

Request for Quotation (RFQ)

***The appointment of an evaluator to conduct an impact evaluation on
the CSIR L.I.F.E. CPAP Ventilator Project***

CSIR RFQ No. 5964/17/11/2022

Date of issue:	Thursday, 03 November 2022
Compulsory Briefing Session	None
Closing Date and Time:	Thursday, 17 November 2022 @ 16:30
Submission and Contact details:	For submission of quotations or any other enquiries: Email: tender@csir.co.za <i>(Please use RFQ No. as subject reference)</i>

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies.

The CSIR also renders its research and development focus and outputs to drive socio-economic development and to support a capable state. Intellectual property and know-how are key outputs of the CSIR's endeavours, which it translates into products, processes, and services.

2 INVITATION FOR QUOTATION

Quotations are hereby invited for the appointment of an evaluator to conduct impact evaluation on the CSIR L.I.F.E. CPAP Ventilator project.

3 BACKGROUND

The monitoring and evaluation function at the CSIR seek the services of an external evaluator to conduct an impact evaluation (case study) on the CSIR L.I.F.E. CPAP Ventilator project, to draw key lessons that contribute to organisational learning, and to ensure a sufficient degree of credibility and objectivity of the impact assessment report.

The CSIR L.I.F.E. CPAP Ventilator is a product developed as part of the National Ventilator Project.

About the National Ventilator Project (NVP)

On Friday, 03 April 2020 the Department of Trade, Industry and Competition (DTIC) issued a call for proposals for the development and certification of ventilators as part of the National Ventilator Project (NVP). Based on the initial groundwork that the CSIR had undertaken, the CSIR team decided that the best way forward was a 100% local ventilator development and that it was possible for the CSIR, in collaboration with external parties, to achieve the NVP objectives within the expected time frames.

The NVP objectives were:

- Obtain regulatory certification for a Continuous Positive Airway Pressure (CPAP) ventilator product for local manufacture – being a medical device, this requirement was non-negotiable and of paramount importance due to safety implications
- Locally manufacture ventilator devices in the order of magnitude of thousands in time for when the pandemic reached its peak in South Africa
- Manage the required supply chain to ensure all other accessories that are required for using the ventilator are available (PEEP valves, breathing hoses, safety valves, patient masks and various connectors and adaptors)

The NVP requirement was for 18,000 CSIR L.I.F.E. CPAP ventilator systems in two-and-a-half months.

Additional NVP information below:

Name	CSIR L.I.F.E. CPAP Ventilator
Description	The manufacture and procurement of the emergency 18 thousand CSIR L.I.F.E. CPAP Ventilators for Solidarity Fund / the dtic Manufacturing contract
Duration	2020 April – Sept 2021
Implementing agencies and partners	Simera, Akacia Medical, UV Tooling, Gabler Medical/Umoya, Solar Medical, Central University of Technology, University of Cape Town, Andani, Black Capital Systems, Integrated Management Systems, iKusasa Green, Pitchline Engineering, Siemens, SARAO (South African Radio Astronomy Observatory)

4 SCOPE OF WORK AND DELIVERABLES

The scope of work and purpose of the evaluation by the external evaluator is as follows:

- To understand whether the desired outcomes and impacts have been achieved at the various stakeholder levels.
- To what extent is the project contributing to a long-term positive effect on people and health system? How is CSIR making a difference?
- How this project contributed to the development of new locally manufactured respiratory products.

The expected activities and deliverables, but not limited to, are as follows:

- Implementation Plan (inception report)
- Info gathering tools
- Training for data gathering (when necessary)
- Fieldwork
- Data analysis
- Final Report

4.1 Duration of services

The duration of the project is 3 months.

5 PRICING SCHEDULE

Bidders must price as per the below pricing schedule for the purposes of evaluation:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Price (Excl. VAT)
1.	Conducting impact evaluation on the CSIR L.I.F.E. CPAP Ventilator	Each	1	
2.	Disbursements and other fees	Each	1	
			Sub-total	
			VAT	
			Total	

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 RFQ.
- 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 RFQ.
- 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 RFQ.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFQ.

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

6 BACKGROUND DOCUMENTATION

- The case study Terms of Reference
- Progress and other reports from the project will be made available
- Initial briefing notes of project as well as Technology Demonstrator submission document

7 QUOTATION REQUIREMENTS

- The bidder must submit quotation on their official company letterhead.
- The bidder must price on all the items/services listed in the above Pricing Schedule in line with the scope of work.
- The pricing must be firm and inclusive of all costs required to deliver the required deliverables and/or services to the CSIR.

- The bidder must submit a brief company profile or CV of the evaluator (not exceeding 10 pages) highlighting their expertise and capability in delivering on the required assignment.
- CVs and/or profiles of the designated team who will work on the assignment- where applicable.

NB: *Non-adherence to the above quotation requirements or any deviation from the scope of works, specifications and pricing schedule may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBEE evaluation.*

8 EVALUATION CRITERIA

- 8.1 Selection of suppliers will be based on the 80/20 preference point system.
- 8.2 Submit a valid B-BBEE Certificate (SANAS accredited) or sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 8.3 No B-BBEE status will equal zero points. (RSA suppliers only)
- 8.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 8.5 No order will be issued, or no contract will be signed without a valid CSD number (Only applicable to RSA suppliers).

8.6 Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Bidders that submit late bids will not be considered.
- Bidders that submit to the incorrect location or email address will be eliminated.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

9 PRICING QUOTATION

- 9.1 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, if applicable.
- 9.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 9.3 Payment will be according to the CSIR Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to deliver on the required goods and/or services.

10 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 25 per email
- The naming / labelling syntax of files or documents must be short and simple (e.g., BBBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder's name and RFQ number
- All documents submitted electronically via email must be clearly visible.
- Documents submitted via cloud solutions such as: *WeTransfer*, *Google Drive*, *Dropbox*, *etc.* will not be considered.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 SUB-CONTRACTING

- 11.1 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.

- 11.2 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.
- 11.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 11.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 11.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
 - 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.

12 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

13 CORRECTNESS OF RESPONSES

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

14 ADDITIONAL TERMS AND CONDITIONS

- 14.1 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.
- 14.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 14.3 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.
- 14.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

15 CSIR RESERVES THE RIGHT TO

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

16 DISCLAIMER

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, 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.

17 OTHER TERMS AND CONDITIONS

- 17.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 17.2 A validity period of 90 calendar days will apply to all quotations except where indicated differently on the quote.

18 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

19 Note: This is not a Purchase Order.

20 DECLARATION BY TENDERER

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

RFQ No.: 5964/17/11/2022

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 **RFQ No 5964/17/11/2022** 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

WITNESSES

1

2

DATE:

- 21 SBD 1 - INVITATION TO TENDER**
- 22 SBD 4 – BIDDERS DISCLOSURE**