

Request for Proposals (RFP)

The provision of certification services to assist an NFTN beneficiary company with compliance to (IATF16949:2016) quality management systems for automotive production and relevant service part organizations

RFP No.1013/01/08/2022

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) within the Smart Place Hosted Programmes. 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, technical and regulatory compliance and diffusion of state-of-the-art technologies.

The NFTN therefore requires an accredited certification body to assist an NFTN beneficiary company with the third-party audit of IATF16949:2016 quality management systems for automotive production and relevant service part organizations.

3. INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of third-party assist an NFTN beneficiary company i.e. foundry with the system certification for IATF16949:2016 quality management.

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. The overall objective of the project is to certify the beneficiary company (Foundry) in compliance with IATF16949:2016 automotive quality management system.

4.1. Assessment report

The scope of work includes but not limited to:

- IATF16949:2016 quality management systems for automotive production and relevant service part organizations Document Review
- Pre- Audit Document review
- Stage 1 audit
- Stage 2 audit
- Final Audit
- Surveillance 1
- Surveillance 2
- IATF16949:2016 QMS for automotive production and relevant service part Certificate awarding

4.2. Project Management

- Progress report to the foundry and NFTN Senior Project Manager
- Risk plan
- Output and delivery timeframes to undertake the project, e.g., Gantt chart.
- Close out meeting
- IATF16949:2016 quality management systems Certificate awarding and handover

4.3. 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 CSIR, 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	10%
Experience of project leader	20%
Company and project team experience	30%
Project team expertise on training and auditing	30%
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 technical functionality.

6. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect email address;
- If Bidder is not accredited in terms of (ISO17021) by SANAS or IAF or Multilateral Recognition Arrangement (MLA);
- Failure to submit IRCA, SAACTA, etc. (ISO17024) professional management system registration auditors' certificates;
- If bidder has not quoted on all items of the scope for IATF16949:2016 QMS for automotive production and relevant service part Certificate awarding;
- Failure to fully complete and signed SBD 4 and SBD 1;
- National Treasury restricted suppliers and registered on National Treasury Tender Defaulters 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 DTIC 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 29 MB, tenderers can submit tender in multiple emails. Use the tender number 1013/01/08/2022 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
• Closing date for technical enquiries:	25 July 2022 at 16:30
• Closing / submission Date:	01 August 2022 at 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.: 1013/01/08/2022

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

RFP No.: 1013/01/08/2022

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 1013/01/08/2022 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. 1013/01/08/2022 – Proposals are hereby invited for the provision of third-party assist an NFTN beneficiary company i.e. foundry with the system certification of IATF16949:2016 quality management.

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 **29%** 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 **29%** 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-imburements, 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;
- Valid 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 of 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: 1013/01/08/2022

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.1013/01/08/2022** 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 (10%)</i>	<i>Clear project work plan with accurate scoping and key milestones (explain on how the project will be conducted)</i>	<i>Project Plan and correct scope – Clear project milestones, Gant chart, deliverables with a timeframe, quality aligned to estimate line-item budget</i>	10
		<i>Project Plan – summary of project milestones and deliverables with a timeframe and summary budget</i>	5
		<i>Project Plan – No project milestones and deliverables with a timeframe and budget</i>	1
<i>Experience of Lead Auditor: Indication of past industrial experience and exposure in Automotive sector and quality requirement linked to the supply chain (20%)</i>	<i>Project Leader (PL) number of years in practical working experience in the engineering, manufacturing, systems implementation, management systems development, conformity assessment, locally (SOE, OEM) and or internationally</i>	<i>10 years and more working experience in key industries (Automotive, manufacturing) providing critical products or services for engineering sectors locally and internationally, e.g., references</i>	10
		<i>5 years and more working experience in key industries (Automotive, manufacturing) providing critical products or services for engineering sectors locally and internationally, e.g., references</i>	5
		<i>3 years and more working experience in key industries (Automotive, manufacturing) providing critical products or services for engineering sectors locally and internationally, e.g., references</i>	1
	<i>Lead Auditor relevant qualifications such as AITF 16949:2016, ISO 9001:2015 Quality Management System and other plus continuous improvement with in-depth understanding of conformity assessments and IATF16949 or TS16949 exposure. Trained in terms of ISO17024 (submit proof)</i>	<i>Proof of relevant diploma qualifications (attached certified copies), professional registration, brief CV, references etc.</i>	10
		<i>Proof of relevant diploma or certificates qualifications (attached certified copies), professional registration, (Brief CV)</i>	5
		<i>Proof of relevant experience, CV and without attached (certified) copies</i>	1
			1

<p><i>Company and Project Team experience in supporting companies to align their operational processes and management system to IATF 16949:2016 or TS16949 PDCA, and ISO 9001:2015 or transitioning, certification and training (30%)</i></p>	<p><i>Understanding of International Laboratory Accreditation Corporation (ILAC) and International Accreditation Forum (IAF) association of accrediting bodies such as SANAS, Ukkas, Dakks, RvA, ANSI, etc., and applicable compliance standards ISO/IEC17021, ISO/IEC1720, ISO/IEC17024, ISO/IEC17029 used amongst by Third Party Agencies or Notified bodies in the conformity assessment activities such as for ISO9001:2015, TS 16494:2016 and other ISO management systems</i></p>	<p><i>Bidder is IATF1649 accredited in terms of ISO17021 as certification body for management system and authorised by IATF to conduct certification audits. Accreditation scope includes South Africa (Attach Proof/available on IATF database)</i></p>	10
		<p><i>Bidder has adhoc structured process without verifiable standard operation procedures in place</i></p>	1
		<p><i>Bidder does not have an IATF 16 49 accreditation system in place</i></p>	0
	<p><i>Experience and understanding of providing consultation services to large, small and macro enterprises in different sectors such as foundries, mining, metal fabrication, welding, utility, manufacturing, oil and gas, government, academia, locally, regionally and or abroad, ability to integrate other standards such as SANS3834, ISO45001, 18001, ISO14001, etc.</i></p>	<p><i>Bidder and or Project Leader (PL) listed 5 or more projects where IATF16949 or TS16949 management system consultation was provided in three different entities locally or regionally with 3 successfully certified by different certification bodies (attach proof)</i></p>	10
		<p><i>Bidder listed of 3 or more projects where IATF16949 or TS16949 management system consultation was provided in two different entities locally or regionally with 2 successfully certified by certification body (attach proof)</i></p>	5
		<p><i>Bidder listed of less than 1 projects where IATF16949 or TS16949 management system consultation was provided in one entity locally with 1 successfully certified by certification body (attach proof)</i></p>	1
<p><i>Company and Project Team experience in Training and auditing operational processes and management system to ISO</i></p>	<p><i>Ability and expertise to provide QMS (ISO10015) training to staff members</i></p>	<p><i>List of 3 or more companies or more where IATF16949 or TS16949 training was provided to by SAACTA or IRCA registered lead auditor. QMS Training manual, research articles, presentations, technical reports, etc. (Reference Proof)</i></p>	

9001:2015 IATF16949 or TS16949 PDCA, transitioning, certification and training (30%)	and in-depth (Implementation and Internal Audit) training to SHEQ personnel		10
		List of 2 or more companies where IATF16949 or TS16949 training was provided to by SAACTA or IRCA registered lead auditor. QMS Training manual, research articles, presentations, technical reports, etc. (Reference Proof)	5
		List of 1 or more companies where IATF16949 or TS16949 training was provided to by SAACTA or IRCA registered lead auditor., technical reports, etc. (Reference Proof)	1
	Qualification, diversity of skills and expertise of project team members (SAACTA or IRCA Registered Leader Auditors and other professional bodies like ECSA, Iosh, SACNASP, etc.) with different scopes of auditing (quality, occupational health and safety (osh act), environment, energy, etc.) (Reference proof and copies)	Bidder attached 2 or more (excluding PL) concise CV's of project team members, qualifications (certified) with degree in (Engineering, Industrial, Manufacturing, Quality Assurance, Management, Business Management), 5 and more year's conformity assessment experience, professional registration (SAACTA or IRCA), etc. (attach proof)	10
		Attach 1 or more (excluding PL) concise CV's of team members, qualifications (certified) with (Engineering, Manufacturing, Business, Management), with 3 years auditing experience, professional registration (SAACTA or IRCA) (attach proof)	5
		Attach 1 concise CV of team member, qualifications (certified) with (Engineering, Manufacturing, Business, Management), 1 year experience,	1
		No indication of past involvement in AITF 16949:2016 certification projects as lead auditors (Reference Proof)	0
Projects risk plans (10%)	An indication of potential challenges which have caused project failures and the lessons learned from them	Proposal has a comprehensive project risk management plan with ratings, risk impact and mitigation strategies	10
		Proposal only highlights project risks plans with limited understanding	5
	No project risk plan	0	

30. ANNEXURE B

Company Profile: *Beneficiary Company*

The beneficiary company is a permanent moulding die casting foundry that produces castings from non-ferrous material grades, mostly aluminum. The Foundry supplies to the automotive and general engineering industry. The foundry currently employs 70 people.

Location: The Foundry is based in Gauteng