

## **Expression of Interest (EOI)**

**For the provision of ad hoc specialised military  
standard compliant draughting support on as and  
when needed by the CSIR**

**EOI No. 8060.1/15/12/2022**

Date of Issue	01 December 2022
Closing Date	15 December 2022 at 16h30
Submissions of tenders	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Enquiries	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30
Category	Engineering

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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. This Expression of Interest (EOI) is published to establish a pool of suitable, pre-qualified suppliers to supply support services in the categories as stipulated below on an "as and when required" basis for a period of three (3) years.

### **2 BACKGROUND**

The Defence & Security Cluster of the CSIR conducts multi-disciplinary research and development on various defence and security topics for the benefit of various organs of state and industry. The Cluster has extensive, capital-intensive test and evaluation facilities as well as a deep skills base in various fields of science and technology including but not limited to Aeronautics Systems, Command & Control, Information & Cyber Security, Landward Sciences, Optronic Sensor Systems as well as Radar & Electronic Warfare. The Cluster undertakes various activities that cover basic research, applied research, test and evaluation, technology development, technology localisation, technology commercialisation and custom solution development for a variety of applications.

### **3 INVITATION FOR EXPRESSION OF INTEREST**

Expression of interest are therefore invited from suitable service providers for support services in the following:

The provision of ad hoc specialised military standard compliant draughting support and training of CSIR staff, in the field of engineering design, fabrication, manufacturing and assembly, as and when needed by the CSIR, based on a case-by-case scoping to support rapid prototyping and manufacturing transfer of custom designed and tailored land based SANDF systems to industry. Required draughting services include:

**I. Technical support and implementation of draughting best practice for SANDF / Military system applications through:**

- a. Development of Hardware Breakdown Structure based on SANDF military standards
- b. Define and provide the minimum standard information required for manufacturing drawing data packs based on best practice and RSA-MIL-STD's as applicable
- c. Fabrication, assembly, test definition and documentation data as applicable
- d. Development, definition, review, updating finalisation of design and manufacturing data packs, including assembly tolerancing and tolerance stacking
- e. Development and review of Bills of Material (BOM) complying with Mil Standard Specifications and / or best practice that includes cut-off lengths, material specifications, quantities for fabrication such as sheet metal, machining etc.
- f. Technical review, redlining, update verification and approval of rapid prototype manufacturing data packs based on best practice, standards compliance, and manufacturability

**II. Provide ad hoc draughting capacity / capability in:**

- a. SolidWorks and / or
- b. SolidEdge and / or
- c. Other software packages as specified by the CSIR

#### **4 EXPRESSION OF INTEREST REQUIREMENTS AND PROCESS**

The CSIR will inform all applicants that successfully meet the pre-qualification criteria in due course. These applicants will be included in the pre-qualified pool (database) of service providers/suppliers associated with this expression of interest.

Once the pre-qualified database of service providers/suppliers is established, they will be approached for quotations on specific requirements on an “as and when required” basis.

The necessary documentation (which may include specifications, requirements, design packs, acceptance criteria, timelines and other critical information required) will only be provided by the CSIR per each unique requirement, so that the relevant pre-qualified service providers/suppliers are able to develop as needed quotations/proposals for consideration by the CSIR. Subsequently, the CSIR may consider awarding work (via a contract or purchase order) to pre-qualified service

providers/suppliers whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE

## 5 PANEL ENGAGEMENT MODEL

Pre-qualified suppliers will be approached for quotations on specific services on an “as and when required” basis. The specifics for each request will be indicated on the Request for Quotation (RFQ) documents, and these will include but not limited to, the supplier’s capability to meet the required delivery timelines, required quantities, and quality insurance.

## 6 TECHNICAL EVALUATION CRITERIA

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

Requirement	Acceptance Criteria	Weight	Evidence
Company Experience	<p>A company profile substantiating this must be provided:</p> <ul style="list-style-type: none"> <li>• 0 to 3 years – 0</li> <li>• 4 to 6 years – 5</li> <li>• 6 to 10 years – 7</li> <li>• More than 10 years – 10</li> </ul>	30%	Company profile clearly indicating the number of years the bidder has in the supplying of required services
Track record in supplying of services	<p>Proof of track record on supplying such services:</p> <ul style="list-style-type: none"> <li>• Less than 2 references – 0</li> <li>• 2 to 3 references – 5</li> <li>• 4 to 5 references – 7</li> <li>• More than 5 references – 10</li> </ul>	50%	<p>Reference letters indicating the capability for rendering the required services.</p> <p>OR</p> <p>A list of references indicating the following:</p> <ul style="list-style-type: none"> <li>- Client</li> <li>- Contact Person</li> <li>- Designation</li> <li>- Email address</li> <li>- Telephone number</li> </ul>
Delivery Lead Times track record on past projects	<p>From the track record references, list past projects that were delivered overdue, on-time or earlier than contracted lead times, stating the percentage that the projects were overdue or earlier using originally quoted lead time, actual start and actual delivery date to the client:</p>	20%	<p>Project schedule for previous deliveries must be provided. The schedule must show the timelines from the point of order (client) to the point of supply / delivery (to the client).</p>

Requirement	Acceptance Criteria	Weight	Evidence
	<ul style="list-style-type: none"> <li>Scheduled delivery date exceeded by 40% or less– 0</li> <li>Scheduled delivery date exceeded by 30% or less – 5</li> <li>Scheduled deliverable date exceeded by 20% or less– 7</li> <li>Scheduled deliverable date exceeded by 10% or less– 10</li> </ul>		
<b>TOTAL</b>		<b>100%</b>	

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criteria will be eliminated from further evaluation.

## 7 ELIMINATION CRITERIA

An expression of interest will be eliminated under the following conditions:

- Responses not submitted to [tender@csir.co.za](mailto:tender@csir.co.za);
- Responses submitted after closing date and time;
- Companies listed on the National Treasury database of restricted suppliers;
- Suppliers listed on National Treasury List of defaulters.
- Non submission of declaration by tenderer, SBD 1 and SBD 4 forms

## 8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

- Price quotations will only be accepted from suppliers that are registered on CSD.
- Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za).
- provide the CSIR with a certified copy of their B-BBEE certificate (SANAS approved or on DTI BBBEE template). If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All expression of interests must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)  
Respondents must use the EOI number as the subject reference number when submitting the bids
- The email and file sizes should not exceed a total of **25mb** on one email. If more than 25mb, more than one (1) email must be sent.
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

### 10 EOI PROGRAMME

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

- **Issue of EOI documents:** **01 December 2022**
- **Last date for submission queries:** **09 December 2022**
- **Closing / submission date:** **15 December 2022**

### 11 SUBMISSION OF RESPONSES

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

### 12 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the address mentioned above no later than the closing date of 15 December 2022 before 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

### **13 EVALUATION PROCESS**

The EOI evaluation process will only include functionality/technical evaluation. No price evaluation will be done at this stage. To be appointed as part of the panel, the service provider must meet the minimum threshold for functionality.

### **14 VALIDITY PERIOD OF THE RESPONSES**

Each proposal shall be valid for a minimum period of four (4) months calculated from the closing date.

### **15 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 8060.1/15/12/2022 ,The provision of ad hoc specialised military standard compliant draughting support as and when needed by the CSIR”** as the subject.

Any other contact with CSIR personnel involved in this expression of interest 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.

### **16 MEDIUM OF COMMUNICATION**

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

### **17 COST OF EXPRESSION OF INTEREST**

Companies 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 EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by Companies.

### **18 CORRECTNESS OF RESPONSES**

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



## **19 VERIFICATION OF DOCUMENTS**

Companies should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR concerning anything arising from the fact that pages are missing or duplicated.

## **20 ADDITIONAL TERMS AND CONDITIONS**

- 20.1 Companies 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.
- 20.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 20.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.
- 20.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.
- 20.5 CSIR reserves the right to issue another EOI and invite more supplies before the end of the three (3) year period.

## **21 CSIR RESERVES THE RIGHT TO**

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

## **22 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, Companies 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.

## 23 ANNEXURE A - DECLARATION BY TENDERER

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

EOI No: 8060.1/15/12/2022

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

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: .....

## ANNEXURE B RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each and every schedule listed below.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
The below documents must be submitted		
Description	Included	
	Yes	No
Central Supplier database (CSD Report)		
BBBEE certificate or sworn affidavit		
Company Profile		
References letters or list of references		
Project schedule for previous deliveries must be provided. The schedule must show the timelines from the point of order (client) to the point of supply (to the client)		
Declaration by tenderer		
SBD 1 Form		
SBD 4 Form		