

## Expression of Interest (EOI)

**To provide Corporate Exhibition Service Solutions to the CSIR for a period of three (3) years on an “as and when required” basis.**

Date of Issue	Monday, 20 June 2022
Last date for submission of intent to bid form (Appendix A)	Monday 27 June 2022 @ 16:30
Briefing Session	Tuesday 28 June 2022 11:45-12:45 (Link to be shared 24 hours prior to the session)
Closing Date and Time	Thursday, 07 July 2022 @ 16:30
Enquiries and submission of proposals	<b>All responses must be submitted to: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> Submissions cannot be submitted to any other address, as this will lead to elimination</b>
Contact details	All enquiries must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . This email is only for submission or enquiries. <b>(Please use the RFP number as the subject reference)</b>
CSIR business hours	<b>08h00 – 16h30</b>

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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, the 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 CSIR views events and corporate exhibitions as a valuable stakeholder engagement tool and hosts a range of corporate exhibitions that enable and encourage dialogue between the organisation and its stakeholders. Exhibitions at the CSIR often comprises technology demonstrations or show-and-tell sessions whereby stakeholders, including clients, potential clients, funding agencies, beneficiaries and collaborators have an opportunity to see and learn more about CSIR-developed technologies.

It is against the above background that the CSIR seeks to appoint a panel of capable service providers who will be able to assist in providing exhibition solutions for a period of three years on an “as and when required” basis.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from interested suppliers to provide exhibition solutions to the CSIR for a period of three (3) years on an “as and when required” basis.

The CSIR is looking to make use of the services of a panel of experienced exhibition production companies or exhibition service providers to manage exhibitions that are hosted by the CSIR. The CSIR will not appoint a single company, but will work with different service providers who, once they have demonstrated the ability to fulfil the functionality criteria, and are the most competitive in terms of price and B-BBEE, become CSIR preferred suppliers and will be approached as and when required. Service providers are required to submit proposals of how they will manage exhibitions on behalf of the CSIR and to demonstrate their capability thereof.

Bidders who qualify through the minimum functionality score, following the CSIR-approved evaluation process based on the evaluation criteria set out in section 5 below (evaluation process and criteria), will be appointed and contracted to form part of the panel to provide exhibitions solutions on an “as and when required” basis for a period of 3 years and will be registered on the CSIR supplier database as well as given a fair opportunity to bid for future work following the CSIR procurement policy.

## 4 PROPOSAL SPECIFICATION

All proposals in response to this expression of interest are to be submitted in a 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.

### 4.1 Expression of Interest Proposal

The following must be submitted as part of the proposal:

#### 4.1.1 Covering letter

#### 4.1.2 Track record and experience:

- A company **profile**, stipulating the number of years the bidder has rendered similar services;
- At least three contactable references;
- **A portfolio of evidence** for rendering similar services that include 1) a list of such exhibitions and 2) evidence of the designing and building of exhibitions and its associated components, such as banners, custom-made structures and stand construction in the form of web addresses, pdf documents, pictures and/or a demo video.
- A **detailed privacy response** on how the bidder will meet PoPIA and GDPR compliant requirements where personal information will be stored.
- A **detailed response on any additional functionalities** or benefits that the proposed solution offers in relation to exhibitions outside of the CSIR specifications provided herein.

#### 4.1.3 **Implementation approach:**

Provide a project methodology and approach for delivering exhibition solutions as well as a project implementation plan.

### **5 SCOPE OF WORK AND DELIVERABLES**

The CSIR is looking to appoint service providers that will provide exhibition solutions. The solutions must offer the following key features:

- Attaching items to the wall (lightweight printed graphics, diagrams fixed to walls)
- Label design and placements (signage)
- Exhibition spaces/partitions for different projects and/or meetings
- Conference/Lounge furniture (cases, plinths, pedestals, partitions, couches, tables)
- Hybrid exhibition and loading of all multimedia onto electronic display devices: providing a near-real experience for the online audience.
- Lighting and electrical distribution
- Flooring (carpet tiles, rolled carpets, wood finishes, laminates)
- Printing services including banners, posters
- Accessories (bins, water coolers, coffee machines with biodegradable cups, iPad hire, small and large screen hire, etc)
- Support services, including technical and logistical support related to the use of and management of the exhibition structure for all event days
- The material the company will use or utilise.

#### **Specifications in summary:**

- Conceptualising, designing, visualisation and facilitating the various elements of the exhibition as per client requirements
- Design of all artwork/panelling

- Printing and production
- All material developed will be the intellectual property of the CSIR
- The collateral proposed should be re-usable as far as possible
- Post event analytics and attendee reports, for virtual exhibitions

## 6 FUNCTIONAL EVALUATION CRITERIA

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

No	Evaluation criteria	Weighted score
1	Company experience	15
2	References	15
3	Portfolio of evidence	50
4	Project methodology and implementation plan	10
5	Additional exhibition benefits offered	10
	<b>Total</b>	<b>100</b>

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

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

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect location (Bids must be submitted electronically at [tender@csir.co.za](mailto:tender@csir.co.za));
- Proposals/submissions submitted via cloud (e.g. WeTransfer, Dropbox, Google drive, etc) will not be accepted.
- Failure to attend the compulsory briefing session.

## 8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidders it will be required from the winning bidders 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 valid copy of their SANAS accredited B-BBEE certificate or sworn affidavit. If no certificate/affidavit can be provided, no points will be awarded during the evaluation process. (RSA suppliers only).

### SECTION B – TERMS AND CONDITIONS

## 9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All proposals must be submitted electronically to: **tender@csir.co.za**
- Respondents must use the EOI number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 25mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. Product Catalogues)
- All documents submitted electronically via email must be clearly visible.
- Proposals 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**

## 10 EOI PROGRAMME

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

Date of Issue	Monday 20 June 2022
Briefing Session	Tuesday 28 June 2022

Closing Date and Time	Thursday 07 July 2022 @ 16:30
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The CSIR will inform all successful suppliers qualifying to be part of the panel as well as to be registered on the CSIR supplier database in due course.

## 11 SUBMISSION OF RESPONSES

- 11.1.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za) No late proposals will be accepted.
- 11.1.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.1.3 All emailed proposal submissions are to be clearly subject-referenced with the EOI number.
- 11.1.4 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.

## 12 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the **email** address mentioned above no later than the closing date of **Thursday 07 July 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 submission. Late submissions will not be considered.

## 13 EVALUATION PROCESS

The EOI proposal evaluation process will include only the functionality/technical evaluation. No price evaluation will be done at this stage. To be appointed as part of the panel, the service provider shall meet the minimum threshold for functionality and must meet the pre-qualification requirements. An official contract will be concluded with each supplier on the panel.

## 14 VALIDITY PERIOD OF RESPONSES

Each **proposal** shall be valid for a minimum period of six (6) months calculated from the closing date.

## 15 APPOINTMENT OF PANEL



- 15.1.1 The contract(s) will be awarded to bidders who meets and/or exceeds the minimum functional score of 70%, except where the law permits otherwise.
- 15.1.2 Appointment as a successful service provider(s) 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.
- 15.1.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **16 UTILISATION OF PANEL GUIDELINES**

- 16.1.1 A Request for Quotation (RFQ) will be issued to the relevant appointed panel members on a per project basis which will be evaluated on Price and B-BBEE as per the 80/20 principle per the 2017 Preferential Policy and Procurement Framework Act (PPPFA) 2017 regulations. The appointed provider through the RFQ process will be issued with a formal purchase order.
- 16.1.2 The selection of the services providers from the appointed panel for the RFQ process will be performed on a rotational basis. There is no guarantee that a service provider on the appointed panel will be contracted for the duration of this contract, and there is no guarantee that CSIR will procure all the services as included in this EOI document.
- 16.1.3 Should the successful bidders not be in a position to provide CSIR with the required services via the RFQ process, the CSIR then reserves the right to contact other service providers through a separate RFQ process.

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

Any enquiry regarding this EOI shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“EOI No. 8057-07-07-2022 To provide exhibition solutions to the CSIR for a period of 3 years on an “as and when required” basis,*** as the subject.

## **18 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this Expression of Interest must be in English.

## **19 COST OF EXPRESSION OF INTEREST**

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

## **20 CORRECTNESS OF RESPONSES**

- 20.1** The service provider must confirm satisfaction regarding the correctness and validity of their proposal.

## **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** Only one electronic copy of the EOI proposal must be submitted via email to tender@csir.co.za. In the event that 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 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 ADDITIONAL TERMS AND CONDITIONS**

- 23.1** 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.
- 23.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 23.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 23.4** 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.
- 23.5** 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.
- 23.6** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **24 CSIR RESERVES THE RIGHT TO**

- 24.1** Extend the closing date;
- 24.2** Verify any information contained in a response;
- 24.3** Request documentary proof regarding any tendering issue;
- 24.4** Cancel or withdraw this EOI as a whole or in part; and
- 24.5** Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

## **25 DISCLAIMER**

This EOI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI proposal, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the

CSIR shall have no liability towards the service provider or any other party in connection therewith.

## 26 DECLARATION BY TENDERER

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

EOI 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

**EOI No: 8057-07-07-2022 Corporate Exhibition Service Solutions for the CSIR for a period of 3 years on “an as and when basis”**

I confirm that I am satisfied with regards to the correctness and validity of my proposal.

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: .....

## 27 SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past three (3) years must be provided.

<b>Company Name</b>	<b>Contact Person and contact details (email and telephone number)</b>	<b>Nature Of Work (Description of service performed and extent of Bidder's responsibilities)</b>	<b>Value of contract (Inclusive of VAT)</b>	<b>Contract duration (Start and End Dates)</b>

## 28 RETURNABLE DOCUMENTS

The bidder must complete the following returnable documents:

<b>PART A: TECHNICAL PROPOSAL RETURNABLES</b> <b><i>ONE ELECTRONIC COPY</i></b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Cover letter		
2	Company profile		
3	Contactable references, minimum three (3)- Completed reference information (section 28 of RFP) must be submitted		
4	List of completed projects and portfolio of evidence		
5	Privacy response		
6	Additional functionalities outline		
7	Project methodology and project implementation plan		
8	Electronic copy of technical proposal		

### **Notes:**

1. The documents shall be properly annexed for ease of reference.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS EOI MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

## 29 ANNEXURE A - SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<b>Company Experience:</b> <ul style="list-style-type: none"> <li>Number of years the company has been rendering similar services</li> <li>The service provider must have a minimum of five years in providing similar solutions to the nature of this EOI.</li> </ul>	<ul style="list-style-type: none"> <li>The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services dealing with corporate exhibitions.</li> <li>Proof that the company has been in business for three (3) years or more. Submit company registration documents.</li> </ul>	No experience = <b>0 points</b> <3 years = <b>5 points</b> 3 years = <b>7 points</b> >3 years = <b>10 points</b>	15%
2	<b>Client References (Only relevant references)..</b>	<ul style="list-style-type: none"> <li>Provide a minimum of three (3) reference letters with relevant contactable references indicating work carried out or completed successfully in the provision of exhibition solutions within the last 7 years and within budget (from January 2015- Current)</li> <li>The reference information table on section 27 above must be completed.</li> </ul>	0 relevant references = <b>0 points</b> <3 references = <b>5 points</b> 3 relevant references = <b>7 points</b> >3 relevant references = <b>10 points</b>	15%
3	<b>List of exhibition services provided and portfolio of evidence of previous work.</b>	<ul style="list-style-type: none"> <li>Supply a list of similar exhibition services and a portfolio of evidence of such services of similar nature.</li> <li>Provide either images, videos, pdf documents, website links capturing the services</li> <li>Include a section in which you explain how you meet PoPIA and GDPR compliant requirements</li> </ul>	-No evidence supplied = <b>0 points</b> -Evidence of events hosted are not convincing, appears unprofessional, does not adhere to CSIR standards = <b>5 points</b> -Evidence of events hosted are acceptable in terms of levels of professionalism expected for digital events and the nature of the CSIR events. acceptable = <b>7 points</b> -Evidence supplied points to best-in-class in hosting of professional virtual events and highly suitable to the CSIR events. = <b>10.</b>	50%



4	Project methodology and project implementation plan.	<ul style="list-style-type: none"> <li>Provide a detailed methodology in approaching a project of this nature or magnitude.</li> <li>Provide a detailed and specific project roadmap/plan (generic downloaded plan from the internet not allowed)</li> </ul>	<p>No methodology or project plan submitted = <b>0 points</b></p> <p>Only the methodology or project plan has been submitted, or the documents are not suitable, do not create confidence or is not realistic in terms of timelines = <b>5 points</b></p> <p>Detailed methodology and project plan of acceptable quality has been submitted with realistic timelines = <b>7 points</b></p> <p>The proposed methodology and project plan exceeds the expectations of the CSIR and is well articulated with clear, realistic timelines = <b>10 points</b></p>	10%
5	Additional exhibition services benefits offered	Detail any additional functionalities and benefits that your solution offers in relation to exhibitions that have not been included in the specifications, like 3D exhibition capabilities, and other advantages that are included in the offering.	<p>-No additional functionalities or benefits outside of specs = <b>0 points</b></p> <p>-Additional functionalities or benefits are not attractive or are not suitable to the CSIR events = <b>5 points</b></p> <p>-Additional functionalities or benefits are attractive and suitable to the CSIR events = <b>7 points</b></p> <p>-Highly sought-after additional functionalities or benefits suitable to the CSIR events = <b>10 points</b></p>	10%
TOTAL				100



## 30 ANNEXURE C SBD1 DOCUMENT