

## **Request for Proposals (RFP)**

### **The provision of research and consulting services for the review of the National Photonics Strategy (PISA) to the CSIR**

**RFP No. 3250/19/12/2018**

Date of Issue	23 November 2018	
Compulsory Briefing Session	Date: 03 December 2018 Venue: Building 10 Mopane Boardroom, CSIR Pretoria Time: 13:45	
Closing Date	19 December 2018	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

## **TABLE OF CONTENTS**

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

## **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.

The Council for Scientific and Industrial Research (CSIR) is facilitating a strategy review on behalf of the Department of Science and Technology (DST), on the National Photonics Strategy (PISA). The study is being undertaken to ensure that public and private sector investment in research, development and innovation (RD&I) in Photonics in South Africa is structured appropriately in order to grow Photonics as a key enabling technology.

### **2 BACKGROUND**

The PISA strategy was developed in 2009, with broad objectives supporting a wide spectrum of market sectors and potential application areas. Globally, there have been significant developments in the field of Photonics, with new technology trends and focus areas rapidly emerging, compared to the scenario nearly 10 years ago. Within the national context, capabilities in certain photonics related areas have grown and in other areas the focus has shifted and capacity has been lost or has been refocussed to new fields.

Over the past 4 years the DST has supported the development of a number of national technology strategies. The Additive Manufacturing Strategy was adopted in 2016 and a process was started to develop a suite of Advanced Manufacturing strategies that included strategies in the fields of aero structures, automation, electronics, as well as photonics. These strategies were all established with the goal of developing an implementation framework to guide public and private sector investment in research, development and innovation (RDI) in these specific technology focus areas.

The opportune time has arrived to review the present PISA strategy and to recommend specific key areas of focus for future investment.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of research and consulting services for the review of the National Photonics Strategy (PISA) to the CSIR.

It will be expected of the service provider to engage with local and international organisations, associations and experts in photonics and photonics applications as part of the execution of the scope of work. This includes gathering, synthesising and analysing information in order to derive specific investable market opportunities, together with detailed envisaged outputs and impacts.

The service provider must conduct a broader assessment of what the present status is with respect to the overall Photonics Strategy and the objectives of the Strategy since the National Photonics Strategy was adopted by the DST in 2010, as well as assess the outcome of the PISA implementation programs supported by the DST over the past 7 years. The review should also address the broader national landscape of activities being undertaken in support of the PISA objectives, irrespective of who the funders are/were.

The responsibility of the service provider will include:

- Identify and map existing strengths, capabilities and competencies. (Output: a capabilities matrix);
- Undertake a desktop study of other Photonics Strategies and programmes;
- Assess the outcome of the PISA implementation programs supported by the DST over the past 7 years;
- Analyse key international and local trends, drivers, opportunities and barriers, including South African public sector policy, instruments, programmes and constraints that are relevant to the photonics domain;
- Identify local market opportunities;
- Rigorously evaluate and prioritise the identified market opportunities;
- Develop detailed implementation plans in 2 to 4 focus areas to access the prioritised market opportunities;
- Establish a review panel of experts to assist in reviewing the PISA strategy and the implementation thereof;

- Present the outcome in the form of a draft consolidated report, to the abovementioned panel, as well as a presentation slide summary, and;
- Present the final report to the DST and CSIR.

The main deliverable expected from the review is a report, together with a summary of the panel's findings and its recommendations on the present PISA funded programs and key focus areas for future investment in Photonics based RD&I activities, as well as Photonics incorporated convergent technology opportunities. The report is expected to be delivered free of copyright restrictions by the authors, and copyright of the review report shall be assigned to the DST.

**Please refer to Annexure A for supplementary information.**

#### 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 following deliverables as described in Annexure A to this RFP is required:

Deliverable	Start	End
<b>Inception/Project Plan</b> (presented at the Project kick of meeting)	18 January 2019	
<b>National capability assessment report</b> (includes: map of existing strengths, capabilities and competencies; desktop study outcome of other Photonics Strategies and programs; outcome of the PISA implementation programs)		8 February 2019 (3 weeks)
<b>Opportunities and focus areas report</b> (includes: key international and local trends, drivers, opportunities and barriers; local market opportunities and priorities; detailed implementation plans in 2 to 4 focus areas)		22 March 2019 (6 weeks)
<b>Draft consolidated report and summary presentation slides</b> ready for review		3 May 2019 (6 weeks)

Deliverable	Start	End
<b>Report on recommendations</b> from review panel (includes: establishment of the review panel with associated costs and logistical arrangements)		17 May 2019 (2 weeks)
<b>Final report and summary presentation slides</b> presented to DST		14 June 2019 (4 weeks)

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Competent and credible level of knowledge within the photonics and science, technology and innovation landscape	25%
Review panel members: Demonstrated capacity and expertise to perform all elements of the scope of work described herein efficiently and taking into account the 6 month timeline provided	25%
Project team members: Demonstrated capacity and expertise to perform all elements of the scope of work described herein efficiently and taking into account the 6 month timeline provided	25%
Methodology and process: Demonstrated capacity and expertise to perform all elements of the scope of work described herein efficiently and taking into account the 6 month timeline provided	25%

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 60% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

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

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location.



## **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](http://www.csd.gov.za);
- Provide the CSIR of their CSD registration number; and
- Provide the CSIR with a certified 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

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address  
Council for Scientific and Industrial Research (CSIR)  
Meiring Naudé Road  
Brummeria  
Pretoria

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 23 November 2018
- Final date for submission of queries 10 December 2018
- Closing / submission Date: 19 December 2018

### 10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open 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: 3250/19/12/2018

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP: 3250/19/12/2018

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

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.

### 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 19 December 2018 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.

## **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.

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 three (3) 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. 3250/19/12/2018 The provision of research and consulting services for the review of the National Photonics Strategy (PISA) to the CSIR "*** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

## **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 *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## **SUB-CONTRACTING**

21.5 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.

21.6 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.

## **22 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

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

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

## **23 TRAVEL EXPENSES**

23.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

23.1.1 Only economy class tickets will be used.

23.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

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



## **24 ADDITIONAL TERMS AND CONDITIONS**

- 24.1 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.
- 24.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 24.3 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.
- 24.4 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.
- 24.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **25 CSIR RESERVES THE RIGHT TO**

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

## **26 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: 3250/19/12/2018.**

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 3250/19/11/2018 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:.....