

Request for Proposals (RFP)

The provision of experienced consulting and support services to assist TLIU beneficiary company/s with the implementation of American Petroleum Institute (API) management system and Monogram licence

RFP No. 3345/26/11/2019

Date of Issue	12 November 2019	
Closing Date	26 November 2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 - 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

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

2 BACKGROUND

The Technology Localisation Implementation Unit (TLIU) is an initiative of the Department of Science and Innovation (DSI) hosted by the CSIR. The TLIU has been mandated by DSI to implement various interventions in support of the DST's Technology Localisation Plan (TLP) and to enhance the competitiveness of the South African manufacturing sector.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of experienced consulting and technical support services to assist the following TLIU beneficiary company based in Johannesburg with the implementation of American Petroleum Institute (API) management system (Q1 and Q2) and Monogram licensing for valves and pipes. API is a key requirement for Oil and Gas industries in exploration projects and to manufacturers who supply components to the sector. TLIU needs experienced consultant to support beneficiary company to adapt its design process to meet API specifications such that Monogram licenses can be obtained for specific equipment. Potential bidder will be required to support the beneficiary company with application and normalisation of the current company ISO9001 management system to API Spec Q1 and Q2 formulation. It is expected that the potential bidder will assist the company with all the processes leading to a specific Monogram licence strategic for the company. The Monogram licence entails changing design parameters and adapting relevant API standards for the specific valves and will be independently audited by API in America to confirm compliance. The ultimate aim of the process is to have the supported manufacturer to be in the API Composite List with approved Monogram which is a publication for globally API certified companies.

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.

4.1. Assessment and Objectives

The following minimum requirements shall be addressed:

- Review the applicability of all standards as listed under the ISO management system and relevant design codes. Regulatory Review Document and gap analysis Report
- Confirmation and evaluation of understanding and prove of compliance to the requirements of ISO9001:2015. Output: management review, audits and awareness records
- Enhance synergy between API and ISO9001:2015
- Support the company with relevant standards application to review current designs to adhere to API Monogram
- Take into account that implementation of welding and fabrication management of quality in accordance with ISO3834 and ASME section VIII division 1 appendix 10
- Sensitize the manufacturer with applicable Standards and codes for pressure vessels in South Africa and EU as detailed in the directives (PED2014/68/EU)
- Occupational Health and Safety Act on pressure equipment regulations
- SANS 347: Categorization and conformity assessment criteria for all pressure equipment
- Design pressure vessels to: ASME, BS, EN, API, ISO, SANS, AD 2000 Merkblätt
- Draw up Procedures and all related Forms and/or Registers
- Rollout and awareness making of the system with role players
- Key personnel guidance/training if identified during gap analysis
- Entrenchment of the system and SOP, developed
- Undertake the review and analysis of NDT, destructive test reports and draw conclusions regarding their results

- Assist companies with the design of welding coordination including responsibilities by addressing the following: review of requirements, technical review, subcontracting, welding personnel, equipment, production planning, qualification of welding procedures, welding procedure specifications, work instructions, welding consumables, materials, inspection and testing before welding, inspection and testing during welding, inspection and testing after welding, post-weld heat treatment, NCR and corrective actions, calibration and validation of measuring, inspection and testing equipment, identification and traceability and quality records
- Liaise with API in America on behalf of the company to prepare for certification audits and closing of identified NCR's
- Assist the companies with closing of non-conformance from the readiness survey and certification audits
- Confirmation and evaluation of understanding and prove of compliance to the requirements of ISO9001:2015. Output: management review, audits and awareness records
- Timeous availability to the companies and strict implementation schedules while guiding the process with the use of software integrated learning to the companies
- Prompt response and constant communication with the TLIU project manager and the companies key contact person during the duration of the contract

4.2. Key Outputs

It is anticipated that the following outputs will be key to the successful completion of this project. All bidders MUST indicate the following in their quotation and proposal

- Deliver as per the agreed objectives above
- Integration and interpretation of API standards, ISO3834, ISO9001:2015 and SANS347 with focus on the material suppliers (foundry) castings, metal fabrication and welding industry
- Development of SOP, WPS PQR, in consultation with welding coordination team
- Provide a working plan to involve company management to support and provide resources for the project
- How will they assist companies with the formulation, enhancement and tasking of Welding Coordination management team to assign responsibilities and develop handson competency by recommending various training platforms and case analysis of previously certified companies.

- Monthly, quarterly progress report(s)
- Close out meeting
- Close out report or case study capturing all the challenges and lessons learned

4.3 Implementation

It is anticipated that the appointed consultant will assist the companies with implementing its recommendations, be able to gauge the progress of the implementation, work closely with the TLIU Project Manager and advise accordingly.

4.4 Project Schedule and Proposal Requirements

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate consultant appointed by the TLIU, and it is expected that the project will be completed within twelve (12) months of commencement of the project.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)
- Outputs and deliverables
- Exclusions
- Cost including any specialist cost, equipment rental etc.
- Curriculum Vitae's and applicable certificates of personnel that will be responsible for conducting any sort of work in the above mentioned foundry if appointed.

NOTE to the BIDDERS:

The Bidder will provide the TLIU with a projected schedule of the proposed activities with projected time scales and reporting deadlines to keep the TLIU informed of progress e.g. Gantt Chart. The TLIU is to be informed of all meetings scheduled with the company, stakeholders and arrangements should be made to ensure that the TLIU is present during the initial project outline meetings, progress and milestone report meetings (optional) and closure report meetings.

5 FUNCTIONAL EVALUATION CRITERIA

- 5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:
 - Project Planning Methodology (10%)
 - Experience of the Project Leader (20%)
 - Company and Project Team Experience (40%)
 - Project Team ISO9001 Management System (10%)
 - Auditing and Third Party Inspection Experience (10%)
 - Project Risk Plan (10%)

The following are added advantages:

- Work experience in Foundry technologies, metal fabrication, welding industries auditing and training
- ISO 9001:2015 Quality management system implementation and auditing
- Understanding of procurement rules by state owned entities together with payment periods
- Good interpersonal skills between state organs and fabrication stakeholders
- Understanding and appreciation of economic development policies by government and localisation targets
- 5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of less than 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation. The tenderer shall prepare for a possible presentation should CSIR require such and the tenderer shall be notified timeously.
- 5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2 will be considered. A valid certified copy of a B-BBEE Certificate or Sworn Affidavit, which is in a Department of Trade and Industry (the dti) format to be considered for this tender.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Incorrect proposal scope

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified 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

9 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

10 TENDER PROGRAMME

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

Issue of tender documents:
 12 November 2019

Last date for submission of queries:
 18 November 2019

Closing / submission Date:
 26 November 2019

Estimated contract duration (Twelve (12) Months)

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be sealed. No open proposals will be accepted.
- 11.2 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.: 3345/26/11/2019

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

RFP No.:3345/26/11/2019

- 11.3 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 11.4 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.

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 26 November 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.

13 AWARDING OF TENDERS

13.1 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.

14 EVALUATION PROCESS

14.1 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.

14.2 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.

15 PRICING PROPOSAL

- 15.1 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.
- 15.2 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.
- 15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4 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.

15.5 Payment will be according to the CSIR Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

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

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 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.
- 17.2 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.
- 17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

18 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 3345/26/11/2019 - The provision of experienced consulting and support services to assist TLIU beneficiary company/s with the implementation of American Petroleum Institute (API) management system and Monogram licence" 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.

19 MEDIUM OF COMMUNICATION

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

20 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.

21 CORRECTNESS OF RESPONSES

- 21.1 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.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1 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.
- 22.2 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.
- 22.3 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.
- 22.4 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.

23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

25 TRAVEL EXPENSES

- 25.1 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:
- 25.1.1 Only economy class tickets will be used.
- 25.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 25.1.3 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 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.
- 26.2 Copies of any affiliations, member's ID's and/or accreditations that support your submission must be included in the tender.
- 26.3 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.

- 26.4 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.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below	will be considered for evaluation.
RFP No:	
I hereby undertake to render services described in the at accordance with the requirements and task directives / p No	roposal specifications stipulated in RFP remains binding upon me and open for
I confirm that I am satisfied with regards to the correctner price(s) and rate(s) quoted cover all the services specific price(s) and rate(s) cover all my obligations and I accept the rate(s) and calculations will be at my own risk.	ed in the proposal documents; that the
I accept full responsibility for the proper execution and fu devolving on me under this proposal as the principal liable	G
I declare that I have no participation in any collusive pr person regarding this or any other proposal.	ractices with any tenderer or any other
I accept that the CSIR may take appropriate actions, conflict of interest or if this declaration proves to be false.	deemed necessary, should there be a
I confirm that I am duly authorised to sign this proposal.	
NAME (PRINT)	WITNESSES 1
DATE	

29 ANNEXURE A

Percentage Allocation	Criterion	Key Aspects of Criterion	Points
- Industrial	- Criterion	Project Plan – Clear project milestones, Gant chart, deliverables	10
Project planning Methodology 10% Experience of the Project Leader 20%	Clear project work plan and key milestones (explain on how the project will be conducted)	with a timeframes, quality aligned to estimate line item budget Project Plan – summary of project milestones and deliverables	5
		with a timeframe and summary budget Project Plan – No project milestones and deliverables with a	1
	Number of year's in practical working experience in the engineering, manufacturing, systems implementation, management systems development, conformity assessment, system auditing and quality assurance locally (SOE,OEM) and internationally	timeframe and budget 10 years and more working experience in key industries providing	10
		critical products for engineering sectors 5 years and more working experience in key industries providing critical products for engineering sectors	5
		3 years and more working experience in key industries providing critical products for engineering sectors	1
	Relevant Post graduates qualifications such as Metallurgy, Mechanical Engineering, Fabrication and welding (IIW) and quality management, API programs, certified competent person by authorities, continuous improvement management system with in-depth understanding of conformity assessments (submit proof)	Proof of relevant experience, qualifications (certified), professional registration, management studies or finance	10
		Proof of relevant experience, qualifications (certified) and attached copies	5
		Proof of relevant experience and attached without (certified) copies	1
Company and team experience 40 %	Involvement an local, national and international projects in oils and gas, plant process inspection, welding and fabrication inspection, risk based inspection, quality assurance, valves tanks, pipes, boiler, pressure vessels inspections, etc.	Conducted and approved more than 3 oil, gas and petroleum inspection or certification on the following (pipes, valves, boilers, pressure vessels, etc.,) for certification for local or international OEM accrediting and or notified bodies	10
		Conducted and approved 2 and less oil, gas and petroleum inspection or certification on the following (pipes, valves, boilers, pressure vessels, etc.,) for certification for local or international OEM accrediting and or notified bodies	5

		Conducted and approved 1 oil, gas and petroleum inspection or certification on the following (pipes, valves, boilers, pressure vessels, etc.,) for certification for local or international OEM accrediting and or notified bodies	1
	Experience and understanding of statutory requirements and standards with their implications in safety: SANS 347, PED, SANS3834, Osh Act, Design codes pressure vessels to: ASME, BS, EN, API, ISO, SANS, ASTM, AD 2000 Merkblätt, etc., (Proof) Past projects and foundry improvement experience with different casting processes and materials such as the following stainless steel material grades, alloys, high chrome white cast iron, Ni hard, stainless steel, spheroidal cast iron, etc.) Material selection, appraisal, corrosion preventions, inspection, heat treatment, calibration, welding (NDT, Lab analysis, QCP, etc.) (Proof)	List of 3 projects where statutory requirements, material appraisal, 3 different design codes (API, AMSE, EN, BS, AD 200, etc.) in 3 or more different sectors of the economy locally and internationally	10
		List of 2 projects where statutory requirements, material appraisal, 2 different design codes (API, AMSE, EN, BS, AD 200, etc.) in 2 different sectors of the economy	5
		List of 1 project where statutory requirements, material appraisal, 1 design code (API, AMSE, EN, BS, AD 200, etc.) in 1 sector of the economy	1
		List of 3 minimum foundry projects with different casting processes, different materials, various inspections and testing procedures	10
		List of 2 minimum foundry projects in 1 casting processes with different materials and various inspections and testing procedures	5
		List of 1 minimum foundry project in 1 casting processes with different materials and various inspections and testing procedures	1
	Experience of the team members (List team members)	Attach 2 or more CV's of team members, qualifications (certified) with (Engineering, Finance, Business, Quality), 5 years and more experience, professional registration, etc.	10
		Attach of CV of team members, qualification (certified)	5
		Attached CV and no qualifications	1
Project Team ISO9001 Management System 10%	Understanding of International Laboratory Accreditation Corporation (ILAC) and International Accreditation Forum (IAF) association of accrediting bodies such as SANAS, Ukkas, Dakks, RvA, ANSI, etc., and applicable compliance standards SANS17011, SANS1720, SANS17021, SANS17024, SANS17025	Bidder is operating an ISO9001:2015 management system as an entity certified by local or international notified or third party body (ISO17021) (Proof)	10
		Bidder is operating a form of management system as a legal entity and was recently audited in the last six months by local or international notified or third party body	5

	used amongst by Third Party Agencies or Notified bodies in the conformity assessment activities such as for ISO9001:2015 and other ISO management systems	Bidder does not have a management system aligned to ISO system	1
Auditing and or third	Experience in years in auditing, certification and	Indication of 3 past managed certification audit projects	10
party inspections	inspections of local and international companies to comply to (ISO, PER, PED) in different sectors	Indication of 2 past managed certification audit projects	5
experience 10%	(ISO10011)	Indication of 1 past managed certification audit projects	1
Projects risk plans 10%	An indication of potential challenges which have caused project failures and the lessons learned from them	Proposal has comprehensive project risk plan with ratings, risk impact and mitigation strategies	10
		Proposal only highlights project risks with limited understanding	5
		Proposal only indicates project risks without treatment plans	1

30 ANNEXURE B

TLIU beneficiary companies are mostly small and medium enterprises (SME's) located mainly in Gauteng, Western Cape, Mpumalanga and KZN, this companies offer their services to state owned enterprises, Original Equipment Manufacturers (OEM) as well as private entities in South Africa. The aim of the intervention is to support these companies to develop competency and broaden their expertise and compliance such that they can participate in opportunities created by government in the country and be able to export their offering. Sufficient effort and care should be understood as a key factor by bidders in assisting the companies; TLIU will support the intervention to completion of the project.