

Request for Proposals (RFP)

The Provision of consulting services to develop an Improved Physical Facility layout and development of processes that will ensure efficiency and productivity improvement at the NFTN beneficiary Foundry

RFP No.1012/01/08/2022

Date of Issue	18 July 2022	
Compulsory briefing session	N/A	
Closing Date	01 August 2022	
Place	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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) is a Cluster Initiative, funded by the Department of Trade, industry and competition (the dtic), and housed at the Council for Scientific and Industrial Research (CSIR). The NFTN has a mandate to manage, coordinate and facilitate transformation and development in the casting industry sub-segment, in the product supply chains, and at manufacturing companies, through focused interventions, designed to enable the Foundries.

The NFTN's vision is to increase the global competitiveness of the South African foundry industry through the provision of appropriate services, in order to reduce import leakage, increase local production, and increase investment in the sector.

The NFTN main mandate is to manage, coordinate, and facilitate economic development towards the establishment of a globally competitive South African Foundry industry through appropriate skills training, technology transfer, and diffusion of state-of-the-art technologies.

The NFTN therefore requires qualified service providers who will assist in the fulfilment of the mandate and vision, proposals are hereby invited for the supply of consulting services to develop an improved physical facility layout and development of processes that will ensure efficiency and productivity improvement at an aluminium foundry.

3. INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of consulting services to develop an Improved Physical Facility layout and the development of processes that will ensure efficiency and productivity improvement at an aluminium foundry.

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.

4.1. Assessment and Objectives

The process improvement will entail a review of the current production processes, equipment, output, layout and current costing processes. The overall objective of this project is to

- Assist the company by developing an optimised physical facility layout that will ensure the following
- Reduction in cycle time leading to optimised operational processes
- Improved efficiencies, production and operation processes
- Improved usage of input (material, labour, equipment, energy, etc.)
- Review of current processes, machinery, labour and output taking into consideration budget constraints as well as cost/benefit which will lead to an optimised layout
- Efficient measuring of all resources within the entire process
- Proposed optimised foundry layout at the end of the project
- Output and delivery timeframes to undertake the work
- The project to be completed in four months
- Risk plan
- Output and delivery timeframes to undertake the project, e.g. Gantt Chart

4.2. Key Outputs

It is anticipated that the following outputs will be key to the successful completion of this project. All bidders MUST indicate the following in their quotation and proposal

- Deliver as per the agreed objectives above
- A CAD building plan layout
- Current CAD plant layout with machinery

- Conduct a health check of the physical layout fit for service leading to the development of a fully optimised layout.
- Process flow diagram
- Conduct an assessment of the current capacity and operational processes covering the following and not necessarily excluding:
 - Material handling
 - Ergonomics and safety
 - Environmental concerns
 - Proposed optimised foundry plant layout
 - Develop a foundry measurement system for all the resources at this facility
 - Establish a foundry costing system and the costing report to cover the following:
- Saving cost for the company based on output and throughput
- The impact of the cost saving and implications due to the proposed optimised foundry layout
 - Develop a production process manual for all the processes
 - Implementation plan with clearly defined timelines
 - Advising and guiding the foundry on best practices using lean principles
 - Full handover of the current and proposed optimized CAD layout of the company
 - Final closure report or case study, etc.

4.3 Implementation

It is anticipated that the consultant will assist the foundry with implementing its recommendations, be able to gauge the progress of the implementation and advise the NFTN accordingly.

4.4 Project Schedule and Proposal Requirements

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate specialist appointed by the NFTN, and it is expected that the project will be completed within four (4) months of commencement of the project.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work – including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)

- Exclusions
- Cost – including any specialist cost and travel etc.
- Curriculum Vitae's and applicable certificates of personnel that will be responsible for conducting any sort of work in the above-mentioned foundry if appointed. (Submit proof in technical proposal)

5. FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weighting
Project planning methodology	30%
Experience of project leader	30%
Company experience	20%
Foundry sector in aluminium foundries	10%
Project Risk Plan	10%

5.2 Proposals with technical scores of less than the predetermined minimum overall percentage of 70% or less than 50% on any of the individual criteria will be eliminated from further evaluation.

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

6. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect email address
- Failure to submit fully completed and signed SBD 4 and SBD 1.

- National Treasury restricted suppliers and registered on National Treasury Tender Defaulter Register.

7. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

All Applicants must submit documents containing the following information together with documentary proof:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at www.csd.gov.za;
- provide the CSIR of their CSD registration number;
- provide the CSIR with a valid copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers);
- B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations.

SECTION B – TERMS AND CONDITIONS

8. VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at: tender@csir.co.za

The CSIR requires that all tender submissions be submitted electronically to: tender@csir.co.za. Should tender file size exceed 25 MB, tenderers can submit tender in multiple emails. Use the tender number 1012/01/08/2022 and description of the tender as the subject on your email.

9. TENDER PROGRAMME

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

Table 1: Tender Programme

• Issue of tender documents:	18 July 2022
• Compulsory Briefing session:	None
• Closing date for technical enquiries:	25 July 2022 @ 16:30
• Closing / submission Date:	01 August 2022 @ 16h30

10. SUBMISSION OF PROPOSALS

All proposals must be submitted at: tender@csir.co.za.

All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.

Proposals must consist of two (2) parts, each of which must be submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender:

PART 1: Technical Proposal: RFP No.:1012/01/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.:1012/01/08/2022

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

The CSIR will award the contract to qualified tenderer(s) whose proposals are determined to be the most advantageous to the CSIR, taking into consideration the technical solution, price and B-BBEE.

11. DEADLINE FOR SUBMISSION

Proposals shall be submitted to tender@csir.co.za no later than the closing date of 01 August 2022 at 16:30.

Where a proposal is not received by the CSIR by the due date and time via the stipulated email address, it will be regarded as a late tender. Late tenders will not be considered.

12. AWARDING OF TENDERS

Awarding of tenders will be published on the CSIR website.

No regret letters will be sent out.

13. EVALUATION PROCESS

Evaluation of proposals:

All proposals will be evaluated by an evaluation team for technical capability, 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 the successful tenderer.

A two-phase evaluation process will be followed.

- The first phase includes the evaluation of the **technical criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after the technical capability phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for technical capability will be evaluated further using the preference points system.

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.

14. PRICING PROPOSAL

Price needs to be provided in South African Rand (excl. VAT or Inc. VAT where applicable), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

A detailed pricing schedule must be provided.

Price should indicate the Rand/Dollar exchange rate and the cost of the forward cover valid for **SIX (6) Months** from the date of the proposal, if applicable.

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.

Payment will be according to the CSIR Payment Terms and Conditions.

15. VALIDITY PERIOD OF PROPOSAL

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

16. APPOINTMENT OF SERVICE PROVIDER

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.

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, the CSIR reserves the right to appoint an alternative supplier.

17. 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.1012/01/08/2022 – The provision of consulting services to assist the NFTN beneficiary company with the S22 A application process to receive the air emission licence (AEL).

The closing date for technical enquiries is 25 July 2022.

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.

18. MEDIUM OF COMMUNICATION

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

19. 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.

20. CORRECTNESS OF RESPONSES

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.

The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21. VERIFICATION OF DOCUMENTS

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.

The CSIR requires that all suppliers submit proposals electronically to CSIR at tender@csir.co.za

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document.

22. SUB-CONTRACTING

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.

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. ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

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

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

24. TRAVEL EXPENSES

All travel expenses for the CSIR's account, if any, 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:

- Only economy class tickets will be used.
- A maximum of R1 400 per night for accommodation, dinner, breakfast and parking will be allowed.
- No car rentals of more than a Group B will be accommodated.

25. ADDITIONAL TERMS AND CONDITIONS

A tenderer shall not assume that information and/or documents supplied to the 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.

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

In case of a 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.

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.

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

During Contracting, the CSIR will negotiate with the winning tenderer to convert any Partial Compliance Scores that they have received in their tender response to become fully compliant. This is done to ensure that the tenderer fully complies with all the CSIR's requirements. Furthermore, this will be done at no additional cost to the CSIR.

26. CSIR RESERVES THE RIGHT TO

- Extend the closing date;
- Verify any information contained in a proposal;
- Request documentary proof regarding any tendering issue;
- Give preference to locally manufactured goods;
- Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- Award this RFP as a whole or in part to a single supplier or multiple suppliers;
- Cancel or withdraw this RFP as a whole or in part.

27. 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 and 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.

28. DECLARATION BY TENDERER

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

RFP No:1012/01/08/2022

I hereby undertake to render services described in the attached tendering documents to the CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No.1012/01/08/2022** 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

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29. ANNEXURE “A” FUNCTIONALITY EVALUATION SCORE SHEET

SCORING SHEET THAT WILL BE USED TO EVALUATE FUNCTIONALITY

Percentage Allocation	Criterion	Key Aspects of Criterion	Points
<i>Project planning Methodology (30%)</i>	<i>Clear project work plan with accurate scoping and key milestones (explain on how the project will be conducted) and this to be in technical functionality criteria</i>	<i>Project Plan and correct scope – Clear project milestones, Gant chart, deliverables with timeframes, quality aligned to estimate line-item budget</i>	<i>10</i>
		<i>Project Plan – summary of project milestones and deliverables with a timeframe and summary budget</i>	<i>5</i>
		<i>Project Plan – No project milestones and deliverables with a timeframe and budget</i>	<i>1</i>
		<i>No project plan methodology</i>	<i>0</i>
<i>Experience for project leader – PL (30%)</i>	<i>Number of years’ experience of PL with the foundries (10%)</i>	<i>Minimum 10 years working experience, etc. (Brief CV)</i>	<i>10</i>
		5 years and more <i>working with foundries, etc.</i>	<i>5</i>
		3 years and more <i>working experience with foundries, etc.</i>	<i>1</i>
		<i>No working experience with foundries, etc.</i>	<i>0</i>

	Registration with a recognised professional	Proof of relevant degree/s or more qualifications (attached certified copies) together with the professional registration i.e with the ECSA registration , brief CV, postgraduate and research studies with recognised professional body, etc.	10
	Body e.g. ECSA registration		
	(submit proof) (10%)	Proof of relevant diploma/s qualifications (attached certified copies) without professional registration i.e., without ECSA registration), (Brief CV), etc.	5
		Proof of relevant experience without relevant degree(s) or qualification, CV and without attached (certified) copies	1
		No proof of qualifications and professional registration body qualifications	0
Company foundry sector expertise and experience (40%)	Past aluminium foundry related projects and foundry experience, (either sand or permanent mould aluminium foundries will suffice) (10%)	List of 5 minimum past aluminium foundry projects, with contacts and reference	10
		List of 3 past aluminium foundry projects with contacts and references	5
		No past foundry projects	0
	Past foundry layout optimisation projects (10%)	List minimum of 5 CAD layout optimisation of the foundry	10
		List minimum of 3 CAD layout optimisation of the foundry	5
		No foundry layout optimisation project	0

	<i>Past foundry CAD layout drawings (10%)</i>	<i>List of 5 CAD Layout drawings of a foundry</i>	<i>10</i>
		<i>List of 3 CAD layout drawing of a foundry</i>	<i>5</i>
		<i>No CAD layout drawing of a foundry</i>	<i>0</i>
	<i>Process flow diagrams (10%)</i>	<i>Example of 5 minimum process flow diagrams submitted in past projects</i>	<i>10</i>
		<i>Example of 3 process flow diagram</i>	<i>5</i>
		<i>No process flow diagram</i>	<i>0</i>
		<i>No proof of qualifications</i>	<i>0</i>
<i>Projects risk plans (10%)</i>	<i>An indication of potential challenges which have caused project failures and the lessons learned from them</i>	<i>Proposal has a comprehensive project risk management plan with ratings, risk impact and mitigation strategies</i>	<i>10</i>
		<i>Proposal only highlights project risks plans with limited understanding</i>	<i>5</i>
		<i>Proposal only indicates project risks without treatment plans no risk plans zero point</i>	<i>1</i>
		<i>No risk plan</i>	<i>0</i>

30. ANNEXURE B

Beneficiary Company Profile: A Foundry

The NFTN beneficiary company is a small-scale sand jobbing foundry which produces aluminium castings. The foundry supply into the rail, general engineering and automotive sector. The foundry employs 25 people currently. The Foundry is now in the process of automizing and optimizing the entire process and requires the NFTN support by appointing an appropriate service provider who will assist them in identifying bottlenecks hindering the foundry's efficiency and productivity eventually leading to an optimized foundry layout.

Location: The foundry is based Gauteng