

Request for Proposals (RFP)

For the Provision of ISO 9001, ISO 14001, ISO 45001 Certification Services and Medical Centre Audits to the CSIR for a period of 6 Years

RFP No. 3541/19/10/2022

Date of Issue	Monday, 3 October 2022	
Compulsory Virtual Briefing Session	Date: Wednesday, 12 October 2022 Time: 11H00 – 12H00 Venue: MS Teams Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 394 000 792 044 Passcode: hdZrYZ Download Teams Join on the web	
Last day for Submission of Queries	Date: Friday, 14 October 2022	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing Date	Date: Wednesday, 19 October 2022 Time: 16H30	
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 has representation in other provinces of South Africa through regional offices.

2 BACKGROUND

CSIR is currently certified for ISO 9001: 2015, ISO 14001: 2015 and ISO 45001: 2018. It has recently undergone a 1st surveillance audit with their current certification body, whose contract has come to an end. The requirement is for an accredited service provider to offer the organisation, certification against the same three standards mentioned above at all the CSIR sites including on-site clinic audits. The organisation has in its employ a total of approximately 2 190 employees inclusive of regional sites as follows.

Location	Number of employees
Scientia Campus, Meiring Naude Road, Pretoria (Head Office)	1847
Cnr Menton and Frost Avenues, Johannesburg, Gauteng	30
Cnr Rustenburg and Carlow Roads, Johannesburg, Gauteng	24
Paardefontein, Northern Gauteng, Plot 38, Nokeng Tsa Taemane, Pretoria	6
Kloppersbos, Northern Gauteng, Plot 38, Kloppersbos, Nokeng Tsa Taemane, Pretoria	6
395 Mazisi Kunene rd, (formerly King George Avenue) Durban, Kwa-Zulu Natal	47
Lower Hope Road, Rosebank, Cape Town, Western Cape	60
Jan Cilliers Street, Stellenbosch, Western Cape	170

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services and Medical Centre Audits to the CSIR for a period of six (6) years.

The service provider must be accredited by South African National Accreditation System (SANAS) or any other relevant quality accreditation body that is a member of International Accreditation Forum (IAF) or International Laboratory Accreditation Cooperation (ILAC).

All proposals are to be submitted in a format specified in this RFP (where applicable). Tenderers are welcome to submit additional information over and above the originally specified format. Following successful auditing and/or certification, the service provider shall be expected to provide CSIR with the relevant report and certificates within two (2) months of completion of the audit.

Below is the current CSIR audit cycle schedule.

1	2023	Surveillance Audit
2	2024	Certification Audit
3	2025	Surveillance Audit
4	2026	Surveillance Audit
5	2027	Certification Audit
6	2028	Surveillance Audit

Proposals should include all costs and fees, including possible re-assessments, follow up site visits and supplier audits, considering inflation increases over the six (6) year term.

Bidder's Note:

- The bidding company must have been active in the certification business for more than 6 years and must have completed an audit cycle with one or more clients.
- A minimum of six (6) Auditors is required per cycle.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this enquiry.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

Note: Bidders may be required to undergo security clearance process.

4.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal:

4.1.1 Bidders must submit a cover letter on their company letterhead.

4.1.2 Bidders must submit a contactable list of similar projects conducted between the period 2016 and 2022, inclusive of project value, project period, contracting organisation's name with contact details (telephone number and e-mail address) and scope of work.

- Bidders must submit a list of projects with full audit cycle completed with the contract period of a minimum of three (3) years.
- Bidders must provide the list of completed projects in the format as indicated on Annexure A of the RFP document.
 - Bidders must provide a minimum of three (3) completed projects on ISO 9001:2015 certification services
 - Bidders must provide a minimum of three (3) completed projects on ISO 14001:2015 certifications services
 - Bidders must provide a minimum of three (3) completed projects on ISO 45001:2018 certification services
 - Bidders must provide a minimum of three (3) completed projects on Medical Centre Audits for occupational health and primary health care services.

4.1.3 Bidders must submit a detailed organogram of the proposed personnel to be deployed for the project, indicating the names, current positions, accreditations, and number of years of experience.

4.1.4 Bidders must submit a minimum of three (3) detailed Curriculum Vitae (CVs) of Lead Auditors, indicating the number of years in conducting ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services including Medical Centre Audits.

The Lead Auditors must have a minimum of 10 years of auditing experience.

4.1.5 Bidders must submit a proposed detailed project methodology inclusive of project timelines and milestones.

4.2 Financial Proposal (Part B)

The following must be submitted as part of the **financial** proposal:

4.2.1 Bidders must submit a financial offer on their official company letterhead

4.2.2 Bidders must submit a completed price schedule, Annexure C

4.2.3 The pricing must be firm for a minimum period of 120 days and inclusive of all costs to render the required service

4.2.4 Bidders must submit a valid copy of B-BBEE Certificate or sworn affidavit

4.2.5 Bidders must submit a CSD registration report (RSA suppliers only)

4.3 Mandatory / Returnable Documents

The following documents must be submitted as part of the mandatory requirement:

4.3.1 A valid and active South African National Accreditation System (SANAS) or any other relevant quality accreditation body that is a member of International Accreditation Forum (IAF) / International Laboratory Accreditation Cooperation (ILAC), for certification of

- ISO 9001
- ISO 14001
- ISO 45001

4.3.2 A valid and active South African Auditor and Training Certificate Authority (SAATCA), South African Quality Institute (SAQI) or equivalent South African recognised SHEQ - related auditing authority registration of the three (3) proposed Lead Auditors

4.3.3 Completed and signed Bidders' Declaration Form, Annexure B

4.3.4 Completed and signed Invitation to Bid form, SBD 1, Annexure F

4.3.5 Completed and signed Bidder's Disclosure form, SBD 4, Annexure G

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The functional evaluation will be done in two (2) phases. The first phase will be based on bidders' technical submission and the second phase on a presentation to be delivered by the bidder.

5.2 The purpose of the presentation is to provide the opportunity to the bidder to present their capability and capacity to execute the project, as well as to mutually clarify issues relating to

the brief and project as a whole. It is not an opportunity for the bidders to amend their proposals.

- 5.3 Bidders who proceed to the second phase will each be allocated 30 minutes to present their proposal and will be expected to respond to clarity seeking questions posed by the CSIR Supplier Selection Committee member(s).
- 5.4 Bidders that achieve an overall minimum technical score of 70% and not less than 50% on each criterion for phase one of the evaluation will be invited for the presentations.
- 5.5 The bidding companies who qualify for the second phase of the evaluation will be notified in advance of the date and venue of the presentations.
- 5.6 Bidders will be required to achieve an overall score of 50% for functionality for phase two in order to be evaluated further on price and B-BBEE.
- 5.7 Refer to Annexure E for the scoring sheet that will be used to evaluate functionality. It is critical that you examine how the points will be allocated per item to avoid your team being marked down or disqualified if the information required is not explicit.
- 5.8 The overall evaluation of the functional / technical detail of the proposal and presentation will be based on the following criteria

Phase one

Item No.	Evaluation Criteria	Description	Weight %
1	Company Experience	<p>Bidders must submit a contactable list of projects where they have completed a full audit cycle, for projects conducted between the period 2016 and 2022. Bidder must provide the list of projects in the format as indicated on Annexure A of the RFP document.</p> <ul style="list-style-type: none"> • Bidders must provide a minimum of three (3) completed projects for ISO 9001:2015 certification services • Bidders must provide a minimum of three (3) completed projects for ISO 14001:2015 certifications services • Bidders must provide a minimum of three (3) completed projects for ISO 45001:2018 certification services • Bidders must provide a minimum of three (3) completed projects for Medical Centre Audits for occupational health and primary health care services 	40%

2	Proposed Organogram	<p>Bidders must submit a detailed proposed organogram of the personnel to be deployed for the project.</p> <p>Proposed organogram must include</p> <ul style="list-style-type: none"> • names, • positions, • accreditations and • number of years of experience in certifications services 	10%
3	Curriculum Vitae of Lead Auditors	<p>Bidders must submit a minimum of three (3) detailed Curriculum Vitae (CVs) of Lead Auditors, indicating the number of years in conducting ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services and Medical Centre Audits.</p> <p>The Lead Auditors must have a minimum of 10 years of experience</p> <ul style="list-style-type: none"> • CV of Lead Auditor, one • CV of Lead Auditor, two • CV of Lead Auditor, three 	30%
4	Methodology	<p>Bidders must submit a proposed project methodology with project timelines and milestones.</p> <ul style="list-style-type: none"> • Resource allocation • Project time allocation • Audit approach • Project execution plan 	20%
Total			100%

Phase two

Item No.	Evaluation Criteria	Description	Weight
1	Presentation	<p>Shortlisted bidder/s to deliver a presentation on the proposal submitted indicating their capability and capacity.</p> <p>Bidders are to indicate how they plan to execute the project.</p> <p>Presentation Scope:</p> <ul style="list-style-type: none"> • Company background and ownership • Detailed organogram • Employee diversity (gender, age, and race) • South African national footprint (auditors in Western Cape, KZN, Gauteng) • List of completed projects • Project plan and methodology including typical auditing project conducted <p>Value adds:</p> <ul style="list-style-type: none"> • Indicate any value adds such as accreditations in ISO 17025: 2017 and ISO 50001 • Auditors who are able to speak at least two (2) other South African languages (with English being the main business language) • Legal compliance audits 	100%
Total			100%

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 6.1 Proposals submitted at incorrect email address
- 6.2 Bidders who fail to attend the compulsory virtual briefing session
- 6.3 Bidders that submit late bids will not be considered
- 6.4 Bidders that submit to the incorrect location or email address will be eliminated

- 6.5 Bidders that are listed on the NT database of restricted suppliers will not be considered
- 6.6 Bidders that are registered on the NT Register of Tender Defaulters will not be considered
- 6.7 Bidders that do not submit a fully completed and signed Bidders Declaration Form, Annexure B
- 6.8 Bidders that do not submit a fully completed and signed SBD 1, Annexure F
- 6.9 Bidders that do not submit a fully completed and signed SBD 4, Annexure G
- 6.10 Bidders who fail to submit proof of valid and active South African National Accreditation System (SANAS) or any other relevant quality accreditation body that is a member of International Accreditation Forum (IAF) or International Laboratory Accreditation Cooperation (ILAC), accredited for
 - ISO 9001
 - ISO 14001
 - ISO 45001

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION & B-BBEE CERTIFICATE

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

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

SECTION B – TERMS AND CONDITIONS

8 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1 All proposals must be submitted electronically to tender@csir.co.za
- 8.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 8.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 8.4 The naming/labeling syntax of files or documents must be short and simple
- 8.5 All documents submitted electronically via e-mail must be clear and visible.
- 8.6 All proposals, documents and late submission after the due date and time will not be evaluated
- 8.7 Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc., will not be considered for evaluation.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9 COMPULSORY BRIEFING SESSION

A compulsory virtual briefing session will be held under the following details.

Date	Wednesday, 12 October 2022
Time	11H00 – 12H00
Ms Teams Link	Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 394 000 792 044 Passcode: hdZrYZ Download Teams Join on the web

10 TENDER PROGRAMME

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

- Issue of tender documents: Mon. 3 October 2022
- Compulsory virtual briefing session: Wed. 12 October 2022
- Last day for submission of queries: Fri. 14 October 2022
- Closing / submission Date: Wed. 19 October 2022
- Estimated contract duration (years) Six (6) years

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 number**. 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.: 3541/19/10/2022
- PART 2:** Pricing Proposal RFP No.: 3541/19/10/2022
- 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 e-mail address mentioned above no later than the closing date of **Wednesday, 19 October 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 or the CSIR's tender website. 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, functionality criteria and presentation**.

- 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 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.*

- 15.5 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 calendar 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. 3541/19/10/2022 - For the Provision of ISO 9001, ISO 14001, ISO 45001 Certification Services and Medical Centre Audits to the CSIR for a period of 6 Years”** 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. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 22.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- 22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail 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
 - 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 – SCHEDULE OF THE BIDDER’S PROJECT INFORMATION

The bidder must list relevant projects completed between 2016 and 2022. Duplications of this schedule may be completed and attached to this document.

ISO 9001:2015

Client’ Company Name	Contact Person	Designation of Contact Person	Telephone Number and E-mail Address	Scope of Work	Value of Work (Inclusive of Vat)	Project Period

ISO 14001:2015

Client’ Company Name	Contact Person	Designation of Contact Person	Telephone Number and E-mail Address	Scope of Work	Value of Work (Inclusive of Vat)	Date Completed

ISO 45001:2018

Client' Company Name	Contact Person	Designation of Contact Person	Telephone Number and E-mail Address	Scope of Work	Value of Work (Inclusive of Vat)	Date Completed

Medical Centre Audits for Occupational Health and Primary Health Care Services

Client' Company Name	Contact Person	Designation of Contact Person	Telephone Number and E-mail Address	Scope of Work	Value of Work (Inclusive of Vat)	Date Completed

29 ANNEXURE B - 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:

30 ANNEXURE C – PRICE SCHEDULE

Period	Description	Certification ISO 9001 Rate / year Excl. Vat	Certification ISO 14001 Rate / year Excl. Vat	Certification ISO 45001 Rate / year Excl. Vat	Medical Audits Rate / year Excl. Vat	Certification Fees Excl. Vat	Travel & Accommodation Excl. Vat	Sub - Total Excl. Vat
2023	Surveillance audit							
2024	Certification audit							
2025	Surveillance audit							
2026	Surveillance audit							
2027	Certification audit							
2028	Surveillance audit							
Sub total								
15% Vat								
Total								

Note: Please submit a quotation on your company letterhead.

31 ANNEXURE D – PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....
..... Rand (in words); R (in figures),
(firm)

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the Bidder

**Name and
signature of**

witness

Date

32 ANNEXURE E - FUNCTIONALITY EVALUATION (SCORE SHEET)

Phase one

No.	Criteria	Proof required	Points allocation	Weight
1	Company Experience	<ul style="list-style-type: none"> Bidders must submit a contactable list of projects where they have completed a full audit cycle, in ISO 9001:2015 certification services. Projects must have been conducted between the period 2016 and 2022. 	No submission – 0 point 1 – 2 projects submitted – 3 points 3 – 4 projects submitted – 5 points 5 – 7 projects submitted – 7 points 8 or more projects submitted –10 points	10%
		<ul style="list-style-type: none"> Bidders must submit a contactable list of projects where they have completed a full audit cycle, in ISO 14001:2015 certification services. Projects must have been conducted between the period 2016 and 2022. 	No submission – 0 point 1 – 2 projects submitted – 3 points 3 – 4 projects submitted – 5 points 5 – 7 projects submitted – 7 points 8 or more projects submitted –10 points	10%
		<ul style="list-style-type: none"> Bidders must submit a contactable list of projects where they have completed a full audit cycle, in ISO 45001:2018 certification services. Projects must have been conducted between the period 2016 and 2022. 	No submission – 0 point 1 – 2 projects submitted – 3 points 3 – 4 projects submitted – 5 points 5 – 7 projects submitted – 7 points 8 or more projects submitted –10 points	10%
		<ul style="list-style-type: none"> Bidders must provide contactable list of projects where Medical Centre Audits for occupational health and primary health care services have been conducted. Projects must have been conducted between the period 2016 and 2022 	No submission – 0 point 1 – 2 projects submitted – 3 points 3 – 4 projects submitted – 5 points 5 – 7 projects submitted – 7 points 8 or more projects submitted –10 points	10%
				40%

2	Organogram	<p>Bidders must submit a detailed proposed organogram of the personnel to be deployed for the project.</p> <p>Proposed organogram must include</p> <ul style="list-style-type: none"> names, positions, accreditations and number of years of experience in certifications services 	<table border="1"> <tr> <td>Non-submission of organogram</td> <td>0 points</td> </tr> <tr> <td>Organogram submitted, includes only 1 of the requirements (names, positions, accreditations, and number of years of experience in certification services)</td> <td>3 points</td> </tr> <tr> <td>Organogram submitted, includes only 2 of the requirements (names, positions, accreditations, and number of years of experience in certification services)</td> <td>5 points</td> </tr> <tr> <td>Organogram submitted, includes only 3 of the requirements (names, positions, accreditations, and number of years of experience in certification services)</td> <td>7 points</td> </tr> <tr> <td>Organogram submitted, includes all the requirements (names, positions, accreditations, and number of years of experience in certification services)</td> <td>10 points</td> </tr> </table>	Non-submission of organogram	0 points	Organogram submitted, includes only 1 of the requirements (names, positions, accreditations, and number of years of experience in certification services)	3 points	Organogram submitted, includes only 2 of the requirements (names, positions, accreditations, and number of years of experience in certification services)	5 points	Organogram submitted, includes only 3 of the requirements (names, positions, accreditations, and number of years of experience in certification services)	7 points	Organogram submitted, includes all the requirements (names, positions, accreditations, and number of years of experience in certification services)	10 points	10%	
Non-submission of organogram	0 points														
Organogram submitted, includes only 1 of the requirements (names, positions, accreditations, and number of years of experience in certification services)	3 points														
Organogram submitted, includes only 2 of the requirements (names, positions, accreditations, and number of years of experience in certification services)	5 points														
Organogram submitted, includes only 3 of the requirements (names, positions, accreditations, and number of years of experience in certification services)	7 points														
Organogram submitted, includes all the requirements (names, positions, accreditations, and number of years of experience in certification services)	10 points														
3	Curriculum Vitae of Lead Auditors	<p>Bidder must submit the CV of the Lead Auditor which must have a minimum of 10 years of experience, indicating the number of years in conducting ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services and Medical Centre Audits.</p> <p>The Lead Auditor must have a minimum of 6 years of experience.</p> <ul style="list-style-type: none"> CV of Lead Auditor, (one) <p>Bidder must submit the CV of the Lead Auditor which must have a minimum of 10 years of experience, indicating the number of years in conducting ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services and Medical Centre Audits.</p> <p>The Lead Auditor must have a minimum of 6 years of experience.</p> <ul style="list-style-type: none"> CV of Lead Auditor, (two) 	<table border="1"> <tr> <td>No submission</td> <td>– 0 point</td> </tr> <tr> <td>1 – 5 years' experience</td> <td>– 3 points</td> </tr> <tr> <td>6 – 10 years' experience</td> <td>– 5 points</td> </tr> <tr> <td>11 – 14 years' experience</td> <td>– 7 points</td> </tr> <tr> <td>15 or more years' experience</td> <td>–10 points</td> </tr> </table>	No submission	– 0 point	1 – 5 years' experience	– 3 points	6 – 10 years' experience	– 5 points	11 – 14 years' experience	– 7 points	15 or more years' experience	–10 points	10%	30%
No submission	– 0 point														
1 – 5 years' experience	– 3 points														
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		<p>Bidder must submit the CV of the Lead Auditor which must have a minimum of 10 years of experience, indicating the number of years in conducting ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services and Medical Centre Audits.</p> <p>The Lead Auditor must have a minimum of 6 years of experience.</p> <ul style="list-style-type: none"> • CV of Lead Auditor, (three) 	<p>No submission – 0 point 1 – 5 years' experience – 3 points 6 – 10 years' experience – 5 points 11 – 14 years' experience – 7 points 15 or more years' experience –10 points</p>	10%											
4	Project Methodology with project timelines and milestones	<ul style="list-style-type: none"> • The service provider must submit a detailed project methodology to satisfy the scope of the project, together with project timelines and milestones. • The project scope includes: <ul style="list-style-type: none"> ○ ISO 9001:2015 ○ ISO 14001:2015 ○ ISO 45001:2018 ○ Clinic audits 	<table border="1"> <tr> <td>Non-submission of project methodology</td> <td>0 points</td> </tr> <tr> <td>The approach does not adequately deal with the critical characteristics of the project. The project plan is too generic and limited.</td> <td>3 points</td> </tr> <tr> <td>The approach is specifically tailored to address the specific project objectives, reasonable project timelines and milestones. 70% of the scope completed</td> <td>5 points</td> </tr> <tr> <td>The approach is specifically tailored to address the specific project objectives, realistic project timelines and milestones. 90% of the scope completed</td> <td>7 points</td> </tr> <tr> <td>The approach is specifically tailored to address the specific project objectives, realistic and flexible project timelines, and milestones. 100% of the scope completed</td> <td>10 points</td> </tr> </table>	Non-submission of project methodology	0 points	The approach does not adequately deal with the critical characteristics of the project. The project plan is too generic and limited.	3 points	The approach is specifically tailored to address the specific project objectives, reasonable project timelines and milestones. 70% of the scope completed	5 points	The approach is specifically tailored to address the specific project objectives, realistic project timelines and milestones. 90% of the scope completed	7 points	The approach is specifically tailored to address the specific project objectives, realistic and flexible project timelines, and milestones. 100% of the scope completed	10 points	20%	
Non-submission of project methodology	0 points														
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				Total	100%										

Phase two

No.	Criteria	Proof required	Points allocation	Weight										
1	Presentation at the CSIR premises	Shortlisted bidder/s to deliver a presentation on the proposal submitted indicating their capability and capacity.	<table border="1"> <tr> <td data-bbox="1058 323 1633 387">No presentation conducted</td> <td data-bbox="1633 323 1731 387">0 points</td> </tr> <tr> <td data-bbox="1058 387 1633 459">Presentation conducted, with 50% of presentation scope covered.</td> <td data-bbox="1633 387 1731 459">3 points</td> </tr> <tr> <td data-bbox="1058 459 1633 592">Presentation conducted; it summarises the proposal received by the bidder. 70% of presentation scope covered.</td> <td data-bbox="1633 459 1731 592">5 points</td> </tr> <tr> <td data-bbox="1058 592 1633 770">Presentation conducted; it covers full details of the proposal received by the bidder. 100% of presentation scope covered. Capability to conduct audits demonstrated with <u>no</u> value-add to the organisation.</td> <td data-bbox="1633 592 1731 770">7 points</td> </tr> <tr> <td data-bbox="1058 770 1633 943">Presentation conducted; it covers full details of the proposal received by the bidder. 100% of presentation scope covered. Capability to conduct audits demonstrated including value-add to the organisation</td> <td data-bbox="1633 770 1731 943">10 points</td> </tr> </table>	No presentation conducted	0 points	Presentation conducted, with 50% of presentation scope covered.	3 points	Presentation conducted; it summarises the proposal received by the bidder. 70% of presentation scope covered.	5 points	Presentation conducted; it covers full details of the proposal received by the bidder. 100% of presentation scope covered. Capability to conduct audits demonstrated with <u>no</u> value-add to the organisation.	7 points	Presentation conducted; it covers full details of the proposal received by the bidder. 100% of presentation scope covered. Capability to conduct audits demonstrated including value-add to the organisation	10 points	100%
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				100%										

33 ANNEXURE F – INVITATION TO BID, SBD 1 FORM

34 ANNEXURE G – BIDDERS' DISCLOSURE, SBD 4 FORM