

Request for Proposals (RFP)

The provision of services to develop an industrial enterprise guideline for the Clothing and Textile Sector

RFP No. 1014/11/08/2022

Date of Issue	Thursday, 28 July 2022	
Briefing session	N/A	
Closing Date	Thursday, 11 August 2022	
Electronic Submission of Bids	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
2 BACKGROUND	3
3 INVITATION FOR PROPOSAL	4
4 PROPOSAL SPECIFICATION	4
5 PROJECT SCOPE	4
6 PROJECT DELIVERABLES	5
7 FUNCTIONAL EVALUATION CRITERIA	5
8 ELIMINATION CRITERIA	6
9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION	6
SECTION B – TERMS AND CONDITIONS	8
10 PROPOSAL SUBMISSION	8
11 TENDER PROGRAMME	8
12 SUBMISSION OF PROPOSALS	8
13 DEADLINE FOR SUBMISSION	8
14 AWARDING OF TENDERS	9
15 EVALUATION PROCESS	9
16 PRICING PROPOSAL	9
17 VALIDITY PERIOD OF PROPOSAL	10
18 APPOINTMENT OF SERVICE PROVIDER	10
19 ENQUIRIES AND CONTACT WITH THE CSIR	10
20 MEDIUM OF COMMUNICATION	11
21 COST OF PROPOSAL	11
22 CORRECTNESS OF RESPONSES	11
23 VERIFICATION OF DOCUMENTS	11
24 SUB-CONTRACTING	12
25 ENGAGEMENT OF CONSULTANTS	12
26 TRAVEL EXPENSES	12
27 ADDITIONAL TERMS AND CONDITIONS	13
28 CSIR RESERVES THE RIGHT TO	13
29 DISCLAIMER	14
DECLARATION BY TENDERER	15
30 ANNEXURE A	16

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

National Cleaner Production Centre of South Africa (NCPC-SA) is a key industrial sustainability programme of the Department of Trade and Industry, hosted at the CSIR. The work of the NCPC-SA promotes the implementation of Resource Efficiency and Cleaner Production (RECP) methodologies – identifying and advising on cost saving options through reduced energy, water and materials usage, as well as more efficient waste management and use.

The NCPC-SA supports the transition to green economy through the implementation of the Resource Efficient and Cleaner Production (RECP) projects. In so doing, the NCPC-SA is funding the development of an industrial sector guide focusing on manufacturing sites within the clothing and textile sector.

Benefits to Industry	Benefits to Government
Industrial companies will have the ability to benchmark their own resource efficiency and cleaner production performance against international and national data and best practices.	The guideline will assist government in understanding sector specific strengths, weaknesses, challenges and gaps.
It will allow companies to better understand how they could approach and plan for achieving the resource efficiency targets.	It will highlight challenges, barriers to implementation and potential opportunities that exist within the sector, which may assist and

	inform government with the development and formulation of new policy frameworks and/or incentive schemes etc.
--	---

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of services to develop an industrial enterprise guideline for the Clothing and textile sector.

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 will comprise a combination of research (qualitative, quantitative and desktop) and 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.

The detailed scope of the project is given below:

1. A detailed literature review of industrial guideline documents and other resources that are relevant to the clothing and textile sector (both national and international).
2. Conduct a SWOT analysis to identify current strengths, weaknesses, opportunities, and threats within the clothing and textile sector in South Africa. This will be informed by qualitative research (interviews, online workshops and/or surveys) using a small but representative group of companies in the clothing and textiles sector. The effects of the COVID-19 pandemic must be fully considered in the SWOT analysis.
3. Resource efficiency benchmarking against international best practices and data for the clothing and textile sector

4. Highlight gaps, challenges, barriers to implementation, lessons learned; and identify opportunities for improvement (including technology options) within the Clothing and Textile sector.
5. The following virtual workshops (relating to point number 2) are expected to be held to inform the data collection and qualitative research process:
 - Industry workshop X 1 (to include the relevant sector associations and different sized companies in the Clothing and Textile sector)
6. All the above will be used to guide the development of an industrial enterprise guideline that will be used to inform both industry and government of the depth of challenges and barriers to implementation regarding resource efficiency within the clothing and textile sector. The guideline will share industry best practices observed.
7. Develop a snapshot summary (high level report) that is aimed at government to disseminate the key information, outcomes, and recommendations of this study; with specific focus on barriers, challenges and those opportunity areas where government could assist.
8. Provide technical support to the NCPC-SA marketing team in the development of an infographic.

6 PROJECT DELIVERABLES

- Inception report - the report shall cover the project plan with intermediate and final outputs, proposed methodology and approach and identified and approved timeframes and milestones (in conjunction with the NCPC-SA project manager).
- 2 interim progress reports
- Industrial enterprise guideline (30-50 pages)
- Snapshot summary report (high level summary report)

The anticipated start date is 15 August 2022 and the expected duration of the project is 3 months (including all reviews, amendments, finalization and feedback presentation).

7 FUNCTIONAL EVALUATION CRITERIA

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

	Criteria	Weighting
1	Company experience	25%
2	Qualifications, skills, and experience	35%
3	Approach and methodology	20%
4	Project planning detail	15%
5	Extra credit awarded for unique and out-of-the-box thinking	5%

Minimum required score is **70%**

- a. 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.
- b. Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Bidders that submit late bids will not be considered.
- Bidders that submit to the incorrect location or email address will be eliminated.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Forms will not be considered.

9 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;
- 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

10 PROPOSAL SUBMISSION

All proposals must be submitted to 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.

11 TENDER PROGRAMME

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

- Issue of tender documents: 28 July 2022
- Last date for submission of queries: 03 August 2022
- Closing / submission Date: 11 August 2022
- Estimated contract duration (in months/years) 3 months

12 SUBMISSION OF PROPOSALS

- a. All proposals are to be submitted electronically to tender@csir.co.za
- b. No late proposals will be accepted.
- c. Proposals must consist of two parts:
 - PART 1:** Technical Proposal: RFP No.: 1014/11/08/2022
 - PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 1014/11/08/2022
- d. Proposals submitted by companies must be signed by a person or persons duly authorised.
- e. 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.
- f. Proposals submitted must be in PDF file formats

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 11 August 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.

14 AWARDING OF TENDERS

- a. Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

15 EVALUATION PROCESS

a. 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.

b. 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.

16 PRICING PROPOSAL

- a. 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.
- b. 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.

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

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

17 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

18 APPOINTMENT OF SERVICE PROVIDER

- a. 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.
- b. 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.
- c. Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

19 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 1014/11/08/2022 The provision of services to develop an industrial enterprise

guideline and technical support package for the clothing and textile sector 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.

20 MEDIUM OF COMMUNICATION

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

21 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.

22 CORRECTNESS OF RESPONSES

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

23 VERIFICATION OF DOCUMENTS

- a. 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.

- b. One electronic copy (email only) of each proposal (Technical and Financial) must be submitted
- c. 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.

24 SUB-CONTRACTING

- a. 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.
- b. 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.

25 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- a. Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- b. Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- c. Prescribed by the body - regulating the profession of the consultant.

26 TRAVEL EXPENSES

- a. 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:
 - i. Only economy class tickets will be used.

- ii. A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- iii. No car rentals of more than a Group B will be accommodated.
- IV. In the unlikely event that travel is required, this cost must be included in the pricing proposal

27 ADDITIONAL TERMS AND CONDITIONS

- a. 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.
- b. Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- c. 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.
- d. 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.
- e. Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

28 CSIR RESERVES THE RIGHT TO

- a. Extend the closing date;
- b. Verify any information contained in a proposal;
- c. Request documentary proof regarding any tendering issue;
- d. Give preference to locally manufactured goods;

- e. Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- f. Award this RFP as a whole or in part;
- g. Cancel or withdraw this RFP as a whole or in part.

29 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:

30 ANNEXURE A

Criteria and Percentage Allocation	Specific Description of Criterion	Key Aspects of Criterion	Points
Company Experience (25%)	The company must have at least five (5) years of experience in the clothing and textile industry and/or waste minimisation projects.	Company possesses ten (8 - 10) years of experience in the clothing and textile industry and/or waste minimisation projects.	10
		Company possesses 4 – 7 years of experience in clothing and textile industry and or waste minimisation projects	7
		Company possesses 1 - 3 years of experience in clothing and textile industry and/or waste minimisation projects.	3
Qualifications, skills and experience of team leader & team 35%	Qualifications: (10%) Team Leader: <ul style="list-style-type: none"> A minimum of a Bachelors degree/ National Diploma in Engineering, Environment or Natural Science Team leader must have attended at least two (2) additional courses in Energy, Resource Efficiency, Clothing and Textile courses/workshops and/or Sustainability. All relevant courses attended, and certifications obtained must be listed If the project team comprises of more than one person, these requirements should be met for all team members: Team member/s: <ul style="list-style-type: none"> A minimum of a Bachelors degree/ National Diploma in Engineering, Environment or Natural Science Team member must have attended at least one additional course in Energy, Resource Efficiency, Cement courses/workshops and/or Sustainability. All relevant courses attended, and certifications obtained must be listed Copies of all certificates for degrees and courses completed must be attached to the proposal	Team leader: PhD degree in engineering, Environment, Natural Science, Finance, Business Administration or Economics, AND; Five (5) or more courses attended in Energy, Resource Efficiency and/or Sustainability, cement courses/workshops Team member/s: Honours degree and/or similar qualification in engineering, Environment, Natural Science, Finance, Business Administration or Economics AND Four (4) or more courses attended in Energy, Resource Efficiency and/or Sustainability, clothing and textile courses/workshops	10
		Team leader: Bachelor's degree in Engineering, Environment, Natural Science, Business Administration AND; Three (3) or more courses attended in: Energy, Resource Efficiency, clothing and textile courses/workshops and/or Sustainability Team member/s: Bachelors degree/National Diploma in engineering, Environment, Natural Science, Finance, Business Administration or Economics AND Two (2) or more courses attended in Energy, Resource Efficiency and/or Sustainability, clothing and textile courses/workshops	5
		No Bachelor's Degree/National Diploma with no additional qualifications or courses in energy, resource efficiency and/or sustainability for Team leader or Team Member/s	1
	Skills (10%) Team Leader and team member/s must possess the following skills: <ul style="list-style-type: none"> ➤ Research skills ➤ Data collation and analysis skills ➤ Monitoring and evaluation skill ➤ Communication skills ➤ Stakeholder engagement ➤ Technical Report writing Provide details of research projects previously undertaken	The project team is highly skilled at research (quantitative and/or qualitative) Highly proficient in data collation and analysis and technical report writing. Evidence of 3 or more research studies conducted with final deliverable being industry reports and/or guidelines developed	10
		The project team is adequately skilled at research (quantitative and/or qualitative) Sufficiently proficient in data collation and analysis, monitoring and evaluation and technical report writing. Evidence of 2 or more research studies conducted with final deliverable being industry reports and/or guidelines developed	5
		Little to no research previously undertaken Not enough evidence presented, or research projects undertaken. Limited or no experience in developing research-based reports. No guidelines developed	1

Criteria and Percentage Allocation	Specific Description of Criterion	Key Aspects of Criterion	Points
	<p>Experience (15%)</p> <ul style="list-style-type: none"> Team leader must have a minimum of at least 5 years relevant and practical work experience in the areas of energy management, energy auditing, data collection & management, monitoring and evaluation and technical report writing. Team leader must have at least 3 years related experience in the Clothing and Textile sector. Team member/s must have a minimum of two (2) years relevant work experience in the areas of energy management, energy auditing, data collection & management, monitoring and evaluation and technical report writing. <p>Brief CV's of the Team Leader and Team Member/s must be attached to the technical proposal and should reflect the number of projects executed by the individual.</p>	Team leader possesses 10 or more years of practical work experience in the energy industry (as listed in description) and 6 or more years of related experience in the Clothing and Textile Sector	10
		Team member/s possess 4 or more years of practical work experience in the energy industry (as listed in description)	5
		Team leader possesses at least 5 years of practical work experience in the energy industry (as listed in description) and 3 or more years of related experience in the Clothing and Textile Sector	
		Team member/s possess 4 or more years of practical work experience in the energy industry (as listed in description)	1
		Team leader possesses 1 year or less of practical work experience in the energy industry (as listed in description) and 1 year or less of related experience in the Clothing and Textile Sector	
		Team member/s possess 0-1 years of practical work experience in the energy industry (as listed in description)	
Approach & Methodology 20%	Proposed Methodology detailing the approach on the provision of the required service	Methodology and sequencing of all phases and activities (why, when, where, what and how the objectives will be achieved) is clearly shown. Detailed description of approach to ensure that interim and final deliverables are met.	10
		Adequate explanation of methodology that shows all phases and activities, sufficient detail is given on approach, with activities properly mapped out, as well explanation of how interim and final deliverables will be met	5
		Little to no details on approach or methodology. No clear explanation of activities or description of how deliverables will be met	1
Project Planning 15%	<p>Clear project plan with accurate scoping and key milestones (explaining how the project will be conducted)</p> <p>Project Plan should have the following:</p> <ul style="list-style-type: none"> Project implementation timeline with all activities to be implemented, milestones and hard-stop dates for interim and final deliverables. Risk mitigation plan 	Project Plan provided and scope includes all activities in detail (Gantt chart with clear project milestones, realistic timeframes aligned with budgeted man-days)	10
		Detailed risk mitigation plan included	5
		Project Plan provided with sufficient detail on scope and activities (Gantt chart with project milestones, timeframes given)	
		Risk mitigation plan is shown/described - with not much detail	1
		Minimal detail on activities, no project plan provided	
		No risk mitigation plan	
Extra credit awarded for unique ideas 5%	Extra credit for unique idea/s that meet and exceed the stipulated deliverables	Detailed account of uniquely packaged ideas that offer additional value to the target audiences whilst remaining firmly within the project scoping framework.	10
		Additional ideas provided but lacks in detail and/or uniqueness	5
		No additional ideas presented as part of proposal	1