

Request for Proposals (RFP)

**To Conduct a Detailed Water Efficiency Assessment
and a Gap Analysis for the Kenmare sands Moma Mine
Operations, located in Mozambique.**

RFP No. 1029.1/11/11/2022

Date of Issue	Friday, 28 October 2022	
Closing Date	Friday, 11 November 2022	
Submission and 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 FUNCTIONAL EVALUATION CRITERIA	13
6 ELIMINATION CRITERIA	16
SECTION B – TERMS AND CONDITIONS	17
7 VENUE FOR PROPOSAL SUBMISSION	17
8 TENDER PROGRAMME	17
9 SUBMISSION OF PROPOSALS	17
10 DEADLINE FOR SUBMISSION	18
11 AWARDING OF TENDERS	18
12 EVALUATION PROCESS	18
13 PRICING PROPOSAL	19
14 VALIDITY PERIOD OF PROPOSAL	19
15 APPOINTMENT OF SERVICE PROVIDER	20
16 ENQUIRIES AND CONTACT WITH THE CSIR	20
17 MEDIUM OF COMMUNICATION	20
18 COST OF PROPOSAL	20
19 CORRECTNESS OF RESPONSES	21
20 VERIFICATION OF DOCUMENTS	21
21 SUB-CONTRACTING	21
22 ENGAGEMENT OF CONSULTANTS	22
23 TRAVEL EXPENSES	22
24 ADDITIONAL TERMS AND CONDITIONS	22
25 CSIR RESERVES THE RIGHT TO	23
26 DISCLAIMER	23
DECLARATION BY TENDERER	24
27 ANNEXURE A	

SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organizations 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 Cleaner Production Centre South Africa (NCPC-SA) is a national support programme that drives the transition of South African industry towards a green economy through appropriate resource efficient and cleaner production (RECP) interventions.

The NCPC-SA was launched during the 2002 Johannesburg World Summit for Sustainable Development (WSSD) as a co-operation programme between South Africa and the United Nations Industrial Development Organisation (UNIDO) with financial assistance from the Department of Trade, Industry and Competition (the dtic) and the governments of Austria and Switzerland.

The NCPC-SA is hosted at the Council for Scientific and Industrial Research (CSIR) within the SMART Places Cluster. The key services and major projects of the NCPC-SA aim and focus on facilitating industry efficiency and competitiveness improvements support at both company and sector level.

The Centre's affiliation with the UNIDO supported RECP network of Cleaner Production Centres around the world also provides opportunity for collaboration and cross-country support in order to build and develop capacity within emerging and developing economy countries. The NCPC-SA has developed significant relationships with a number of Cleaner Production Centres located on the African continent including Mozambique, Zimbabwe, Ghana, Uganda, Namibia and Kenya which has resulted in a number of collaboration engagements and projects between the various country Centres.

Through similar engagements with the NCPC-SA's Industrial Energy Efficiency Project and the Mozambique Cleaner Production Centre, the NCPC-SA, was introduced to Kenmare Heavy Mineral Sands Mining Company's production team. Discussions subsequently led to a request whether the NCPC-SA could provide Kenmare with a quotation to undertake a water efficiency assessment and gap analysis of their Moma Titanium Minerals Mine operations.

The CSIR, as host of the National Cleaner Production Centre South Africa, has responded to the current water challenges experienced by South Africa and more specifically industry by setting up an Industrial Water Efficiency Project. The Project aims to support the transformation of South African industry towards more sustainable water usage and management practices by:

- Reducing water consumption.
- Improving industrial water effluent quality.
- Easing pressure on already strained fresh water supplies; and
- Demonstrating economic and environmental benefits of water efficiency practices.

2.1 Technical Background

It should be noted that tasks can also have a cross-cutting character and hence descriptions should not be considered fixed to one specific task.

Kenmare operates the Moma Titanium Minerals Mine, located on the north east coast of Mozambique. The Moma Mine contains deposits of heavy minerals which include the titanium minerals ilmenite and rutile, as zircon.

Ilmenite and rutile are used in the manufacture of titanium dioxide pigment and titanium metal. Whilst zircon is used in the manufacture of opacifiers for ceramics.

Mining is undertaken using dredgers which float in artificial mining ponds. The dredgers pump the mineral sands from the ponds to 3 floating Wet Concentrator Plants (WCP), where oversize material is screened out and a series of gravity spirals separate the heavy mineral concentrate from silica sand and clay tailings. The resulting mineral concentrate is then pumped to a nearby Mineral Separation Plant where it is passed through a series of magnetic, gravity and electrostatic separation circuits to yield various fractions of Ilmenite, Rutile and Zircon based on customer specifications. The target for 2022 is to produce 1.2 million tonnes of Ilmenite.

The mining operations are supplied water from the Namalope bore-field comprising an average of 32 wells delivering approximately 2000 m³ of water per hour. During peak periods, water may also be supplemented from the nearby Mavele Lake. The main consumers include the 3 wet concentrator plants (WCPA, WCPB, WCPC) and the mineral Processing Plant. One borehole also supplies the surrounding residential compound with water for domestic consumption, equating to approximately 50 000 m³ per month

3 INVITATION FOR PROPOSAL

Proposals are hereby requested from suitably qualified and experienced service providers to conduct a detailed Water Efficiency Assessment and gap analysis at Kenmare Moma Titanium Minerals Mine operations in Mozambique.

4 PROPOSAL SPECIFICATION

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

The purpose of the Assessment is to assist the respective client company to identify opportunities to maximize the use of water within their processes and reduce their impact on the surrounding environment through their effluent discharges. To support the implementation of their water strategy to ensure water supply while maintaining high levels of sustainability. Key areas of interest for Kenmare include identification of optimization and improvement opportunities to reduce water use, minimisation of leaks, increase process water recirculation and re-use. The assessment outputs will seek to:

- identify viable water efficiency improvement opportunities
- Identify and assess technologies that can be employed to reduce demand
- Identify fit for purpose water re-use opportunities
- Provide a gauge of performance against internationally recognized Best Practice

For the purposes of this Request for Proposal and assessment scope, the terms Water Efficiency and Assessment when used, will apply to fresh water use, **in-process water consumption, water reuse/recycling, wastewater and effluent generation as well as wastewater treatment and discharge.**

All technical proposals must include the following mandatory information which forms

part of the evaluation weighting matrix (as shown in Table 2 of Section 5) and therefore will be used for scoring purposes:

- Background, summary of company, details of company
- Approach and Methodology that details all activities, phases, deliverables and measurement tasks for the project. The methodology should also identify risk areas and associated mitigation responses
- Project plan, in accordance, on how the above project will be executed for the company, including but not limited to the following:
 - Activities and Deliverables
 - Man days
 - Milestones
 - Project timeframe (incl. Excel, MS Project Gantt Charts etc.)
 - Key personal involved in the varies activities and deliverables
- Company resources (please include relevant qualifications, company structure/organogram, years of experience and attach CV's of key personnel)
 - Technical/Project lead for the industrial water efficiency project to be undertaken
 - Project team (Support staff)
- List of previous projects (include brief summary, client, budget, duration, reference). Projects to be categorized as follows:
 - List of projects/assessments conducted in the field of industrial water efficiency (include brief summary, client, sector, budget, duration, contactable references).
 - List of actual savings that resulted from each industrial water efficiency project undertaken (include information on interventions and actual savings)
 - List of projects/assessments conducted in the field of resource use efficiency (include brief summary, client, sector, budget, duration, contactable references).
 - List of related projects/assessments conducted where recommendations were implemented (include information on interventions and actual savings)

4.1 SCOPE OF WORKS

The NCP-C-SA through the bidder will undertake a water efficiency assessment & gap analysis project for a company in the mineral sector at Kenmare Moma Titanium Minerals Mine operations in Mozambique. The key objectives of the assessment to support the implementation

of their water strategy to ensure water supply while maintaining high levels of sustainability. Key areas of interest for Kenmare include identification of optimization and improvement opportunities to reduce water use, minimization of leaks, increase process water recirculation and re-use.

The bidder is expected to undertake detailed on-site investigations and data collection and gap analysis of options for the company to support the implementation of their water strategy to ensure water supply while maintaining high levels of sustainability, to deliver the results in a suite of appropriate formats, including MS reports, MS worksheets, and concise MS presentations, as the required by the NCPC-SA.

TECHNICAL APPROACH

Based on the information provided by Kenmare and our understanding of the key needs, the NCPC-SA proposes the following approach:

The NCPC-SA will assign a Project manager along with a water efficiency technical specialist to undertake the on-site assessment. It is anticipated the assessment will be broken down into the following phases:

Planning and Preparation

This phase will entail logistical planning and finalisation of the proposed project schedule once dates have been agreed to. Prior to the site visit taking place, the NCPC-SA will furnish Kenmare with a Pre-visit questionnaire to solicit preliminary information regarding the process and water consumption patterns and trends at the Moma operations. Typically, the NCPC-SA will request a minimum of 12 months' water consumption data as input for the water consumption regression analysis. This data will be compiled to provide an overview of the primary water consumers and current consumption to facilitate the development of a provisional water balance for the site and provide the team with some insight as to opportunity areas to target during the site inspection.

Detailed Site Assessment

The site assessment will commence with an introductory opening meeting to introduce the assessment team and confirm schedules and protocols for the pending site inspections.

Following the introductory meeting, the assessment team will commence with a walk-through of the Moma site over 2 - 3 days to observe and document current operations and practices. Spot checks may be done to validate the Pre-Visit Questionnaire data and validate any gaps in the data. Interviews will be undertaken with relevant production staff to gain insight on how water-use is managed, identify any major concerns or limitations pertaining to implementation of water efficiency measures. The assessment activities will include but not be limited to the following:

- Document the water and wastewater reticulation network
- Question and photograph (if allowed) the operation and maintenance of significant water users, observe water use behaviour patterns and wastewater systems.
- Take spot measurements or log data relating to water flow rates, temperatures, water conductivity, possible leaks, wastewater volumes and quality etc.
- Record the company's water use information from the water supply through key points in the distribution piping to end use applications.
- Record production output for same period as logged water use and discharge data.
- Confirm measurements to develop trends and fluctuating demand and generation curves, verify information, and collate data,
- Review operational controls and record consumption patterns,
- Review operator training.
- Note the operating parameters (Min and Max volume) of significant water users and wastewater contributors (peak conditions over time).
- Review the current monitoring and metering system and evaluate the need for additional sub-metering.

Data Interpretation & Analysis

During this phase, the assessment team will review and interrogate the data to inform the assessment recommendations. Part of this activity may also include securing of indicative quotes for recommended implementation interventions Typical outputs for this phase may include:

- Development of a water balance of the site and quantification of individual water users. Evaluation of significant users or discharge streams.
- Model the company's water systems (layout) covering the supply, distribution, and end use stages to establish the assessment baselines, system profiles and trends.
- Comparison of the company's water use efficiency and wastewater treatment systems against

best practice in similar operations (Where available).

- Review (where applicable), effluent compliance with the relevant legislation, guidelines, environmental, industrial, and participatory requirements. Investigate options for improvement of final effluent quality and reduce effluent discharge penalties and surcharges (Where applicable).
- Identification of water use efficiency interventions that would reduce water consumption and quantification of the reduction potential (including recirculation opportunities).
- Assess the process wastewater volumes and identify options for reuse of uncontaminated or treated water for non-sensitive activities/processes within the plant.
- Assess the opportunities for wastewater treatment and performance. Identify options that can reduce wastewater volumes and improve the process performance.
- Assess the site incoming water and wastewater objectives and targets: supply, usage, optimisation, treatment, etc.

Report Recommendations

The assessment observations, findings and recommendations will be documented in a formal report and submitted to Kenmare Moma management team for consideration and implementation. The report will serve to provide a Kenmare with relevant information to make an informed decision regarding implementation of the report recommendations.

Assessment Feedback & Close-Out

A virtual close-out meeting is proposed to discuss the assessment findings and recommendations with the Kenmare Moma management team. This will take the form of a PowerPoint presentation outlining the recommendations along with a proposed implementation plan. Based on the discussion outcomes, NCP-CA can offer follow-up support if so desired by Kenmare.

4.2 Deliverables

The expected activities and deliverables below are to be clearly incorporated in the task:

Table 1: Tasks and Deliverables

Task	Activity	Deliverable
1	Water Efficiency and Gap analysis at the Site	
	<p>1.1 Planning and Kick-off Meeting</p> <ul style="list-style-type: none"> • Meet with CSIR (skype/webinar/face-to-face), Kenmare & consultant and • Discuss project brief, finalize the assessment schedule and confirm any amendments to the scope. 	Minutes of meeting (skype/webinar/face-to-face)
	<p>1.2 Inception Meeting</p> <ul style="list-style-type: none"> • Meet company owners/managers on site to discuss the programme of the Water Assessment, discuss project deliverables, expectations, and schedule. • Explore the plant to gain solid understanding of the on-site operations and production processes. • Identify and become familiar with: water distribution and use; and wastewater network, volumes and treatment processes. • Review previous study/assessment/audit reports • Complete a preliminary assessment with systems scoping tools and guidelines. • Gather supplier specifications of the water usage and wastewater treatment systems (from supply to discharge). • Installation of measuring equipment (if required) 	Inception meeting minutes and site visit (on-site at the bidder's company).

	<p>1.3 Detailed Assessment</p> <p>1.3.1 Site Visits & Data Gathering</p> <ul style="list-style-type: none"> • Document the water and wastewater reticulation network • Question and photograph (if allowed) the operation and maintenance of significant water users, observe water use behavior patterns and wastewater systems. • Take spot measurements or log data relating to water flow rates, temperatures, water conductivity, possible leaks, wastewater volumes and quality etc. • Record the company's water use information from the water supply through key points in the distribution piping to end use applications. • Record production output for same period as logged water use and discharge data. • Confirm measurements to develop trends and fluctuating demand and generation curves, verify information, and collate data, • Review operational controls and record consumption patterns, • Review operator training, • Note the operating parameters (Min and Max volume) of significant water users and 	<p>Detailed assessment (bidder's office and on-site at the company).</p>
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	<p>wastewater contributors (peak conditions over time)</p> <p>1.3.3. Data Interpretation</p> <ul style="list-style-type: none"> • Develop a water balance of the site and quantify individual water users. Evaluate significant users or discharge streams. • Model the company's water systems (layout) covering the supply, distribution and end use stages to establish the assessment baselines, system profiles and trends. • Benchmark the company's water use efficiency and wastewater treatment systems against best practice in the industry standards, environmental, industrial and participatory requirements • Analysis of data from laboratory for final effluent compliance with the necessary by-laws, guidelines, environmental, industrial and participatory requirements; and investigate options for improvement of final effluent quality and reduce effluent discharge penalties and surcharges. • Identify water use efficiency options that would reduce water consumption and quantify the potential reduction in water usage. • Assess process wastewater volumes and identify options for reuse of uncontaminated or treated water for non-sensitive activities/processes within the plant. • Assess the wastewater treatment process and performance and identify options that can be used to reduce the volume of wastewater and improve the process performance. • Identify relevant improvement opportunities, 	<p>Discuss findings and targeted areas of focus for detailed assessment with the NCPC-SA.</p>
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	<p>1.4 Implementation recommendations</p> <ul style="list-style-type: none"> • Determine company water use objectives and targets for water and wastewater: supply, usage, Optimisation, treatment, etc. • Continue developing industrial water efficiency projects for saving options and quantify the implementation cost and saving benefits. Conduct research into process Optimisation opportunities and current applicable trends in the dairy industry, • Consider the most appropriate options bearing in mind and current and future water use and wastewater treatment needs as well as environmental, industrial and municipal constraints/legislation. • Investigate saving options and quantify the implementation cost and saving benefit 	<p>Detailed assessment findings and feasibility analysis conducted.</p> <p>(bidder's office and on-site at the company).</p>
<p>2</p>	<p>Development of Reports</p>	
	<p>2.1 Draft report</p> <ul style="list-style-type: none"> • Develop a detailed report will full details on how the assessment was done, be of best international standards with detailed list of references, highlighting areas of interest, best methodologies that the site can use to measure resource use efficiency, with recommendations that are implementable, preliminary implementation plans for recommendations, etc. • Draft report, table recommendations and submit to NCPC-SA for review. • Revise report, table recommendations and meet owners/management (on-site at the company) to present and explain the report findings. • Address any queries that the company may have 	<p>Detailed assessment report</p> <p>(skype/webinar/ face-to-face, on-site at the company)</p>

	<p>2.2 Finalization of reports</p> <ul style="list-style-type: none"> • Correct and refine the Water Assessment report and conduct further research on various water saving, wastewater treatment and reuse; and performance improvement options identified (skype/webinar/face-to-face) 	Final detailed assessment report
	<p>2.3 Assessment Close Out</p> <ul style="list-style-type: none"> • Present assessment findings and quantified improvement opportunities together with implementation plan guidelines for the company. • Final Water Assessment report sign-off by company • Strongly encourage the company to implement by emphasizing on the benefits to be derived and utilizing the cost of inaction projection and support frameworks (incentive mechanisms, funding schemes, and NCPC-SA implementation support) as tools. • Conduct two-hour awareness raising presentation for all staff that influence the water usage and wastewater contribution (on-site at the company) 	Final assessment report sign-off, PowerPoint presentation and awareness raising presentation.
<p>It is envisaged that the man days (8 hr/day) required to complete this project, should not exceed 14.625 days</p>		

Summary of schedule

SUMMARY OF ACTIVITIES	
Project Phases	Days
Phase 1. Preparation & Planning (NCPC-SA & Service Provider)	1
Phase 2. On-site Assessment (incl Inception & Scoping Assessment)	5
Phase 3. Data Interpretation & Analysis	5
Phase 4. Report Drafting	2.5
Phase 5. Report Feedback Presentation	0.5
Phase 6. Awareness Raising	0.5
Phase 7. Project Close Out Meeting & Feedback from Kenmare	0.125
Total Manpower hours	14.625

5 FUNCTIONAL EVALUATION CRITERIA

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

5.2

SUMMARY OF EVALUATION CRITERIA	
Criteria	Weight
Approach & Methodology	[30%]
Project plan	[20%]
Experience Project/ technical leader	[25%]
Company Structure and Support Staff	[5%]
Previous implementation successes	[20%]

Table 2: Evaluation Criteria

5.3 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.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Late submission of proposals.
- Submission at the incorrect email address - submissions must be made to tender@csir.co.za
- If bidder does not submit quotation on official company letterhead.
- If bidder does not quote according to stipulated specifications and requirements
- 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.
- Failure to submit fully completed and signed SBD 4 and SBD 1.

7 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 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 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 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

9 TENDER PROGRAMME

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

- Issue of tender documents: 28 October 2022
- Last date for submission of queries: 04 November 2022
- Closing / submission Date: 11 November 2022
- Estimate appointment date of successful tenderer: 18 November 2022
- Estimated contract duration (in months/years) 2.5 months

10 SUBMISSION OF PROPOSALS

- 10.1** All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 10.2** 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. 1029.1/11/11/2022**
- PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:
- ***Please note**, the pricing proposal must include the line item of Running Cost (incidental cost, passports, Covid test etc.) since the work will be conducted in Mozambique. **RFP No. 1029.1/11/11/2022**
- 10.3** Proposals submitted by companies must be signed by a person or persons duly authorized.
- 10.4** 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.
- 10.6** Proposals submitted must be in PDF file formats

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 11 November 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.

12 AWARDING OF TENDERS

12.1 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.

13 EVALUATION PROCESS

13.1 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.

13.2 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.

14 PRICING PROPOSAL

- 14.1** 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.
- 14.2** 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.
- 14.3** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, travel, disbursements, site visits etc.
- 14.4** 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.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1** 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.
- 16.2** 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.
- 16.3** Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

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 1029.1/11/11/2022 -” To Conduct a Detailed Water Efficiency Assessment and a Gap Analysis for the Kenmare sands Moma Mine Operations, located in Mozambique*”** 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.

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

- 20.1** 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.
- 20.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1** 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.
- 21.2** 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.
- 21.3** 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.

22 SUB-CONTRACTING

- 22.1** 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.
- 22.2** 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.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates that do not exceed:

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

24 TRAVEL EXPENSES

- 24.1** All travel expenses included in the costing should apply to the following:
- 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.

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1** 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.
- 25.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3** 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.

- 25.4** 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.
- 25.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

- 26.1** Extend the closing date;
- 26.2** Verify any information contained in a proposal;
- 26.3** Request documentary proof regarding any tendering issue;
- 26.4** Give preference to locally manufactured goods;
- 26.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6** Award this RFP as a whole or in part;
- 26.7** 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 & 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. 1029.1/11/11/2022

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 **RFP No. 1029.1/11/11/2022** 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 authorized to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

29 ANNEXURE A

#	Competence and % weighting	Key Aspects of Criterion	Total sub points
1	<p>Approach & Methodology [30%]</p> <p>Clearly defined and detailed methodology that is aligned to the scope of works.</p>	<p>The technical approach and / or methodology has addressed all stages/phases of the assessment. All deliverables have been listed and clearly outlined as to what will be done and how. Detailed and well-articulated methodology which describes the approach that the bidder will use to implement this project. Consultant exhibits great knowledge and is well informed of the dairy sector and/or field. Risk areas have been identified and associated mitigation responses provided. Consultant has included value added services in over and above stipulated RFP criteria.</p>	10
		<p>The technical approach and / or methodology has addressed all stages/phases of the assessment. All Deliverables have been listed and clearly outlined as to what will be done and how. Detailed methodology which describes the approach that the bidder will use to implement this project. Risk areas have been identified and associated mitigation responses provided. Consultant has shown knowledge of the dairy sector and/or field.</p>	7
		<p>The technical approach and / or methodology has addressed most stages/phases of the assessment. Limited detail given as to how these stages/phases will be done. Deliverables have been listed and inference made to them being achieved as part of the work scope. Methodology is not detailed but describes the bidder's approach for implementation of the project. Risk areas have been identified; however, mitigation responses have not been provided. Consultant has displayed a fair understanding of the dairy sector and/or field.</p>	5
		<p>The technical approach and / or methodology has not addressed all stages of the assessment. Risk areas have not been identified. Deliverables have not been listed or mentioned as per RFP. The consultant has misunderstood the Scope of Work and does not deal with the critical aspects of the projects.</p>	1
2	<p>Project plan [20%]</p> <p>The proposed concept of the proposal and the implementation plan must be relevant,</p>	<p>The Project Plan has addressed all stages of the assessment. All deliverables are included in the work schedule and activity timeframes clearly noted. A detailed resource plan has been developed outlining designated personnel responsibilities for task activities, including additional value add offerings. The project timeframes (man days) for activities are realistic and within the allocated timelines indicated in the RFP. Project milestones are detailed and critical path clearly shown.</p>	10

#	Competence and % weighting	Key Aspects of Criterion	Total sub points
	practical and within scope.	The Project Plan has addressed all stages of the assessment. All deliverables are included in the work schedule and activity timeframes clearly noted. A detailed resource plan has been developed outlining designated personnel responsibilities for task activities. The project timeframes (man days) for activities are within the allocated timelines indicated in the RFP, however some activity time frames are unclear. Project milestones are mentioned and critical clearly path shown.	7
		The Project Plan has addressed most stages of the assessment. All deliverables are included in the work schedule; however, activity times are not noted. Limited detail provides on the resource plan and designated responsibilities. The project timeframes are within the allocated timelines indicated in the RFP. Activities are listed but timeframes have not been provided. Project milestones mentioned.	5
		The Project Plan has addressed some stages of the assessment. Work schedule provided does not include detail of activity breakdown and allocated time. No designated personnel responsibilities outlined. The Tenderer has misunderstood the Work scope and the required timeframe. No plan given regarding resource and responsibility allocation.	1
3	<p>Experience Project/ technical leader [25%]</p> <p>The project/ technical leader is expected to have relevant technical experience in managing similar projects in the area of industrial water efficiency.</p>	Engineering or relevant qualification and professional registration with ECSA or equivalent. Completed at least 4 industrial water efficiency assessments within the last 3 years. Water assessments within the dairy sector will be an added advantage. 5 examples of water efficiency related projects. ≥ 5 yrs. experience in resource efficiency. Consultant is certified as an RECP Expert. Or any other ESO/EnMS Expert	10
		Engineering or relevant qualification and professional registration with ECSA or equivalent. Completed at least 3 industrial water efficiency assessments within the last 3 years. Water assessments within the dairy sector will be an added advantage. 3 examples of water efficiency related projects. ≥ 3 yrs. experience in resource efficiency. Consultant is certified as an RECP Expert or attended the RECP training Or any other ESO/EnMS Expert.	7
		Engineering or relevant qualification and professional registration with ECSA or equivalent Completed at least 2 industrial water efficiency assessments within the last 2 years. Water assessments within the dairy sector will be an added advantage. Examples of water efficiency related efficiency projects have not been provided. Limited experience in resource efficiency	5
		No engineering qualification or proof of professional registration with ECSA provided. No experience in water assessments.	1

#	Competence and % weighting	Key Aspects of Criterion	Total sub points
4	Company Structure and Support Staff [5%]	Company structure (organogram) of highly experienced experts/specialists. Organogram clearly defines roles and responsibilities. CV's and qualifications of support staff provided. Evidence of company experience in Water Assessment projects in the Industry provided. Evidence of company experience in similar projects provided	10
		Company structure (organogram) of highly experienced experts/specialists. Organogram clearly defines roles and responsibilities. CV's of support staff provided. Limited evidence of company experience in Water Assessment projects in the Industry. Limited evidence of company experience in similar projects provided	7
		Company structure (organogram) provided. Organogram clearly defines roles and responsibilities. CV's of support staff provided. Limited evidence of company experience in Water Assessment projects in the Industry provided. Limited evidence of company experience in similar projects provided.	5
		Company structure vague or no organogram provided	1
5	Previous implementation successes [20%] The company must be able to provide examples of previous assessments where recommendation were implemented and quantify the associated savings in water efficiency in the industry	List of >4 projects/assessments conducted in the field of water efficiency and assessments in the industry, of which 2 of the projects are based on the dairy sector (include brief summary, client, sector, budget, duration, contactable references, intervention, and actual savings).	10
		List of ≥2 projects/assessments conducted in the field of water efficiency and assessments in the industry, of which at least 1 of the projects are based on the dairy sector (include brief summary, client, sector, budget, duration, contactable references, intervention, and actual savings).	7
		List of at least 1 project/assessment conducted in the field of water efficiency and assessments in the industry, (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings).	5
		No successful implementation projects with actual savings in water efficiency assessments in the industry	1