



Request for Proposals (RFP)

**To conduct an Industrial Water Efficiency assessments
at Unilever Plants in Gauteng Ekurhuleni (Khanyisa
and Lord's View)**

RFP No. 812/15/12/2017

Date of Issue	01 December 2017	
Closing Date	15 December 2017	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
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 National Cleaner Production Centre South Africa (NCPC-SA) is a key industrial sustainability programme of the Department of Trade and Industry that promotes the implementation of Resource efficient and Cleaner Production (RECP) methodologies – identifying and advising on opportunities to optimise the the usage of energy, water, materials and minimise the generation of waste in order to, reduce costs. In response to the increasing demand being placed on the current national water supply, the NCPC-SA recently launched its Industrial Water Efficiency (IWE) Project. This 3-year project aims to assist industry to respond to the call to reduce and better manage water consumption.

South Africa is a semi-arid country with high water stress (40 – 60%). This is largely due to the annual rainfall being almost half the world average, high evaporation rates (average of 1 700mm per annum) and increasing demand. With the current projections, shortfalls between available water supply and demand are predicted as early as 2025. Increasing annual temperatures, the continual effect of El Nino and persistent drought conditions have seen dams reaching their lowest levels in decades. These all point to one thing: that changes need to be made to better manage and conserve this scarce and precious resource. As the climate changes, both flooding and droughts are likely to become more frequent in South Africa. Water ecosystems could also change. There is a need to adapt by improving water management. Water, as a natural resource, represents one of the important thematic priorities in the transition to a more resource efficient South Africa. Access to good quality water is essential, not only for human health, but also nature and economic activities like agriculture, tourism, industry, transport and energy.

To manage water resources properly, quality needs to be monitored closely with the aim to ensure good quality water and that river basin systems are managed in a coordinated way, even if different countries are involved.

The NCPC-SA is currently requesting submissions of tenders and quotations from RECP Service Providers/ Consultants to conduct and execute an Industrial Water Efficiency Assessment with the companies mentioned below for the NCPC-SA 2017/2018 financial year.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for service providers to conduct an Industrial Water Efficiency Assessments at Unilever Plants in Gauteng Ekurhuleni (Khanyisa and Lord's View).

The purpose of the study is to assist NCPC-SA and the respective client companies to build an understanding of industrial water efficiency as well as wastewater treatment potentials in South Africa. Most importantly, the study aims to identify viable water efficiency opportunities as well technologies that can be employed to lower the risks of water access, demand, and technologies that can be best employed to address access to clean-fit for purpose water. Within the assignment, the consultant will also work with NCPC-SA to develop case studies on industrial water efficiency project, as a tool of strategic integrated water management. For NCPC-SA and its partners, the definition of industrial water efficiency and wastewater treatment covers the whole process of industrial water supply, in-process water consumption, water reuse/recycling and wastewater treatment and discharge. It is expected to primarily focus on industry and integrated water efficiency and wastewater treatment project(s) opportunities.

The abovementioned objectives can be further broken into the following items as scope of work (SOW):

- 1) Industrial water efficiency and wastewater treatment study, to identify high potential water conservation/efficiency opportunities and provide means to understand risks associated with no-access to clean-fit-for purpose water.
- 2) Secondly, to analyze and review, incentive (drivers) structures for industrial water efficiency and how they can implemented at the site; and

- 3) Thirdly, to update the knowledge on water conservation demand management to obtain more information on the possibilities of getting drivers that can be used as incentives in line with current policies of the company.

The consultant is expected to conduct a combination of desktop literature review and be on-site doing the investigation and data collection, and deliver the results in a suite of appropriate formats, including MS reports, MS worksheets, and concise MS presentations, as the required by the NCPC-SA.

4 PROPOSAL SPECIFICATION (SCOPE)

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

The NCPC-SA will undertake water efficiency assessments project in 2 sites based in Ekurhuleni (**Khanyisa and Lord's View**). It should be noted that tasks can also have a cross-cutting character and hence descriptions should not be considered fixed to one specific task.

Task 1: IWE practices and standards at the Sites – Analyse water management practices with focus on how water efficiency is typically approached in plants. For example, in some cases, water users are reluctant to use efficiency as a water conservation tool, relying instead on business as usual cases as water is relatively cheap in the country.

The study should bring about international best practices, standards methodologies on doing industrial water efficiency at the sites. It must also help in providing a international best practices or sector benchmarks instruments to address barriers to water efficiency by companies. The task should offer an analysis of the relative merits of approaches to how water efficiency is conducted at an industrial plant, and what standards and best practices can be applied to drive water management, especially in relation to resource efficiency objectives. The task should further analyse and measure how water is consumed in the selected areas of the plant to improve efficiency; reflect on how these areas/processes can decrease water demand. The analysis and measurements should work out solutions that can decrease water consumption in the plants.

In the same line of reasoning, the task should also consider and provide knowledge on which tools are the most cost effective (based on empirical evidence) to reduce water consumption (i.e. increased resource efficiency), setting standards for water resource management and governance as well as business conduct, including performance indicators and monitoring systems, to ensure compliance with the environmental and participatory requirements for other companies to follow.

The outcomes of this task will assist in lobbying to the management of the sites develop water efficiency management policies and methodologies that can make use of to account for their water usage and minimize costs while driving sustainability. The study must assess the need for standardised water management systems and protocols by the sites, providing capacity building and assistance in adopting international best practice in managing resources (incl. water management systems), water efficiency standards for equipment and processes.

Task 2: Development of a report

Based on the above tasks, organise the process to and develop a report based on a state-of-the-art review of literature including a quantitative and qualitative analysis of the results. This will entail responding to different questions that are addressing issues of implementation of an international best practices on water efficiency that will be taylor made to meet of the plant conditions that NCPC-SA is doing the assessment on.

4.1 Deliverables

The expected deliverables below are to be clearly incorporated in one report:

Component	Activity	Outputs
IWE practices and standards at the Sites.	Assess and analyse water management practices with a focus on how water efficiency is typically approached in plants.	Report on best method that is used to conduct IWE assessments, best international standards, which can be adopted to stimulate uptake and adoption in South Africa.
Development of a report.	A detailed report on the outcomes of the assessment.	The output will be a detailed report will full details on how the assessment was done, with recommendations that are implementable. The report should be of best international standards with detailed list of references, highlighting areas of interest, best methodologies

4.2 Timeframe

This project is expected to be carried out for a period of 3 months from the date of the signing of the contracts by both parties.

4.3 Reporting and deliverables

The successful bidder will be required to produce the following documents at the end of the respective project:

- IWE assessments
- Project brief/Updates
- End-of-project presentation

5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weight
Proposal Structure & Quality Content	5%
Understanding of the context, objectives and rationale of the project including demonstrating knowledge of the economic aspects of water efficiency, conservation and demand management, incentives (drivers), and water price elasticity.	25%
Understanding of the tasks and their relation including the quality of the proposed approach/assessment framework in encapsulating the issues in a structured and organised approach.	25%
Qualifications and relevant skills in integrated water resource management, resource use efficiency etc.	25%
Organisation of the work with a detailed implementation plan and time schedule. Quality and relevance of the organisation of the work and of the allocation of human resources including description of the availability and involvement of experts (specifying the role of each expert), interaction and coordination of tasks, distribution of the work between the team members, where applicable. Quality assurance and quality control processes put in place.	20%

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

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

7 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 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: 1 December 2017
- Closing / submission Date: 15 December 2017

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.: 812/15/12/2017

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 812/15/12/2017

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 **15 December 2017** 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

12.1 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 with "***RFP No 812/15/12/2017 – Request for proposal for conducting of Industrial Water Efficiency Assessments at Unilever Plants in Gauteng Ekurhuleni (Khanyisa and Lord's View)***" 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-imbursing, 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:	

28 ANNEXURE A

Weight	Criteria	0	5	7	10
5%	Proposal Structure & Quality Content	Poor Structure provided in specified in RFP	Good structure as specified in RFP	Enhanced structure is in accordance with the structure specified in RFP	Excellent structure is in accordance with the RFP and contains further relevant information/content beyond the specified RFP structure
25%	Resource use efficiency especially in the manufacturing sector	Bidder has not completed projects on resource use efficiency.	Bidder has at least 5 successfully completed projects on resource use efficiency.	Bidder has 6 - 7 successfully completed projects on resource use efficiency.	Bidder has successfully completed more than 7 projects on resource use efficiency.
25%	Understanding of International best practices Industrial Water Efficiency (water conservation and demand management) at industrial Plants	Provides no indication of understanding of international best practices on the water efficiency and standards	Provides understanding of international best practices on the water efficiency and standards with use of tools methodology with use of tools	Provides evidence of understanding of international best practices on the water efficiency and standards provides tools to be used,	Provides evidence of proven understanding of international best practices on the water efficiency and standards tools to be used.
		Provide less than 3 successfully completed projects in the field of water efficiency	Provide at least 5 successfully completed projects in the field of water efficiency	Provide at least 6-7 successfully completed projects in the field of water efficiency	Provide at least 8 successfully completed projects in the field of water efficiency
25%	Qualifications and relevant skills in green technological solutions	No Indication of team composition available to perform policy review and understanding of industrial water efficiency best practices and standards	Appropriate indication of team composition available to perform policy review and understanding of industrial water efficiency best practices and standards to deliverables. Indicated best suited according to skills, experience	Expert team composition available to perform policy review and understanding of industrial water efficiency best practices and standards to deliverables. Indicated best suited according to skills, experience	Highly skilled experts team composition available to perform policy review and understanding of industrial water efficiency best practices and standards to deliverables. Indicated best suited according to skills, experience
20%	Capacity Building	The service provider does not have the capacity to transfer skills to the identified plant employees			The service provider should be able to transfer skill to the identified plant employees. Service provider to share a plan on how the skills will be transferred.