

## Request for Proposals (RFP)

**The provision of services to support with “Product development for Automotive components” for two local foundries, to the CSIR.**

**RFP No. 3497/10/01/2022**

Date of Issue	Tuesday, 07 December 2021	
Briefing session	N/A	
Closing Date	Monday, 10 January 2022	
Place	<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	

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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 BACKGROUND

The National Foundry Technology Network (NFTN) exists to support the South African foundry industry become more competitive and sustainable. As an initiative of the South African national government, through the Department of Trade, Industry and Competition (**the dtic**) the NFTN has the following mandate: To increase the global competitiveness of the South African foundry industry through the provision of appropriate services, to reduce import leakage, increase local production, and increase investment in the sector. The mission of the NFTN has been and remains to manage, coordinate, and facilitate economic development towards a revitalisation of foundry industry through appropriate skills training, knowledge transfer, and diffusion of state-of-the art technologies

The NFTIN's Objectives and Approach for the 2021/22, is to address these 5 impact areas

1. Support sector and firm efficiencies and compliance to ensure **sector sustainability**.
2. Encourage localisation and robust supply chains to increase **market access**.
3. Facilitate the establishment and delivery of effective, relevant sector **skills development interventions**.
4. Develop and support the latest local technologies through relevant and focused **research and development**.
5. Build mutually beneficial and productive relationships, through awareness-raising and **stakeholder engagement**.

This RFP is to address objective 2, through the proposed intervention at firm level and falls within the NFTN's Mandate as part of the Competitiveness Improvement Program through Product Development for automotive components.

This project is to focus on these castings that are currently imported by various OEMs:

- Manifold/ Housing assembly
- Automotive axels/ wheel hubs
- Automotive Brake discs
- Automotive brake drums for commercial vehicles.

This project seeks to localise these castings by working with three foundries who are beneficiaries of this intervention and their customers. This project will work on the development of products named above to reach manufacturing levels that are required to increase local manufacturing while matching the customer requirements. The 1 Foundry is based in **Gauteng** and 1 foundry is based in the **Eastern Cape**.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the supply of services specialised in Foundry product development and tooling who will obtain all required quality scope, process parameters and to develop casting method design optimisation for components mentioned in section 2 above as follow: Foundry in Gauteng (Automotive axles, brake discs, and Brake drums) and Foundry in Eastern Cape (Manifold/ Housing Assembly).

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

### **5 PROJECT SCOPE**

The project requires utilization of simulation technique and comprise a combination of research (qualitative, quantitative), metallurgical application with analysis that will ultimately result in the compilation of an industrial enterprise guideline. The appointed service provider will have the requisite experience as detailed in the RFP.

Foundries will provide necessary information essential for the service provider to develop process set up, optimise casting method, and further advise on design processes. These foundries have

limited engineering capability that justify outsourcing of this critical service to specialised suppliers that assist with technical issues as they are pursuing opportunity to develop customer base and guarantee the trust of suppliers.

## **6 PROJECT DELIVERABLES**

- Collection of required quality scope and process parameters
- Foundry Process set up
- Casting method design
- Casting simulation
- Casting process control and monitoring

## 6.1 Implementation

It is anticipated that the winning bidder will work in close corporation and consultation with the NFTN Technical Project Manager and the foundry representatives throughout the duration of the project. The winning bidder will be required to physically collect information or data at the foundry, and schedule meetings with the foundry to complete any questionnaires or forms, to eliminate delays in the process. The winning bidder must be fully responsible for data or sample collection and any testing and analysis. The foundry will not be responsible for gathering any monitoring data or for providing any equipment required for research and analysis; since the project will rely on physical data collection and provision of the testing equipment and Metallographic and Mechanical Laboratory facilities for analysis

There will be 3 compulsory meetings at the foundry which all project team members must attend, one being the project kick-off meeting, progress meeting and project closure meetings. The bidder must ensure that they budget for any other visits to the foundry besides the above-mentioned compulsory meetings. These meetings will be attended by the NFTN Technical Project Manager as well. Should there be a need for the winning bidder to install or purchase any monitoring or measuring equipment needed for this project, this must be declared in the bidding cost and no private equipment may be sold to the foundry without the knowledge of the NFTN.

It is anticipated that the project will commence upon acceptance and signing of the contract with the appropriate specialist appointed by the NFTN, and it is expected that the project will be carried out for 6 months maximum.

## 6.2 Project Schedule

It is anticipated that the project will commence upon acceptance and signing of the contract with the appropriate specialist appointed by the NFTN, and it is expected that the project will be carried out in the next financial year 2022/ 23.

## 7 FUNCTIONAL EVALUATION CRITERIA

This Request for Proposals requires interested Specialist in the field of Mechanical Engineering and Foundry Technology to submit a portfolio of evidence, outlining activities and experience in the field of high pressure die casting centralising or focusing on refurbishment and retro fitting of hot chamber high pressure die casting machines

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

Criteria	Elements of Detail
Organisational Profile and Service Offering	Provide a summary of key services and offerings. Attach relevant supporting documentation
Period Company in Existence	State number of years in existence
Consultation Experience	Indicate knowledge and experience in the field of Foundry Technology, casting design and simulation
Consultant Qualifications	Provide overview of qualifications i.e., Consultation experience and qualifications, and attach CVs
Sector Expertise and Experience	Indicate <ul style="list-style-type: none"> <li>• Experience in Foundry Technology</li> <li>• Experience in casting products and design modification</li> <li>• Experience in casting simulation tools</li> <li>• Experience in commercial vehicle castings</li> </ul>
B-BBEE Rating	Specify B-BBEE level contributor, include copy of certificate
Financial Costing	Briefly outline Costing structure and approach. <ul style="list-style-type: none"> <li>• Indicate rates and charge model for all proposed phases</li> <li>• Travel expenses will be capped according to National Treasury Regulations</li> </ul>
References	Provide a minimum of 3 recent contactable local references and proof of successful automotive products that you have developed for any local Foundry

Minimum required score is **70%**

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

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

### 7.3 **ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Submission to the wrong address

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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 (SANAS approved) copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)



## SECTION B – TERMS AND CONDITIONS

### 9 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) The title and the RFP number must be clearly stipulated on the subject.

Mail size is 25MB, send multiple emails when exceeded.

### 10 TENDER PROGRAMME

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

- Issue of tender documents: 07 December 2021
- Last date for submission of queries: 14 December 2021
- Closing / submission Date: 10 January 2022
- Estimated contract duration (in months/years) 3 months

### 11 SUBMISSION OF PROPOSALS

No late proposals will be accepted.

11.1 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: RFP No.:3497/10/01/2022

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.:3497/10//01/2022

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

11.3 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, price and B-BBEE.

10.5 Proposals submitted must be in PDF file formats

### 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 10 January 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** and **functionality criteria**,
- 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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.*

### 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 three (3) months 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 3497/10/01/2022 The provision of services to develop an industrial enterprise***  
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***guideline and technical support package for the cement sub-sector, to the CSIR*** 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. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

- 22.2 One electronic copy (email only) of each proposal (Technical and Financial) must be submitted
- 22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 22.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## **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 TRAVEL EXPENSES**

25.1 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:

25.1.1 Only economy class tickets will be used.

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

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

## **26 ADDITIONAL TERMS AND CONDITIONS**

26.1 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.

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

26.3 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.

26.4 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.

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

## **27 CSIR RESERVES THE RIGHT TO**

27.1 Extend the closing date.

27.2 Verify any information contained in a proposal.

27.3 Request documentary proof regarding any tendering issue.

- 27.4 Give preference to locally manufactured goods.
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 27.6 Award this RFP as a whole or in part.
- 27.7 Cancel or withdraw this RFP as a whole or in part.

## **28 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.

## 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: .....	



ANNEXURE A

Competence	Criterion	Key Aspects of Criterion	Points
Knowledge of the foundry industry and of automotive products [30%]	Experience of working in the foundry industry specifically in Metallurgical product development, Casting design and simulation.  Experience with simulation knowledge and indicate the software package to be used if applicable	10+ years working experience + Proof of 2 proven experience on foundry product development specific to Automotive	10
		10+ years working experience + Proof of 1 proven experience on foundry product development specific to Automotive	5
		10 years working experience – no Proof of experience on foundry product development specific to Automotive	0
Proposed Project Plan [10%]	Project Plan – Clearly indicating all project milestones, deliverables, timeframe, and costs	Project Plan – Clear project milestones and deliverables with a timeframe aligned to line-item budget	10
		Project Plan – Clear project milestones and deliverables with a timeframe and summary budget	7
		Project Plan – summary of project milestones and deliverables with a timeframe and summary budget	3
		Project Plan – No project milestones and deliverables with a timeframe and budget	0
Project Risk Plan [10%]	Project Risk Plan for Product and tooling development	Detailed project specific Project Risk Plan for product development of mentioned components	10
		Brief Summarised Project Risk Plan for product development of mentioned components.	5

		No Project Risk Plan for product development of mentioned components	0
Knowledge of Casting method design and optimisation [30%]	Indication of methodology to be used for product development of mentioned components	Indication of methodology for product development of mentioned components to be used and that which must have steps aligned to the project plan	10
		No Indication of methodology for product development of mentioned components to be used and that which must have steps aligned to the project plan	0
Past Project References [20%]	Past Project References: Product development, casting simulation, and casting design	List of 4 previously managed projects that involved Product development, casting simulation, and casting design	10
		List of 2 previously managed projects that that involved Product development, casting simulation, and casting design	5
		No List of previously managed projects that that involved Product development, casting simulation, and casting design	0