



## Request for Proposals (RFP)

### The provision of Continuing Professional Development Course on Building Design and Engineering Approaches for the CSIR

**RFP No. 3289/23/04/2019**

Date of Issue	Monday, 08 April 2019	
Closing Date	Tuesday, 23 April 2019	
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	

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## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2 BACKGROUND**

There are a number of recognised settings with heightened risk of acquiring infection because they are frequented by infectious and susceptible persons and/or the infection prevention and control regimes are not conducive. Healthcare settings, correctional centres, mines and mining communities are examples of high risk settings. World Health Organization (WHO) and Centers for Disease Control and Prevention recommend the introduction of systematic infection prevention and control measures, based on risk assessments in high burden settings.

Design and engineering of the built environment can play a role in mitigating risk of infection. In South/Southern Africa, there is a lack of specialised training available on undergraduate, postgraduate and for continuing professional development for healthcare-related topics in the built-environment curricula. This results in low awareness levels and poor technical competence in addressing various issues such as healthcare associated infection risks.

### **3 REQUEST FOR PROPOSALS**

This request for proposals is extended to reputable South African providers of training and education with an established track record of continuing professional development learning programmes.

This request for proposal is extended to public higher education institutions registered in terms of the Higher Education Act (Act no. 101 of 1997), and accredited by the Council on Higher Education as multipurpose public training providers in higher education and training and to institutions registered as a private higher education institution in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No. 101 of 1997), and Regulation 16(4)(a) of the Regulations for the Registration of Private Higher Education Institutions.

The request is for applicants to prepare a proposal for the preparation and hosting of a course to be called ***Building Design & Engineering Approaches to Infection Control continuing professional development course***

#### **4 SPECIFICATIONS FOR REQUEST FOR PROPOSAL**

The proposed ***Building Design & Engineering Approaches to Infection Control continuing professional development (CPD) course*** is to be prepared in consultation with the CSIR. The course is to bring together a body of local and international technical expertise common to the control of human infections with particular reference to airborne transmission route and resource-constrained settings. The strategies covered are to be applicable to preventing transmission of infection in workplaces (including clinics, hospitals, laboratories) and congregate living settings (with a focus on airborne and especially TB). Reference must be made to conducting facility infection risk assessments in accordance with national policy.

Control strategies to be addressed are to include natural and forced ventilation, the design and use of space, options and effectiveness of Ultraviolet Germicidal Irradiation, principles of air filtration, personal protective equipment, architectural materials and finishes selection, and others. The course is to be approximately five (5) days long, presented in English and hosted in a South African city. It must be completed before 31 August 2019. The course must include lectures, laboratory demonstration sessions, at least one panel session and a facilitated site visit relevant to the course subject. Faculty are to be verifiably renowned experts in the fields of mechanical engineering, hospital architecture, occupational health and safety and infectious diseases. It is of great advantage if any national or provincial

Department of Health or Works is included in the programme and/or provides a letter of support for the course.

The proposal should include a proposed curriculum, with course objectives and learning outcomes defined, a full five (5) day draft programme with identified facilitators/ presenters, CVs of presenters, and sample course material. The CSIR may be approached for suggested experts in the field.

The course content is to be accredited for CPD points with all the following professional bodies: architects, engineers, medical doctors and healthcare professionals.

The proposal should identify the method/s of distributing course material to all categories of delegates (students, invited guests and presenters). The price must be expressed as a cost per local delegate, for delegates successfully completing the course. The cost of attendance for delegates, five invited guests and all presenters must be incorporated in the price and as low as possible. Arrangements for obtaining supplementary / other funding for non-South African applications (if relevant) must be described in the proposal but will not be funded through the agreement.

The targeted audience for the course is 60 ( $\pm$  20) delegates comprising architects, engineers, hospital managers, correctional services officials and health care managers and professionals who are or are likely to become involved in new or renovation building projects in settings with heightened risk of transmission of infection. The course content must be approved by a designated CSIR representative

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weight
<b>Company competence:</b> The company / institution must be suitable, competent with experience in providing this type of course.	15%

<b>Course planning:</b> The course must be well-planned in terms of administration, venue, etc.	30%
<b>Course content:</b> The proposed course must have suitable content and presented by suitable individuals.	40%
<b>Marketing :</b> The proposal must include a strategy for reaching the target audience	15%
<b>Total</b>	100

5.2 Proposals with functionality points of less than the pre-determined minimum overall percentage of **80%** will be eliminated from further evaluation.

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

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Proposed course dates not provided or after 31 August 2019;
- Proposed language of course not English;
- Tenderer that is not either a.) a public higher education institution registered or b.) an institution registered as a private higher education institution in terms of the Higher Education Act (Act no. 101 of 1997).
- Tenderer has not a proven track record of successful completed short continuing professional development learning programmes.

## 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

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
- Alternatively, soft copies (proposals) may be submitted via e-mail to: [tender@csir.co.za](mailto:tender@csir.co.za) with RFP No: **3289/23/04/2019** “The provision of Continuing Professional Development Course on Building Design and Engineering Approaches for the CSIR” as the subject

### 9 PROPOSAL PROGRAMME

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

Issue of tender documents:	Monday, 08 April 2019
Last date for submission of queries:	Monday 15 April 2019
Closing / submission date:	Tuesday, 23 April 2019
Estimate appointment date of successful tenderer:	Friday, 07 June 2019
Estimated contract duration (in months/years)	02 Months

### 10 SUBMISSION OF RESPONSES

- 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 No. 3289/23/04/2019**

**PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No. 3289/23/04/2019**

- 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 Tuesday, **23 April 2019** 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](mailto:tender@csir.co.za) with “RFP No **3289/23/04/2019- The provision of continuing professional development course on building design and engineering approaches**” 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. Alternatively, soft copies (proposals) may be submitted via e-mail to: [tender@csir.co.za](mailto:tender@csir.co.za)
- 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.

## 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 rates no more than the:

- 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 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:

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 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: 3289/23/04/2019.**

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. 3289/23/04/2019** 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: .....	

**29 ANNEXURE A SCORING SHEET TO EVALUATE FUNCTIONALITY**

<b>1. Company competence</b>					
<b>Category Weighting</b>	<b>Criteria</b>	<b>Criteria Weighting</b>	<b>Sub-Criteria</b>	<b>Description</b>	<b>Score</b>
<b>15%</b>	Competency and experience	100%	Evidence of prior experience with format of professional development course presentation. (minimum score: 10)	Evidence of previous <b>related</b> projects provided and appropriate.	10
				Evidence not provided or not appropriate.	0
<b>2. Course Planning</b>					
<b>Category Weighting</b>	<b>Criteria</b>	<b>Criteria Weighting</b>	<b>Sub-Criteria</b>	<b>Description</b>	<b>Score</b>
<b>30%</b>	Course planning	15%	Host city and venues identified. (minimum score: 6)	City is named and venue identified that is suitable for teaching and learning. Venue is easily accessible and conveniently located. Venue includes <b>all</b> of the following: It is habitable, suitably furnished, appropriately sized, has data projection and sound, whiteboard/ black board, safe parking.	10
				City is named and venue identified that is suitable for teaching and learning. Venue is easily accessible and conveniently located. Venue includes <b>some</b> of the following: It is habitable, suitably furnished, appropriately sized, has data projection and sound, whiteboard/ black board.	6



				Venue deemed unsuitable with no <b>minimum</b> requirements	0
		15%	Programme provided (minimum score: 10)	Detailed description of <b>all</b> of the following: Lectures named, laboratory activities detailed, panel session described and site visit described and selection motivated.	10
				Vague or <b>no</b> description of the following: Lectures named, laboratory activities detailed, panel session described and site visit described and selection motivated.	0
		10%	Endorsement by relevant government departments. (minimum score: 10)	Letters of support and/or consent to speak on programme provided.	10
				Letters of support and/or consent to speak on programme <b>not</b> provided.	0
		20%	Course curriculum and materials provided. (minimum score: 6)	Course objectives and learning outcome defined and course material to be provided is described and course material dissemination described.	10
				Course objectives and learning outcome <b>poorly</b> defined or course material to be provided is not described or course material dissemination is not described.	6
				Course objectives and learning outcome <b>not</b> defined or course material not provided or course material dissemination is not described.	0
		10%	Presenters' compensation. (minimum score: 6)	Remuneration policy <b>well</b> described and is reasonable and fair.	10

				Remuneration policy is <b>not</b> well described or is not reasonable and fair.	6
				Remuneration policy <b>not</b> detailed.	0
		10%	Certificates and accreditation (minimum score: 6)	Attendance certificates will be issued AND Accredited professional bodies named and CDP confirmed for <b>ALL</b> of the following: architects, engineers, medical doctors, healthcare professionals	10
				Attendance certificates will be issued AND Accredited professional bodies named and CDP confirmed for <b>SOME</b> of the following: architects, engineers, medical doctors, healthcare professionals	6
				Attendance certificates will be issued AND Accredited professional bodies named and CDP <b>not</b> confirmed for ALL of the following: architects, engineers, medical doctors, healthcare professionals. NOT COMPLIANT.	0
		10%	Conference package	Conference package is inclusive of morning tea/coffee, mid-morning light refreshments, lunch and afternoon refreshments for all delegates and presenters (including arrangements for site-visits).	10

				Conference package excludes <b>some</b> of the following: morning tea/coffee, mid-morning light refreshments, lunch and afternoon refreshments for all delegates and presenters (including arrangements for site-visits).	6
				Conference package excludes refreshment.	0
		10%	Filming of lectures	Option provided and separately costed, including permission obtained from presenters to release at least 80% of the material.	10
				Option <b>not</b> provided.	0

3. Course content and presentation					
Category Weighting	Criteria	Criteria Weighting	Sub-Criteria	Description	Score
40%	Presenters' competency	20%	Presenters are identified. (minimum score: 6)	All presenters are identified and are reputable local or international experts in the relevant field. CV's are provided.	10
				Some presenters are identified and are reputable local or international experts in the relevant field. CV's are provided. There is a plan for identifying the remainder of the presenters.	6
				Presenters are <b>not</b> specifically identified and there is no plan described to source appropriate presenters.	0
		20%	Presenter credentials are satisfactory: Mechanical engineer (minimum score: 6)	Presenter identified with at least <b>one</b> relevant peer-reviewed article.	10
				Mechanical engineer identified <b>does not have</b> at least one relevant peer-reviewed article but is suitably qualified (CV provided).	6
				Presenter identified <b>is not</b> suitable.	0
		20%	Presenter credentials are satisfactory: Hospital architect (minimum score: 6)	Presenter identified with at least one relevant peer-reviewed article.	10
				Presenter identified does not have at least one relevant peer-reviewed article but is suitably qualified (CV provided).	6
				Presenter identified <b>is not</b> suitable.	0
		20%	Presenter credentials are satisfactory: Occupational health & safety professional (minimum score: 6)	Presenter identified with at least <b>one</b> relevant peer-reviewed article.	10
				Presenter identified <b>does not have</b> at least one relevant peer-reviewed article but is suitably qualified (CV provided).	6

				Presenter identified <b>is not</b> suitable.	0
		20%	Presenter credentials are satisfactory: Infectious disease specialist (minimum score: 6)	Presenter identified with at least <b>one</b> relevant peer-reviewed article.	10
				Presenter identified <b>does not</b> have at least one relevant peer-reviewed article but is suitably qualified (CV provided).	6
				Presenter identified <b>is not</b> suitable.	0
<b>4. Marketing</b>					
Category Weighting	Criteria	Criteria Weighting	Sub-Criteria	Description	Score
15%	Reaching target audience	30%	Marketing strategy (minimum score: 6)	Marketing strategy to reach target audience is described and is realistic.	10
				Marketing strategy to reach target audience <b>is not</b> well described or is not realistic.	6
				Failed to provide marketing strategy.	0
		40%	Selection of delegates (minimum score: 6)	Process of selection and approval of delegates in consultation with the CSIR is described and reasonable AND registration and feedback process is described and reasonable.	10
				Process of selection and approval of delegates in consultation with the CSIR is <b>poorly</b> described or unreasonable OR registration and feedback process is poorly described and unreasonable.	6
				Process of selection and approval of delegates in consultation with the CSIR <b>is not</b> described OR registration and feedback process is not described.	0

		30%	Contingency plan if target number of 60 students (±20) is not reached. (minimum score: 10)	Assurances and / or performance based pricing provided.	10
				Assurances and / or performance based pricing <b>not</b> provided.	0