



## Expression of Interest (EOI)

### For Product and production development incubation support to Small, Medium and Micro-sized Enterprises (*SMMEs*)

**EOI No. 8033/29/04/2021**

Date of Issue	Thursday, 15 April 2021	
Closing Date	Thursday, 29 April 2021 at 16h30	
Place	Electronically – <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional	

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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 INVITATION

The Smart Factory is a CSIR ([www.csir.co.za](http://www.csir.co.za)) initiative to provide technical product and production development support to Small, Medium and Micro-sized Enterprises (SMMEs) in the manufacturing sector, with the aim of creating and expanding manufacturing activity and associated job creation. The current EoI call is targeted at SMMEs entering the discrete manufacturing sector to grow and expand manufacturing capacity to meet market demands.

**(Note: purchasing of equipment for enterprises or direct monetary support of enterprises is not provided for in this call.)**

### 3 BACKGROUND

The Smart Factory is housed at the CRFP facility on the CSIR campus. The key objectives of the Smart Factory are to support and enable the manufacturing industry through Industry 4.0 Readiness benchmarking, new product development, production optimisation, Research Development and Innovation (RDI) and education and skills development through the Learning Factory. Some of the offerings provided by the Smart Factory are:

- National and International Benchmarking – Industry 4.0 Readiness Assessment of companies
  - Do company level and sector level benchmarking of companies per SIC code
- Production process demonstration, feasibility piloting and de-risking for industrial implementation
  - Establishment of small scale production lines to assess technology feasibility and increase maturity of process and product designs, i.e. industrialization of products and manufacturing processes

- Production Optimization
  - Production simulation - Generate improvement alternatives and quantify potential for performance improvement through simulation (improvements can range from manufacturing process improvement, introduction of new technologies and equipment on the shop floor, improvements to manufacturing planning and execution systems, etc.)
  - Remote monitoring of manufacturing operations through industrial internet of things (IIoT) enterprise stack
- Training of workers in Learning Factory.
- Product Lifecycle Management – Objective is to increase Product Innovation
  - Provide support during the product development, industrialisation, production, maintenance and repair and disposal of products
  - Create digital twins of products to monitor performance of products
  - Access to PLM software

a. Submission requirements

To apply, please complete the attached EOI submission form and e-mail the PDF versions of completed forms, CV's, BBEEE certificate /affidavit and proof of CIPC registration to [tender@csir.co.za](mailto:tender@csir.co.za)

Please use the following naming convention for attached documents:

Application:	CV's, Certificates etc:
Name of Enterprise_EOI- Apr 2021	Name of Enterprise_CV Jane Doe_Apr 2021, Name of Enterprise_CIPC proof of registration_Apr 2021

b. Reporting requirements

Successful applicants will be expected to report on any jobs created as well as sales of products developed during the incubation process. Evidence of both jobs and sales will be required, the format of which will be established during contracting.

#### **4 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect email address
- Applicants' enterprise must be registered with the CIPC and proof of registration must be provided with the application or be excluded from the process
- Applications that are not accompanied by CV's will be excluded
- Incomplete EOI submission form (Annexure A)

#### **5 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](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process.

## SECTION B – TERMS AND CONDITIONS

### 6 VENUE FOR PROPOSAL SUBMISSION

- All proposals must be submitted electronically at: tender@csir.co.za
- If document/files exceed 30MB, multiple emails may be sent.

### 7 EOI PROGRAMME

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

- Issue of documents: 15 April 2021
- Last date for enquiries 20 April 2021
- Closing / submission Date: 29 April 2021
- Estimated contract duration (in months/years) To be confirmed

### 8 SUBMISSION OF RESPONSES

8.1 All proposals are to be clearly marked with the EOI number and the name of the tenderer

**PART 1:** Technical Proposal: EOI No.: 8033/29/04/2021

**PART 2:** B-BBEE and other Mandatory Documentation: EOI No.: 8033/29/04/2021

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

8.3 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 and B-BBEE.

### 9 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 29 April 2021 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.

### 10 EVALUATION PROCESS

- 10.1 All proposals will be evaluated by an evaluation team for functionality 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 applicants.

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

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with “EOI No 8033/29/04/2021 – for Product and production development incubation support to Small, Medium and Micro-sized Enterprises (SMMEs)” as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the EOI process other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

## **12 MEDIUM OF COMMUNICATION**

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

## **13 COST OF EXPRESSION OF INTEREST**

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting proposals. Each tenderer 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 tenderers.

## **14 CORRECTNESS OF RESPONSES**

- 14.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

## **15 VERIFICATION OF DOCUMENTS**

15.1 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.

## **16 SUB-CONTRACTING**

16.1 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.

16.2 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.

## **17 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

17.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

17.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

17.3 Prescribed by the body - regulating the profession of the consultant.

## **18 TRAVEL EXPENSES**

18.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

18.1.1 Only economy class tickets will be used.

18.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

18.1.3 No car rentals of more than a Group B will be accommodated.



## **19 ADDITIONAL TERMS AND CONDITIONS**

19.1 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.

19.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

19.3 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.

19.4 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.

19.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **20 CSIR RESERVES THE RIGHT TO**

20.1 Extend the closing date;

20.2 Verify any information contained in a proposal;

20.3 Request documentary proof regarding any tendering issue;

20.4 Give preference to locally manufactured goods;

20.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

20.6 Award this EOI as a whole or in part;

20.7 Cancel or withdraw this EOI as a whole or in part.

## **21 DISCLAIMER**

This EOI is an expression of interest only and not an offer document. Answers to this EOI 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 EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the EOI, 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.**

**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 the EOI 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 .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	

22 Annexure A

Please e-mail PDF versions of completed forms

<b>Enterprise name:</b>						
<b>CIPC registration number</b>						
<b>Contact person(s):</b>	<b>Name and surname:</b>					
	<b>Position in enterprise:</b>					
<b>Contact details</b>	<b>E-mail:</b>					
	<b>Landline:</b>					
	<b>Cell number:</b>					
	<b>Physical address of enterprise:</b>					
	<b>Postal address of enterprise:</b>					
<b>Ownership arrangement</b>			<b>Demographic</b>		<b>Gender</b>	
			<b>Black</b>	<b>White</b>	<b>M</b>	<b>F</b>
<b>Directors/members</b>						
<b>Years in business</b>						
<b>Annual Revenue (if any)</b>						
<b>Number of current employees</b>	<b>Permanent:</b>		<b>Temporary:</b>			
<b>Applicable manufacturing sector:</b> (E.g. Automotive, Aerospace, Capital Goods etc.).						
<b>BBEEE status level</b>			Attach BBEEE certificate/ or affidavit			
<b>Date of application:</b>						
<b>1. Description of your core business and whether you are currently manufacturing and/or selling products as well as your current turnover</b>						
<b>Core Business:</b>						
<b>Current status of manufacture and scale at which manufacturing:</b>						
<b>Current turnover:</b>						

**2. Description of the market need addressed by your product/processes and the potential market size (try and be as specific as possible)**

**Market Need:**

**Market Size:**

**Route to market (identified or already in place?):**

**3. Description of the product(s) you are currently or wish to manufacture and what differentiates them from competitor products.**

**4. Description of the technology you use or plan use to manufacture the product**

**5. What is the expected development time to market?**

**6. Please indicate the potential social and economic impact of the proposed business, specify planned revenue over 5 years.**

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**7. Please indicate job creation potential of your business.**

Type of job	Number	By when
<i>Existing permanent jobs</i> (permanent jobs currently in the enterprise.)		Apr 2021
<i>Direct permanent jobs</i> (permanent jobs to be created in the enterprise)		
<i>Direct temporary jobs</i> (temporary jobs to be created in the enterprise)		
<i>Indirect permanent jobs</i> (permanent jobs to be created in the value chain, i.e. supply distribution, maintenance, packaging etc.)		
<i>Indirect temporary jobs</i> (temporary jobs to be created in the value chain, i.e. supply distribution, maintenance, packaging etc.)		
<i>Other jobs to be created</i> (specify)		

**8. Please list all sources and value of funding/support received to date.**

Source (E.g. TIA, IDC, Government, venture capital, incubator support etc.)	Programme	Nature of support (funding/training/mentorship etc.)	Value of support if known	Period of support

**9. Are you currently incubated/supported by any other incubator, enterprise supply chain development programme etc.? Please specify support being received.**

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**10. Please attach short resumes/CV's (1/2 page each) of key personnel in your enterprise**

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**11. Team composition (both business/technical management; if not identified, proposed):**

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*List your team: What is the team's background, expertise & experience (business & technical)*

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<b>Name</b>	<b>Highest academic qualification</b>	<b>Position in proposed entity</b>	<b>Previous business management/technical positions/experience</b>	<b>Previous experience in proposed biotech/ agroprocessing business area</b>

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**12. Support requirement:**

*Specify what support is needed from the Centre*

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