TLIU/DST require such, in which case, the **applicant** shall be notified timeously.

10 APPOINTMENT OF SUCCESSFUL APPLICANT

10.1 The contract will be awarded to the applicant who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

10.2 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 within a mutually agreed date after the provisional appointment date, the CSIR reserves the right to appoint an alternative supplier.

11 ENQUIRIES AND CONTACT WITH THE TLIU

Any enquiry regarding this CFP shall be submitted in writing to: rnchabeleng@csir.co.za with “**CFP No TLIU 001/RIS01/2018**Regional Innovation Support (RIS) Programme” as the subject.

12 MEDIUM OF COMMUNICATION

All documentation submitted in response to this CFP must be in English, unless otherwise indicated under technical specifications.

13 COST OF PROPOSAL

Applicants are expected to fully acquaint themselves with the conditions, requirements and specifications of this CFP before submitting proposals.

Each applicant assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the CFP process. The CSIR/TLIU and DST are not responsible for any costs, directly or indirectly, incurred by applicants.

14 CORRECTNESS OF RESPONSES

14.1 The applicant furthermore confirms their satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the CFP, and that prices and rates quoted cover all obligations under any resulting contract.

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

15 CSIR and DST RESERVES THE RIGHT TO

- 15.1 Extend the closing date,
- 15.2 Request documentary evidence regarding any issue,
- 15.3 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal),
- 15.4 Award this CFP as a whole or in part, and
- 15.5 Cancel or withdraw this CFP as a whole or in part.

16 DISCLAIMER

This CFP is a request for proposals 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 proposal, applicants shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this CFP. The CSIR/TLIU/DST makes no representation, warranty, assurance, guarantee or endorsements to applicant concerning the CFP, whether with regard to its accuracy, completeness or otherwise and the CSIR/TLIU/DST shall have no liability towards the applicant or any other party in connection therewith.