



Request for Proposals (RFP)

The provision of exhibition stand design and building services to the CSIR for its 8th Biennial CSIR Conference

RFP No. 1031/22/09/2022

Date of issue	Thursday, 08 September 2022
Briefing Session	<p>Date: Thursday, 15 September 2022</p> <p>Venue: Meiring Naude Road CSIR Pretoria Scientia Campus, Building 39, ICC Exhibition Hall</p> <p>Time: 09:h00-10h:00</p>
Closing Date and Time	Thursday, 22 September 2022 at 16h30– Late bids will not be considered
Submission of responses	<p>All responses must be submitted to: tender@csir.co.za</p> <p>Submissions cannot be submitted to any other address, as this will lead to elimination.</p>
Contact details	<p>Submission of enquiries: All enquiries must be submitted to tender@csir.co.za. (Please use the RFP number as the subject reference)</p>
CSIR Business Hours	08:00 – 16:30

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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. Through collaboration with national and international institutions, CSIR undertakes directed and multidisciplinary research and technological innovation that contributes to the socio-economic development of the country which has a direct impact on the improvement of the quality of life of South Africans.

2 BACKGROUND AND PROBLEM STATEMENT

The CSIR hosts its 8th CSIR conference on 2 and 3 November 2022. At this event, the CSIR will communicate its work through panel discussions, keynote presentations as well as through an exhibition at the main exhibition venue at the CSIR International Convention Centre. The theme of the conference is: *Harnessing Research, Development and Innovation for a robust South African economy*. This request for proposals relates to the exhibition.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of exhibition stand design and building services to the CSIR for its 8th Biennial CSIR Conference

4 PROPOSAL SPECIFICATION & REQUIRED DOCUMENTATION

All proposals are to be submitted in a format specified in this RFP.

5 SCOPE OF WORK AND DELIVERABLES

The CSIR is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the space, physical production of all components, including the infrastructure and content artwork, erection of the exhibition the day before the start of the conference, logistical support relating to the exhibition during the two-day event and break-down. The exhibition will comprise:

- 1) A CSIR main exhibition component, made up nine distinct areas for the CSIR's nine clusters. These are separate parts of a whole.
 - a. Each of the nine structures to comprise: 1 overall description/visualisation of the cluster offerings (limited text + visuals); plus 2 x large screens for project display and 2 x sets of text on the panel(s)
 - b. Design to allow each of the nine structures to house 2 x technologies that will be demonstrated on the stand – on screen and through a physical model/replica, which could either be a stand-alone or displayed on plinth or similar
 - c. This main component must comprise overhead CSIR branding as the main attraction of the exhibition hall
- 2) An exhibition infrastructure for 15 x invited exhibitors (partners and CSIR-hosted initiatives).
- 3) A talkshop space allowing for a speaker to address up to 25 seated delegates. This must incorporate a large screen, and the design must carefully consider the acoustics of the exhibition hall.

All the above must be displayed in the CSIR International Convention Centre's main exhibition venue.

All exhibition systems will be returned to the service provider, i.e. the main exhibition, the structures of the hosted exhibitions, as well as the talkshop structures. The CSIR would want to retain boards/cloth etc. with customised CSIR printing.

EXHIBITION SUMMARY:

The main exhibition will feature an array of CSIR-developed technologies with the potential to benefit industrial sectors including mining, aerospace and defence, automotive, manufacturing, energy, health, pharmaceutical, construction as well as the services sector.

Specifications in summary:

Part 1: Main exhibition

The structure should be the main focus point and a significant structure in the context of the CSIR International Convention Centre main exhibition hall. Please find attached the floorplan to determine a suitable height for the structure.

The proposed height of the structure should be specified in the proposal. Please note that coffee and tea will be served in the area during breaks at the conference and the layout of the proposed exhibition should allow for this. Thus, up to three coffee stations should be accommodated for.

- The main exhibition will be made up of a display of 18 individual technologies that will be clustered per sector (nine). The design should therefore cater to have a descriptor/naming of the technology as well as the sector that it will benefit. E.g Railway inspection device – Transport sector.
- In addition to the headline/naming of the technology and the labelling of which sector it will benefit, every technology exhibit should allow for a) 2 x text summary of the technology (150-200 words) b) one dominating image and two or three smaller images c) 2 x screens (which can be connected to a laptop that researchers will supply themselves). *Please see note under pricing – stipulate pricing per screen.* d) Space/device/table to display samples/tangibles of varying sizes.
- Suitable exhibition furniture for a minimum of three people at each of the nine structures.

Part II – Hosted exhibitions

The CSIR will invite its line department, a selection of CSIR spin-out companies and a number of CSIR-hosted initiatives to exhibit at the Conference. These exhibitions will not form part of the CSIR exhibit described in part I.

- Structures of approximately 3m x 3m should be provided to 15 such exhibitors.
- These exhibitors should also be supplied with a table and two chairs and access to electricity.
- Every scheme structure should have a printed fascia.
- The supplier to provide a book, allowing the exhibitors to hire any additional furniture.

Part III – Talk shop space

The talk shop is intended to host a fringe programme, given the venue limitations. It should accommodate a small stage inclusive of stage décor and lighting, with a large screen, and up to 25 chairs. Tests must be conducted to ensure the design allows for acoustics to be well managed and suitable for the intended purpose of the talk shop.

Other specifications:

- The exhibition should be constructed on the morning of 1 November 2022. Exhibitors must be able to move in at 14:00 on 1 November 2022. Exhibition must be broken down and printed material/logos that will become the property of the CSIR, transported to a CSIR storage facility by Thursday 3 November at 16:00. All rented structures and other exhibition furniture should be removed off site.
- An exhibition manager should be on site on 1, 2 and 3 November 2022.
- Services rendered should include: design and visualisation of the overall format of the exhibition; liaison with the CSIR Events manager on a continuous basis; liaison with the CSIR International Convention Centre on all aspects of the exhibition; design of all artwork/panelling; printing and and/or production of all panelling and liaison about text/authors' changes; loading of all multimedia onto electronic display devices (excludes production of multimedia, but includes liaising about formatting); all transport relating to the exhibition.
- Provide safety, electrical and structural certificates

Timelines:

The service provider should work around the timelines given below and provide an outline of dates that will ensure that the exhibition is completed and erected on 1 November 2022, as per CSIR requirement.

- Supply text and visuals to supplier
7 October 2022
- First draft concept with visuals and text; proofs
14 October 2022

- Sign off for production

21 October 2022

6 FUNCTIONAL EVALUATION CRITERIA

- 6.1** The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	Evaluation criteria	Weighted score
1	Track Record	40
2	Conceptualisation of CSIR exhibition	60

- 6.2** Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 80% and less than 70% on any of the individual criteria will be eliminated from further evaluation.
- 6.3** Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP.
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP.
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and deliverables.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect location (Bids must be submitted electronically at tender@csir.co.za);
- Non-submission or incomplete SBD 1 form.
- Non-submission of Bidder Declaration Form
- Non-attendance at compulsory briefing session.
- Non-submission of Bidder Disclosure Form- SBD 4.
- Bidders that are listed on the National Treasury (NT) database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a valid copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za.
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labelling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

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

- Issue of tender documents: 08 September 2022
- Briefing session: 15 September 2022
- Last date for submission of queries: 19 September 2022
- Closing / submission Date: 22 September 2022

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 All e-mailed proposal submissions are to be clearly **subject-referenced with the RFP No.1031-22-09-2022** Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
 - PART 1: Technical Proposal RFP No.: 1031-22-09-2022**
 - PART 2: Pricing Proposal RFP No.: 1031-22-09-2022**
- 11.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

11.5 Proposals submitted must be in the following file formats:

- PDF

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Thursday, 22 September 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal. No regret letters will be sent out.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

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

14.2 PREFERENCE POINTS SYSTEM

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

15 PRICING PROPOSAL

- 15.1** Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 15.2** Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 15.3** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.5** Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 15.6** Payment will be according to the CSIR Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of 120 business days calculated from the closing date.

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1** The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 17.2** Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 17.3** Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No. 1031-22-09-2022– The Provision of Mentorship Training Programme to the CSIR for a period of 12 months on an “as and when required” basis”*** as the subject.

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

19 MEDIUM OF COMMUNICATION

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

20 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

21 CORRECTNESS OF RESPONSES

- 21.1** The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 21.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 22.2** Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

23 SUB-CONTRACTING

- 23.1** A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 23.2** A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1** A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 25.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.
- 25.4** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

- 26.1** Extend the closing date;
- 26.2** Verify any information contained in a proposal;
- 26.3** Request documentary proof regarding any tendering issue;
- 26.4** Give preference to locally manufactured goods;
- 26.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6** Award this RFP as a whole or in part;
- 26.7** Cancel or withdraw this RFP as a whole or in part.

27 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

28 ANNEXURE A DECLARATION BY TENDERER

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

RFP No: 1031-22-09-2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 1031-22-09-2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

<p>WITNESSES</p> <p>1</p> <p>2</p> <p>DATE:</p>
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29 ANNEXURE B FUNCTIONALITY SCORE

Competence Criterion	Key Aspects of Criterion	Points Allocation	Weight	
Service Provider's track record	Experience and technical capability in building exhibition stands in a large conference venue on a national scale. Service provider to provide contactable references where exhibition stands were built in large conference venues	Did not provide track record/track record or track record does not relate to exhibitions staged for large events at large conference venues	0	10
		Less than 3 previous projects for large conference venues	5	
		3 – 5 previous work for large conference venues	7	
		More than 5 previous work for large conference venues	10	
	Creativity, professionalism on the supplied samples. Service provider to provide samples of previous work	Previous work samples not provided	0	30
			5	
		Concepts provided are adequate in terms of creativity and professionalism	7	
		Concepts provided are highly creative and professional	15	
Conceptualisation of CSIR's Exhibition	Creativity, professionalism and brand alignment displayed in execution of a visual conceptualisation of the CSIR exhibition based on brief supplied Service provider to provide Concept(s)	Did not provide concepts for CSIR exhibition	0	60
		Concepts provided are inferior and unsuitable in terms of creativity, professionalism and brand alignment	5	
		Concepts provided are adequate in terms of creativity, professionalism and brand alignment	7	
		Concepts provided are highly creative, professional and are aligned with the CSIR brand	10	

30 ANNEXURE C REFERENCE FORM

TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER)

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: **Project End Date:**

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: **Date:**

31 ANNEXURE D : SBD 1: INTENTION TO BID

32 ANNEXURE E : SBD 4: BIDDERS DISCLOSURE