

Call for proposals (CFP)

REGIONAL INNOVATION SUPPORT PROGRAMME (RISP)

Ref No. TLIU/RIS02/2018

Date of Issue	Friday, 23 November 2018	
Closing Date	Friday, 15 February 2019	
Place	To: NMASHAMAITE@CSIR.CO.ZA cc: RNCHABELENG@CSIR.CO.ZA	
Enquiries	Nare Mashamaite	E-mail: NMASHAMAITE@CSIR.CO.ZA
CSIR business hours	8:00 – 16:30	



**science
& technology**

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

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1 INTRODUCTION

The Technology Localisation Implementation Unit (TLIU) is an initiative of the Department of Science and Technology (DST), hosted and managed by the Council for Scientific and Industrial Research (CSIR). The TLIU has been mandated by the DST to implement various interventions in support of the DST's Technology Localisation Plan (TLP) and other special interventions. One of these interventions is the Regional (sub-national) Innovation Support Programme (RISP) of which the TLIU is the implementing agency on behalf of the DST in this regard.

The DST aims to strengthen and develop the national system of innovation and has developed a number of initiatives in this regard. These include interventions aimed at capacitating the South African population to participate meaningfully in the knowledge economy. This is in line with the South African government's goal to transform the economy into a globally competitive industrialised economy. The NDP outlines a long-term development path towards a prosperous and successful economy characterized by high levels of economic growth, employment generation and an equitable society. Both the New Growth Path and the Industrial Policy Action Plan outline the government's industrial development agenda and the critical jobs drivers, prioritised industrial sectors and a range of interventions required to accelerate economic growth, create jobs and fight poverty and under-development.

One of the DST's strategic objectives is to strengthen provincial and rural innovation and production systems through analysis and catalytic interventions. This is based on the recognition that strong regional (provincial) innovation systems are some of the building blocks for strong national innovation systems. Currently, this is done primarily through strengthening collaboration between RDI institutions, industry, government and society, to catalyse Public-Private Partnerships (PPPs) at regional level to create (or support) technology-intensive companies; and to foster networking between innovation stakeholders within specific regions.

In partnership with provincial and local stakeholders, the DST has, over the past 9 years, been involved in the implementation of innovation activities and systems at sub-national level. The DST previously funded specific secretariats to stimulate and support innovation in different provinces and local structures of government, namely: the Regional Innovation Fora (RIF). While there has been some level of success with the implementation and support for the above initiatives, there have also been problems with effectiveness and expected outcomes and impact in most of the programmes.

2 INVITATION FOR PROPOSALS

Proposals are hereby invited for the following two separate and independent elements within the RISP:

- A. **Regional Innovation Networking platforms** aimed at establishing networking platforms to bring together research, development and innovation communities, technology SMMEs, industry and government.
- B. **Feasibility study or business plan** support for innovation enabling mechanisms such as:
 - a. Science and Technology Parks, Techno Parks, Innovation Hubs or other similar concepts.
 - b. Other innovation enabling mechanisms and initiatives.

The successful consortia will work closely with the Technology Localisation Implementation Unit (TLIU) as the implementing agency on behalf of DST for the RISP.

3 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted to the following email address: NMASHAMAITE@CSIR.CO.ZA, cc RNCHABELENG@CSIR.CO.ZA.

4 CALL FOR PROPOSAL PROGRAMME

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

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|---|------------------|
| • Issue of Call for Proposal documents: | 23 November 2018 |
| • Closing / submission Date: | 15 February 2019 |
| • Target start date of the project: | 01 April 2019 |

5 PROPOSAL SPECIFICATION

All proposals must be submitted according to the format specified (see the PROPOSAL GUIDELINE/01) in the CFP. However, applicants are welcome to submit additional documents to support their project proposal.

Accordingly, the proposed project must include at least one of the following (as separate proposals):

5.1 Regional Innovation Networking platforms

Regional Innovation Networking Platforms are aimed at strengthening regional/rural innovation systems by establishing **Networking and Collaboration Platforms** that brings together research, development, innovation communities/civil society, technology SMMEs, industry and government. These platforms should take advantage of their spatial closeness of different innovation actors (with complementary knowledge and resources) and create a favourable environment for:

- Harnessing Science, Technology & Innovation (STI) for socio-economic development.
- Promoting, supporting and mentoring technology based technology SMMEs through implementation of innovation-driven activities.
- Initiating and implementing prospective innovation driven projects, programmes and initiatives directed at spurring their regional economies, industrialisation, regional capacity development and creation of job opportunities.
- Promoting inclusive economic growth.

The proposals must clearly articulate the following minimum requirements for Regional Innovation Networking platforms:

1. Situational Assessment (relevant to innovation).
2. Mechanisms for meaningful participation of previously disadvantaged individuals, including businesses owned by females and people living with disabilities.
3. The platform's Geographic Spread of Development.
4. Mechanisms for meaningful participation of knowledge partners (innovators, universities, science councils, STI institutions etc.), government (provincial/local), innovation communities (civil society) and industry.
5. Demonstrate support towards and development of economic sectors, taking into account social impact and new areas of growth.
6. Co-funding contribution, preferably in cash, for local or regional partner.
7. Structured and relevant STI capacity buildings programmes (training, networking, mentorship, workshops, conferences etc.) to enable improved innovation driven industrial competitiveness. Financial support will not cover the cost of international conferences and traveling, as well as business incubation activities or general technology SMME development services (such as financial management, accounting, human resources, customer care, report writing, business writing skills etc.)
8. Support mechanisms for improved innovation partnership deals (e.g. access to information, business strategy, legal/IP templates, funding proposals).
9. Demonstrate alignment, linkages and awareness to Provincial and Local development plans and strategies.
10. Promote partnerships and collaborations, including securing co-funding.
11. The proposal must map out stakeholders to constitute the Platform Steering Committee (consisting of various regional stakeholders) and Lead Institution (applicant and the Platform host). This must include contributions and responsibilities (financial or/and non-financial) of each stakeholder, accompanied by a signed letter of support and commitment.

12. The proposal should outline how the applicant's initiative would leverage the relevant innovation mechanisms and instruments.
13. A detailed budget breakdown must be submitted by the applicant, including sources of co-funding and its related expenses.

Please note that this will be a two-year contract, with one-year funding commitment from DST. Further funding will be dependent on satisfactory progress and approval of a business plan aimed at culminating in concrete collaborative projects between relevant stakeholders. Please note that there will be DST and TLIU participation in the project steering committee.

5.2 Feasibility study or business plan support for science and technology parks, techno parks, innovation hubs or other innovation enabling mechanisms:

Innovation enabling mechanisms (such as technology incubators, science and technology parks, techno parks, innovation hubs etc.) are aimed at facilitating the flow of knowledge and technology amongst universities, R&D institutions, companies (including technology SMMEs) and markets. The following are minimum requirements for feasibility study or business plan support for technology incubators, science parks or other innovation enabling mechanisms:

1. Mechanisms required to support science, technology and innovation related entrepreneurship and incubation.
2. Mechanisms for meaningful participation of Black-owned technology SMMEs, including businesses owned by females and people living with disabilities.
3. Inclusivity and relevance to South Africa's (and region's) developmental context.
4. Demonstrate linkages and synergies to relevant development plans (3 spheres of Government) such as provincial plans and Municipal IDPs.
5. Meaningful participation of relevant provincial or local government authority (preference will be given to secured funding contributions).
6. Demonstrate strong linkages with local universities, science councils and/or other STI institutions.
7. Promote partnerships and collaborations, including securing co-funding.
8. International (and local) benchmarking and best practice with focus on (but not limited to):
 - Relevant Incentives, where they exist and are applicable.
 - Offerings, product and services.
 - The role of key actors.
 - Lessons learnt and challenges.
9. Identification of potential sectors, products and services.
10. The proposal should outline how the applicant's initiative would leverage the relevant innovation mechanisms and instruments.
11. A detailed budget breakdown must be submitted by the applicant, including sources of co-funding and its related expenses.

Please note that there will be DST and TLIU participation in the project steering committee.

6 SUBMISSION OF PROPOSALS

- 6.1 All proposals are to be electronically emailed to NMASHAMAITE@CSIR.CO.ZA and cc RNCHABELENG@CSIR.CO.ZA. Hard copies will not be accepted. The CPF Ref Number: TLIU/RIS02/2018 must be quoted on the subject line.
- 6.2 Proposals submitted by companies must be signed by a person or persons duly authorised and by the lead consortium member where applicable.
- 6.3 The contract will be awarded to an applicant whose proposal is determined to be aligned with the programme's objectives, taking into consideration factors such as the proposal's solution, investment required and co-support as well as inclusivity.
- 6.4 An electronic copy (email) of each proposal (all pages/documents must be in one PDF and size must be less than 10MB) must be submitted to: NMASHAMAITE@CSIR.CO.ZA and cc RNCHABELENG@CSIR.CO.ZA.
- 6.4 It is the responsibility of the applicant to ensure that the electronic pack is in **one printable and PDF version**. TLIU will not be responsible for consolidating any document. Exception will be on financial document in excel.
- 6.5 All applicants must be tax compliant (a proof must be attached).

7 DEADLINE FOR SUBMISSION

Proposals shall be submitted on the above mentioned email address by no later than **Friday, 15 February 2019**. The CSIR business hours are between 08:00 and 16:30.

Where a proposal is not received by the TLIU/CSIR by the due date and at the specified email address, it will be regarded as late and will therefore **not** be considered.

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect address.
- Proposals that do not meet the minimum requirements of the CfP
- Proposals that exceed R1 million, without a proof indicating how the amount in excess will be covered and secured.

9 MAXIMUM GRANT SUPPORT

The RISP grant will not exceed R1 million (including VAT) per proposal. A detailed budget breakdown must be submitted by the applicant, including sources of co-funding and its related expenses.

10 EVALUATION PROCESS AND CRITERIA

An evaluation panel will assess the proposals. Based on the results of the evaluation process, the CSIR TLIU/ DST will approve the awarding of the contract to the successful applicant(s).

The **applicant** must prepare for a possible presentation should CSIR TLIU/ DST require such, in which case, the **applicant** shall be notified timeously.

11 APPOINTMENT OF SUCCESSFUL APPLICANT

- 11.1 The contract will be awarded to the applicant who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 11.2 Successful appointment as a lead institution 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 within a mutually agreed date after the provisional appointment date, the CSIR/TLIU/DST reserves the right to appoint an alternative entity, or consortium.

12 ENQUIRIES AND CONTACT WITH THE TLIU

Any enquiry regarding this CFP shall be submitted in writing to: NMASHAMAITE@CSIR.CO.ZA with “CFP No TLIU/RIS02/2018 Regional Innovation Support (RIS) Programme” as the subject.

13 MEDIUM OF COMMUNICATION

All documentation submitted in response to this CFP must be in English, unless otherwise indicated under technical specifications.

14 COST OF PROPOSAL

Applicants are expected to fully acquaint themselves with the conditions, requirements and specifications of this CFP before submitting proposals.

Each applicant assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the CFP process. The CSIR/TLIU and DST are not responsible for any costs, directly or indirectly, incurred by applicants.

15 CORRECTNESS OF RESPONSES

- 15.1** The applicant furthermore confirms their satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the CFP, and that prices and rates quoted cover all obligations under any resulting contract.
- 15.2** The applicant accepts that any mistakes regarding prices and calculations will be at their own risk.

16 CSIR and DST RESERVE THE RIGHT TO

- 16.1** Extend the closing date,
- 16.2** Request documentary evidence regarding any issue,
- 16.3** Appoint one or more entities, separately or jointly (whether or not they submitted a joint proposal),
- 16.4** Award this CFP as a whole or in part, and
- 16.5** Cancel or withdraw this CFP as a whole or in part.

17 DISCLAIMER

This CFP is a request for proposals 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 proposal, applicants shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this CFP. The CSIR/TLIU/DST makes no representation, warranty, assurance, guarantee or endorsements to applicant concerning the CFP, whether with regard to its accuracy, completeness or otherwise and the CSIR/TLIU/DST shall have no liability towards the applicant or any other party in connection therewith.