



## Request for Proposals (RFP)

### Impact Analysis study for the Technology Localisation Programme

#### RFP No.3275/26/02/2019

Date of Issue	12 February 2019	
Briefing Session Date	20 February 2019	
Briefing Session Time	12H00 – 13H00	
Briefing Session Venue	Aloe Boardroom – Building 10	
Closing Date	26 February 2019	
RFP Number	3275/26/02/2019	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
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, 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 Technology Localisation Programme (TLP) was conceptualised and established by the DST in order to provide technological assistance to local firms in an effort to increase their competitiveness and to ensure that greater use is made of local production and services, specifically in the instances where government, or its State Owned Companies (SOCs) are procuring (capital or operational) goods. The TLP was primarily aimed at supporting the State-Owned Companies' (SOCs) Competitive Supplier Development Programme (CSDP) and other instances (e.g. Strategic Infrastructure Programmes) of government procurement. The programme over the years has extended support to other national imperatives linked to localisation requirements in state procurement projects. The TLIU has implemented the instruments of the TLP which include:-

- Firm Technology Assistance Packages (FTAP)
- Sector-Wide Technology Assistance Packages (SWTAP)
- Technology Development Grants (TDG)
- Experiential Training Programme (ETP)
- Benchmarking and profiling

Through the FTAP programme the TLIU has provided assistance to 310 firms totalling and estimated investment of more than R500 million. Through the SWTAP the TLIU has assisted with the establishment of 4 specialized shared facilities that have provided access to high-end technology to specific sectors. Through the SWTAP the TLIU has made an investment of approximately R36 million in developing the capability of the shared technology facilities.

The programme has also successfully managed the ETP for the past 5 years, assisting with the placement and management of approximately 100 students on an annual basis. The students are placed at companies nationally and are managed against specific industry projects. The stipends that are paid to the students is valued at approximately R6 million per annum.

The TLIU has also invested R2 million per annum to conduct profiling and benchmarking of companies. This has assisted the TLIU to develop a national database of South African manufacturing companies that is now used by SOCs and OEMs when required to identify potential local manufacturers.

The TLIU has established itself as the prime entity and support instrument to expedite and implement local supplier development programmes, and increase the competitiveness of firms who are part of, or aspiring to be part of, the supply chains of the SOCs or the Multinational Companies (MNCs) supplying the SOCs, such as General Electric, Bombardier, etc. To this effect, the dti, and SOCs (Eskom, Transnet, Denel, etc.) actively utilises the TLIU for supplier development and firm benchmarking.

The terms of reference of the above instruments are available on request, and can be accessed when needed.

### **3 INVITATION FOR PROPOSAL**

The objectives of the study is to determine the outputs and outcomes of the TLP since the implementation in 2012 to date, impact of the TLP, identify gaps and recommend improvement to close the gaps identified in the implementation model, and recommend any expansion possibilities.

## 4 PROPOSAL SPECIFICATION

The study should focus on the review of FTAPs, TDGs, SWTAPs, Profiling & Benchmarking and ETP.

The study has to conduct the following on the TLP:

- Review of the reports (quarterly and annual) and databases
- Consult the OEMs, SOCs, Government entities (DPE and the dti) and the beneficiaries (defined number)
- Identify constraints hindering the progress (List the constraints)
- Determine the value for money for future investments
- Recommendations after assessment

The following deliverables are expected in the assessment of achievements:

- Comprehensive Report ( in a hard copy and a soft copy)
- Microsoft PowerPoint Slides
- Management Responses (Reviews)
- Finalisation of the Report
- Presentation to Executive Committee (EXCO) meeting, Ministerial Management Meeting (MMM) and Cluster

The service provider is expected to provide support to the Presentations to EXCO, MMM and Cluster.

## 5 FUNCTIONAL EVALUATION CRITERIA

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

- Number of years' experience and expertise in the relevant field as defined in the project scope, working with government and private sector and of leading sensitive and complex evaluations.
- Articulate and understanding of the overall requirements of the project as per the defined scope.

- Design and cost an appropriate and feasible evaluation with appropriate questions and methods, based on the evaluation's purpose and objectives. This must include a provision of a detailed project plan, methodology and quality of activity-based plan.
- Demonstrated experience of systematically gathering, analysing, and synthesising relevant evidence, data and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps, perform and implement economic data analysis and modelling risk-return models and writing effective research reports.

## **6 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified 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

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address  
Council for Scientific and Industrial Research (CSIR)  
Meiring Naudé Road  
Brummeria  
Pretoria

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 12 February 2019
- Briefing Session Date: 20 February 2019
- Briefing Session Address: CSIR, Pretoria Campus,  
Aloe Boardroom – Building 10
- Briefing Session Time: 12H00 to 13H00
- Closing / submission Date: 26 February 2019

### 10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: RFP No.: 3275/26/02/2019

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 3275/26/02/2019

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

10.4 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 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 26 February 2019 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.

## 12 AWARDING OF TENDERS

Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

## 13 EVALUATION PROCESS

### 13.1 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.

### 13.2 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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.



## 14 PRICING PROPOSAL

- 14.1 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.
- 14.2 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.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 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.*

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

## 15 VALIDITY PERIOD OF PROPOSAL

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

## **16 APPOINTMENT OF SERVICE PROVIDER**

- 16.1 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.
- 16.2 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.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **17 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with "***RFP No 3275/26/02/2019 Impact Analysis study for the Technology Localisation Programme***" 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.

## **18 MEDIUM OF COMMUNICATION**

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

## **19 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.

## 20 CORRECTNESS OF RESPONSES

- 20.1 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.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 21 VERIFICATION OF DOCUMENTS

- 21.1 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.
- 21.2 **One hard copy and one electronic copy (CD or USB memory key)** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 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.
- 21.4 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, by the stipulated due date.

## 22 SUB-CONTRACTING

- 22.1 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.
- 22.2 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.

## **23 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

## **24 TRAVEL EXPENSES**

24.1 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:

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

## **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.

**DECLARATION BY TENDERER**

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

**RFP No:** .....

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..... 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 .....

WITNESSES	
1	.....
2	.....
DATE: .....	

Criteria (equal weighting 25%)	RATINGS/SCORE			
	0	5	7	10
Number of Years of experience and expertise in the relevant field as defined in the project scope , working with government and private sector and of leading sensitive and complex evaluations	Did not provide any information	Should demonstrate more than 3 years of high quality experience in at least 3 related projects undertaken by the team.	Should demonstrate more than 7 years of high quality experience in at least 5 related projects undertaken by the team.  Team must comprise of a relevant specialist knowledge of evaluation methodology (and not just research)  At least 30% of team are Previously Disadvantaged Individuals (PDIs) <sup>1</sup> and they must play a meaningful role in the evaluation	Should demonstrate more than 10 years of high quality experience in at least 5 related projects undertaken by the team.  Team must comprise of a relevant post-graduate qualification, preferably a Master's degree with specialist knowledge of evaluation methodology (and not just research)  At least 50% of team are Previously Disadvantaged Individuals (PDIs) <sup>1</sup> and they must play a meaningful role in the evaluation
Articulate an understanding of the overall requirements of the project as per the defined scope	The requirements of the evaluation not addressed at all.	Requirements of the evaluation partially addressed but not convincing.	Requirements of the evaluation addressed well and additional value added services and understanding of the sector.	Requirements of the evaluation addressed well and additional value added and detailed understanding and description of the relevant sector/intervention and government systems in relation to the evaluation and can appropriately relate the evaluation to current political, policy and governance environments

<p>Design and cost an appropriate and feasible evaluation with appropriate questions and methods, based on the evaluation's purpose and objectives. This must include a provision of a detailed project plan, methodology and quality of activity-based plan.</p>	<p>Not likely to address the needs of the evaluation and poor project plan.</p>	<p>Some parts of the evaluation addressed satisfactorily but overall not convincing</p> <p>60% project scope with project plan and methodology to be utilised demonstrated.</p>	<p>Addresses these satisfactorily. Confident the evaluation can be implemented.</p> <p>70% project scope with detailed plan and detailed methodology demonstrated</p> <p>Bring in-depth knowledge of the both relevant IT and economics expertise able to bring this insight to ensure that the richness of the programme is explored and meaningful recommendations derived</p>	<p>Addresses these satisfactorily. In addition some very interesting approaches suggested for undertaking the evaluation which are likely to increase the use</p> <p>Well-Articulated and defined scope, detailed plan and detailed methodology</p> <p>Bring in-depth knowledge of the both relevant IT and economics expertise able to bring this insight to ensure that the richness of the programme is explored and meaningful recommendations derived</p>
<p>Demonstrated experience of systematically gathering, analysing, and synthesising relevant evidence, data and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps, perform and implement economic data analysis and modelling risk-return models and writing effective research reports.</p>	<p>Organisation has undertaken successfully &lt;2 evaluations or research projects which demonstrate knowledge of (qualitative or quantitative research)*2 and are over R500 000</p>	<p>Organisation has undertaken successfully 3 evaluations or research projects which demonstrate (qualitative or quantitative research)* and are over R1 000 000 (convincing as an organisation undertaking this type of research)</p>	<p>Organisation has undertaken successfully 5 evaluations or research projects which demonstrate (qualitative or quantitative research)* and are over R1 000 000 (convincing as an organisation undertaking this type of research), good understanding of econometric systems, risk-return models, displayed functionality and relevant examples</p>	<p>Organisation has undertaken successfully 3 evaluations or research projects which demonstrate (qualitative or quantitative research)* and are over R1 000 000 (convincing as an organisation undertaking this type of research), with implementation examples and system capability description with well articulated econometric and risk-return and data modelling</p> <p>Interesting/innovative model for building capacity in evaluation of interns and projects.</p>