



## Expression of Interest (EOI)

### Expression of Interest (EOI) for Entrepreneurs-in-Residence Programme at the CSIR

**EOI No. 7014/03/05/2017**

Date of Issue	Thursday, 13 April 2017	
Closing Date	Wednesday, 03 May 2017	
Place	Electronic documents only please – <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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## **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, the 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 CSIR achieves impact through various pathways, including technology, knowledge and skills transfer. In order to maximise the impact resulting from CSIR's research and development activities through technology transfer, the CSIR licenses its technologies to new or existing entities to convert these technologies into useful products and services for the market.

There is often a gap or “last mile” in technologies that have been developed during the R&D process and their readiness for transfer and commercialisation. Converting these technologies into licensable opportunities requires an entrepreneurial approach, funding, a different skills set such as business and financial acumen, access to networks, and business development.

The CSIR Entrepreneur-in-Residence (EiR) programme managed by the CSIR Licensing and Ventures Office, was designed to supplement CSIR technology transfer competence through the hosting of seasoned entrepreneurs within the organisation. EiRs assist in identifying promising opportunities and fast-tracking their route to market. The goals of the programme are to:

- Stimulate and fast-track the translation of CSIR technologies and Intellectual Property into marketable / 'licensable' opportunities.
- Stimulate and guide the creation of new start-ups.
- Provide capacity building, mentoring and coaching of our Science, Engineering and Technology base.
- Create access to networks and markets to enable the successful transfer of technologies to commercialisation partners.

### **3 INVITATION FOR EXPRESSION OF INTEREST**

Entrepreneurs who meet the qualifying criteria are hereby invited to submit expressions of interest for consideration by the CSIR. Suitable entrepreneurs identified following the evaluation process detailed in this document, will be included in a panel of EiRs to be used on an “As and When required basis”, for a period of three (3) years. The CSIR will negotiate the applicable rates with the successful EiRs.

### **4 EOI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)**

All expressions of interest are to be submitted in a format specified in this enquiry (as applicable). However, service providers are welcome to submit additional or alternative information over and above the originally specified format (e.g. other capabilities that you may deem to be relevant).

The applicants are required to have a combination of the following:

- A postgraduate qualification and/or an equivalent experience in companies related to commercialisation of high technology products and services.
- At least 7 years of experience in a senior management role in developing business models, evaluating and investing in companies, product development, marketing, or other related areas.
- Experience in starting up new ventures and successful exits.
- Experience in company turn-around strategies.
- Own venture.
- Extensive networks in relevant domains.

The candidate must also possess the following key characteristics:

- High emotional intelligence
- Strong business acumen
- Appreciation for the value of research and development
- High energy levels, enthusiasm and strong drive to succeed
- Excellent communication and leadership skills
- Entrepreneurially minded - self-discipline, self-starter, good at networking, innovative thinking, tolerance for uncertainty, accountability, flexibility, hard-working, problem-solving, good at marketing.

## 5 FUNCTIONAL EVALUATION CRITERIA

- 5.1 The evaluation of the functional / technical detail of the expression of interest will be based on the following criteria:

No	Functionality criteria	Weighting (%)
1	Experience in senior management in an early stage, high technology start-up or venture	30
2	Experience in business development, product development, marketing, fundraising or other capacities that demonstrate substantial knowledge of the earliest stages of development of a new high technology start-up company	40
3	Experience in commercialising technology.	20
4	Successful exits from ventures	10
<b>Total</b>		<b>100</b>

- 5.2 Expression of interest with functionality / technical points of less than the pre-determined minimum overall percentage of 60% will not be considered for interviews
- 5.3 Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.
- 5.4 All qualifying EiRs will be invited for interviews, after which CSIR's Entrepreneur Selection Panel will make recommendations based on the interview results to the CSIR Executive for approval

## 6 ELIMINATION CRITERIA

Expression of interest will be eliminated under the following conditions:

- Submission after the deadline.

## 7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with successful applicants, it will be required from the applicants to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR with their CSD registration number. If not registered on the CSD, the successful candidate should be willing and prepared to register if they are successful; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, the points scored during the evaluation process will be adjusted accordingly. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR EOI SUBMISSION

All expressions of interest must be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) and titled “***EOI No EOI No. 7014/03/05/2017 - Expression of Interest (EOI) for the Entrepreneur-in-Residence Programme at the CSIR***”

### 9 EOI PROGRAMME

The EOI programme, as currently envisaged, incorporates the following key dates:

- Issue of EOI documents: 13 April 2017
- Closing / submission Date: 03 May 2017

The CSIR will engage further with all successful applicants qualifying for the programme.

### 10 SUBMISSION OF RESPONSES

10.1 Interested parties should submit a detailed CV outlining experience and project portfolio.

10.2 Interested parties should also indicate whether the EiR is to be contracted in their personal capacity or via a company.

10.3 All expression of interests are to be clearly marked with the EOI number

### 11 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted electronically at the address mentioned above no later than the closing date of **Wednesday, 03 May 2017** during CSIR’s business hours. The CSIR business hours are between 08h00 and 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI’s will not be considered.

## 12 EVALUATION PROCESS

The EOI evaluation process will only include a functionality/technical evaluation as well as the interviews to be conducted by the Entrepreneur Selection Panel.

No price or B-BBEE evaluation will be done at this stage except where B-BBEE is stipulated as criteria for the EOI.

The CSIR procurement policy will be followed to appoint any service provider qualifying to be contracted.

## 13 VALIDITY PERIOD OF RESPONSES

Each **expression of interest** shall be valid for a minimum period of three (3) months calculated from the closing date.

## 14 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“EOI No EOI No. 7014/03/05//2017 - Expression of Interest (EOI) for the Entrepreneur-in-Residence Programme at the CSIR”*** as the subject.

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

## 15 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English unless otherwise stated.

## 16 COST OF EXPRESSION OF INTEREST

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.



## **17 CORRECTNESS OF RESPONSES**

- 17.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

## **18 VERIFICATION OF DOCUMENTS**

- 18.1 Service providers 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.

- 18.2 **Only electronic copies are accepted via email to [tender@csir.co.za](mailto:tender@csir.co.za)**

## **19 ENGAGEMENT OF CONSULTANTS**

All potential service providers need to note that consultants will only be remunerated at the rates:

- 19.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 19.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 19.3 Prescribed by the body - regulating the profession of the consultant.

## **20 TRAVEL EXPENSES**

All potential service providers need to note that travel expenses will be managed as followed should they need to travel on behalf of the CSIR in future:

- 20.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:
- 20.1.1 Only economy class tickets will be used.
- 20.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 20.1.3 No car rentals of more than a Group B will be accommodated.

## **21 ADDITIONAL TERMS AND CONDITIONS**

- 21.1 Service providers 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.
- 21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 21.3 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.
- 21.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

## **22 CSIR RESERVES THE RIGHT TO**

- 22.1 Extend the closing date;
- 22.2 Verify any information contained in a response;
- 22.3 Request documentary proof regarding any tendering issue;
- 22.4 Cancel or withdraw this EOI as a whole or in part; and
- 22.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

## **23 DISCLAIMER**

This EOI is an expression of interest 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 EOI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

24 ANNEXURE A

NO	Functional Criteria	Weighting (%)
1	<p><b><i>Experience in senior management in an early stage, high technology start-up</i></b></p> <p>0 = No information provided            3 = 2 to 6 years            6 = 7 to 10 years            10 = &gt;10 years</p>	30
2	<p><b><i>Experience in business development, product development, marketing, fundraising or other capacities that demonstrate substantial knowledge of the earliest stages of development of a new high technology start-up company</i></b></p> <p>0 = No information provided            3 = 2 to 6 years            6 = 7 to 10 years            10 = &gt;10 years</p>	40
3	<p><b><i>Experience in commercialising technology</i></b></p> <p>0 = No information provided            3 = 2 to 6 years            6 = 7 to 10 years            10 = &gt;10 years</p>	20
4	<p><b><i>Successful exits from ventures</i></b></p> <p>0 = No information or no experience            6 = 1 venture            10 = &gt; 1 ventures</p>	10