

Request for Proposal (RFP)

APPLICATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED POTENTIAL SUPPLIERS WISHING TO BE PLACED ON CSIR APPROVED LIST OF MEDICAL SERVICES AS SET OUT IN ANNEXURE "A" ON AN AS AND WHEN REQUIRED BASIS, FOR AN ESTIMATED PERIOD OF TWO (2) YEARS, WITH AN OPTION TO EXTEND FOR ANOTHER YEAR

RFP 3392/24/09/2020

Date of Issue:	10/09/2020	
Closing date and time:	24/09/2020 at 16h30	
For submission of quotations	tender@csir.co.za (Please use RFQ Number as subject reference) If tenders exceed 30MB multiple emails can be sent	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR Business Hours	08h00 – 16h30	
Category	Professional Services	

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RFP STRUCTURE

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- Annexure B - Technical Matrix
- Annexure D- Proposal Form and List of Returnable Documents
- Annexure E- Certificate of Acquaintance with RFP
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SECTION A: GENERAL RFP TERMS AND CONDITIONS

1. INTRODUCTION AND INVITATION TO BID

The Council for Scientific and Industrial Research (CSIR), an organ of state, is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the 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.

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**] which to submit applications to be placed on CSIR approved list of medical components suppliers and/or services as set out in Annexure "A" on an as and when required basis, for an estimated period of two (2) years, with an option to extend for another year.

Note: It is important for Bidders to Note that:

- After the List of Approved Suppliers has been framed, the CSIR will not embark on another Open Bid or quotation process for these specific Goods/Services appearing on the approved list during the validity period unless:
 - None of the suppliers/service providers can provide the required Goods and/or Services at the required quality, quantity and/or delivery times;
 - It is for the purpose of introducing new entrants, new/other Goods, Services and/or Suppliers at the stipulated intervals; and/or
 - The replacement/obsolescence of a stated item/service/s.

Note : The CSIR will frame the approved list with no contractual obligations. Contracts and/or Purchase Orders with individual suppliers /service providers will be concluded only when a specific scope of work is required. CSIR may elect to have a framework agreement overarching contract governing terms and conditions with separate work orders issued when work is required.

Bid Information

DESCRIPTION	APPLICATION TO BE PLACED ON CSIR APPROVED LIST OF MEDICAL COMPONENTS SUPPLIERS AND/OR SERVICES AS SET OUT IN ANNEXURE "A" ON AN AS AND WHEN REQUIRED BASIS, FOR AN ESTIMATED PERIOD OF TWO (2) YEARS, WITH AN OPTION TO EXTEND FOR ANOTHER YEAR
ACCESS TO THE RFP	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.
ISSUE DATE	10/09/2020
CLOSING DATE	24/09/2020
TENDER BRIEFING SESSION	Not Applicable

ISSUE AND DOWNLOAD DEADLINE	<p>Bidders are to note that the RFP documents will be available for download from 10/09/2020 on eTender Portal.</p> <p>Once Bidders download the RFP off the Portal, they are required to send their contact details to the following address: tender@csir.co.za. This is to ensure that any required communication in relation to this RFP reaches those intending to respond. Furthermore, any addenda to the RFP or clarifications -will be published on the e-tender portal. Bidders are required to check the eTender portal prior to finalising their bid submissions for any changes or clarifications to the RFP. CSIR will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
METHOD OF SUBMISSION	tender@csir.co.za (Please use RFQ Number as subject reference) If tenders exceed 30MB multiple emails can be sent
LAST DATE OF SUBMISSION OF ENQUIRIES	16/09/2020 @ 16:30
VALIDITY PERIOD	<p>120 Business Days from Closing Date</p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p>
ESTIMATE APPOINTMENT DATE	Within two - three weeks and/or as and when required.

Any additional information or clarification will be faxed or emailed to all Respondents, if necessary.

2. BACKGROUND

The CSIR wants to frame a list of approved suppliers of medical services as set out on Annexure A on an as and when required basis, for an estimated period of two (2) years, with an option to extend for another year. This will be reviewed every six (6) months and/or as required in order to remain compliant with contractual requirements and legislation requirements to allow CSIR to regularly approach the market for newly developed products and /or services.

Whereas CSIR is seeking suppliers to provide solutions and also seeks to improve its current processes for providing these Goods to its end user community. The selected Supplier(s) must share in the mission and business objectives of CSIR. These mutual goals will be achieved by meeting agreement on products requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, CSIR and its Supplier(s) will study the current ways to improve the product performance to enhance current product and systems. Such a collaboration will allow CSIR to reach higher levels of quality, service and profitability.

Specifically, CSIR seeks to benefit in the following ways:

- To continuously explore other available products which will be fit for purpose other than the currently known products.
- To identify suppliers with capability and capacity to produce and supply products and/or services that are conforming to specifications, scope of work and drawings, CSIR must receive proactive improvements from the Supplier with respect to supply of Goods and related processes or services.
- Strengthening CSIR's overall competitive advantage by the chosen Supplier's leading edge technology and service delivery systems.

3. FORMAL BRIEFING

A compulsory pre-proposal RFP briefing **will not be held**, but should Respondents have specific queries they should email these to the CSIR employee(s) indicated in paragraph 9 [Communication] below:

4. SOURCE DOCUMENTS

All Applicants must submit a manual or a source document containing the following information together with documentary proof:

- Annexure A indicating the items the Bidder is interested in bidding for.
- Management responsibilities regarding quality policy, organisational structure, responsibilities and authorities
- Subcontracting (where applicable)
- Quality records and standards
- Valid Tax Clearance Certificate (International suppliers are required to submit a SBD1 Form)
- B-BBEE Certificate (if applicable) and/or Sworn Affidavit
- Registration of the applicant on the Central Supplier Database (CSD) website (<https://secure.csd.gov.za/>) (where applicable)

It should be noted that notwithstanding the foregoing the supplier/vendor would be held responsible for the quality of his product from inspection, production, delivery and useful life. It should be noted that it would be most advantageous for a supplier to be registered with an acceptable quality authority, such as the South African Bureau of Standards (SABS) and SAHPRA under the appropriate code of practice.

5. DELIVERY/SUBMISSION INSTRUCTIONS FOR TENDER

Proposals must be submitted as follows:

DESCRIPTION: APPLICATION TO BE PLACED ON CSIR APPROVED LIST OF MEDICAL SERVICES AS SET OUT IN ANNEXURE "A" ON AN AS AND WHEN REQUIRED BASIS, FOR AN ESTIMATED PERIOD OF TWO (2) YEARS, WITH AN OPTION TO EXTEND FOR ANOTHER YEAR

Closing date and time: 24/09/2020 at 16h30

Name of Respondent:

Contact details of Respondent:

Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.

6. MEDIUM OF COMMUNICATION

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

7. GENERAL SUPPLIER OBLIGATIONS

- The Supplier(s) shall be fully responsible to CSIR for the acts and omissions of persons directly or indirectly employed by them.
- The Supplier(s) must comply with the requirements stated in this RFP.

8. B-BBEE AND SOCIO-ECONOMIC OBLIGATIONS

As explained in more detail in the Broad-Based Black Economic Empowerment (BBBEE) Preference Points Claim Form and as prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that CSIR will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

The value of this bid is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, CSIR shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

Respondents are required to complete (the B-BBEE Preference Point Claim Form – Annexure G) and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status. Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.

Note: Failure to submit valid and original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements stipulated in this RFP (the B-BBEE Preference Points Claim Form) at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

8.1. B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture (JV) or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage (%) split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by CSIR through this RFP process. This written confirmation must clearly indicate the percentage (%) split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to CSIR.

Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by the B-BBEE Preference Point Claim Form and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid and original B-BBEE certificate for the JV or a certified copy thereof at the Closing Date of this RFP will result in a score of zero being allocated for B-BBEE.

8.2. Subcontracting

CSIR fully endorses Government's transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to Exempted Micro

Enterprises (EMEs), Start-up companies and Qualifying Small Enterprises (QSEs) which are Black Owned, Black Women Owned, Black Youth Owned, companies owned by Black People with Disabilities, including any companies designated as B-BBEE Facilitators¹. (1 The Minister of the Department of Trade and Industry has the power to designate certain Organs of State or Public Entities as B-BBEE Facilitators. For example, the South African National Military Veterans' Association (SANMVA) has been designated as a B-BBEE Facilitator. As such they will be treated as having rights of ownership held 100% by Black People, 40% by Black Women and 20% by Black designated groups.)

Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.

Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated. Respondents are responsible for all due diligence on their subcontractors. If contemplating subcontracting, please note that a Respondent will not be awarded points for B-BBEE if it is indicated in its Proposal that such Respondent intends subcontracting more than 25% (twenty-five percent) of the value of the contract to an entity/entities that do not qualify for at least the same points that the Respondent qualifies for, unless the intended subcontractor is an EME with the capability to execute the contract.

Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with CSIR's prior approval.

The contract will be concluded between the successful Respondent and CSIR, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

A person awarded a contract may not subcontract more than 25% (twenty-five percent) 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 subcontracted to an EME that has the capability and ability to execute the subcontract.

In terms of this RFP (the B-BBEE Preference Point Claim Form – Annexure G) Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s.

9. COMMUNICATION

- For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted to tender@csir.co.za before 16:30 on 16/09/2020 substantially in the form set out in Annexure H hereto, RFP Clarification Request Form.
- In the interest of fairness and transparency, CSIR's response to such a query will then be made available to the other Respondents who have collected RFP documents. For this purpose, CSIR will communicate with Respondents using the contact details provided to the Secretariat on issue of the bid documentation to the Respondent. Kindly ensure that you provide the Secretariat with the correct contact details, as CSIR will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.
- After the closing date of the RFP, a Respondent may only communicate via email to tender@csir.co.za on any matter relating to its RFP Proposal.
- Respondents are to note that changes to its submission will not be considered after the closing date.

Note: Respondents are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of CSIR in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with CSIR in the future.

10. CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidence. In this regard, Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement (Annexure F). All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to CSIR's business, written approval to divulge such information must be obtained from CSIR.

11. INSTRUCTIONS FOR COMPLETING THE RFP

- Proposals must be submitted to tender@csir.co.za
- An electronic copy of the RFP Proposal must be submitted in MS Word / Excel format, and scanned PDF versions. (Note that the scanned and signed version will be legally binding).
- All returnable documents tabled in the Proposal Form (Annexure D- Proposal Form and List of Returnable Documents) must be returned with proposals.
- Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

12. LOCAL CONTENT

In terms of section 8(1) of the Preferential Procurement Regulations, 2017, and the Instruction Note issued by National Treasury on the "Invitation and Evaluation of Bids based on a stipulated minimum threshold for local content and production. Local content is not applicable to this RFP.

Local Content must be declared per line item on Annexure C. Local Content will be required for the goods specified in SBD 6.2, to be manufactured by a successful Respondent for any contract that might emanate from an procurement event for which the product is approved. For further guidance with regard to the determination of "Local Content", Respondents must refer to the following documentation: SABS approved technical specification number SATS 1286:2011. Guidance on the calculation of Local Content [Available on the DTI website: <http://www.thedti.gov.za>

NB: Local content is not applicable to this RFP.

13. COMPLIANCE

The successful Respondent (hereinafter referred to as the Service Provider) shall be in full and complete compliance with any and all applicable laws and regulations.

14. DISCLAIMERS

Respondents are hereby advised that CSIR is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that CSIR reserves the right to:

- embark on another Open Bid or quotation process for these specific Goods/Services appearing on an approved list during the validity period, if none of the suppliers/service providers can provided the specific required items and/or services at the required quality, quantity and/or delivery times or for the

purpose of introducing other items, services and/or suppliers at the stipulated intervals; and/or the replacement/obsolescence of a stated item/service/s

- modify the RFP's Goods and/or services and request Respondents to re-bid on any such changes;
 - reject any Proposal/goods/components/parts which do not conform to instructions and specifications which are detailed herein;
 - disqualify Proposals submitted after the stated submission deadline [closing date];
 - award the framing of approved list in connection with this Proposal at any time after the RFP's closing date;
 - cancel the bid process;
 - validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to CSIR to do so;
 - not accept any changes or purported changes by the Respondent to the bid rates and/or specification after the closing date and/or after the award of the business, unless the CSIR specifically provided for it;
 - to disqualify bidders that National Treasury place the Respondent on its Database of Restricted Suppliers, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent;
 - to call for goods and/or services that are an exact equivalent, and the onus resides with the Bidder to prove such.
 - To modify any of its drawing/specifications and the onus resides with the Bidder to ensure that the latest version is obtained before a sample is called upon for testing.
 - to call for one or more samples to be submitted to allow for i.e. testing at the applicants cost.
 - visit the bidders or manufactures premises. The Respondents must be willing to allow access to CSIR technicians to inspect and test the products to be approved in the Respondent's premises.
 - endeavour to complete evaluation, testing of samples within a reasonable period from the date of the receipt thereof. However, some tests may require different testing periods.
 - The current business demand i.e. applications where the demand/consumption is low [e.g. sole supplier] may be given preference;
 - To call for OEM material where applicable in the descriptions to ensure compatibility to current status. The Respondent may provide an exact equivalent/ equivalent, however note that the responsibility remains with the respondent to prove that such is functional and fit for purpose, within the required timelines.
- Note** that CSIR will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.
- Award a contract for only a portion of the proposed Goods and/or services which are reflected in the scope of this RFP;
 - Split the award of the contract between more than one Service Provider (whether or not they submitted a joint proposal), should it at CSIR's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
 - Make no award of a contract;
 - Request audited financial statements or other documentation for the purposes of a due diligence exercise;

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.

Should a bidder be placed on the list of approved suppliers, and a purchase order be issued and/or a contract awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proven to have been incorrect, CSIR reserves the right to cancel the contract and/or place the Respondent on CSIR's list of Restricted / Blacklisted Suppliers.

CSIR reserves the right to undertake post-tender negotiations (PTN) with selected Respondents or any number of short-listed Respondents, such PTN to include, at CSIR's option, price negotiations and any evaluation criteria listed in this RFP document. In the event of any Respondent being notified of such short-listed/preferred bidder status, his bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, CSIR reserves the right to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required goods at the quoted price. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid. Bidders may therefore be requested to advise whether they would still be prepared to provide the required goods at their quoted price.

Kindly note that CSIR will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract. 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.

15. LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review prior to consideration for an award of business. A material deviation could result in disqualification.

16. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

17. PROTECTION OF PERSONAL DATA

In responding to this bid, CSIR acknowledges that it may obtain and have access to personal data of the Respondents. CSIR agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, CSIR will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, CSIR requires Respondents to process any personal information disclosed by CSIR in the bidding process in the same manner.

CSIR urges its clients, suppliers and the general public to report any fraud or corruption to The CSIR Ethics Hotline: 0800 222 584 which operates 24 hours a day, 7 days a week, 365 days per year.

SECTION B: FUNCTIONAL OVERVIEW

18. SCOPE OF REQUIREMENTS

The CSIR Scope of Requirements is as stipulated in Annexure A.

SECTION C: EVALUATION METHODOLOGY / PROCESS

19. ELIMINATION CRITERIA

Bidders will be eliminated under the following conditions-

- 19.1. Submission after the deadline;
- 19.2. Failure to adhere to specifications;
- 19.3. Proposals submitted at incorrect email address and/or location; (Please submit electronically to tender@csir.co.za, (Please use RFQ Number as subject reference, if tenders exceed 30MB multiple emails can be sent); and
- 19.4. A blanket application in respect of all items on Annexure A will not be considered. The Bidder must indicate which item (item by item) interest is he is bidding for against.

Additional requirements

- 19.5. Warranties and guarantees (where applicable)
- 19.6. Aftersales support (where applicable)
- 19.7. Clearly indicate VAT charged where applicable (if not VAT registered please state so clearly)
- 19.8. Provide valid original or certified B-BBEE certificate issued by SANAS accredited provider or CIPC, or valid sworn affidavit on DTI template.
- 19.9. ISO 9001 certification or recent quality audit (not older than 3months) is required (where applicable)
- 19.10. In addition, ISO 13485 certification is required (where applicable)
- 19.11. Provide Material safety sheets (where applicable)

20. EVALUATION METHODOLOGY

CSIR will utilise the following methodology and criteria in selecting a preferred supplier for inclusion into the approved list

Tender Evaluation Methodology

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Responsiveness	Substantive Responsiveness	Adherence to Specification requirements per tendered for item	Weighted Scoring Price /TCO B-BBEE	Post tender negotiation (if applicable) requesting best & final offer, price, B-BBEE, lead times, stock availability, technical aspects	Negotiation of final terms & conditions (if applicable)
BID LODGED ON TIME, RETURNABLE DOCUMENTS	RETURNABLE DOCUMENTS & SCHEDULES	TECHNICAL	WEIGHTED SCORE	POST TENDER NEGOTIATION	FRAMMING OF APPROVED LIST

NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, CSIR reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

20.1. STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	Section A
<ul style="list-style-type: none"> Annexures A has been submitted 	Annexure A
<ul style="list-style-type: none"> Non-Disclosure Agreement 	Non-Disclosure Agreement

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further evaluation

20.2. STEP TWO: Check for substantive responsiveness

Check for substantive responsiveness	RFP REFERENCE
<ul style="list-style-type: none"> Whether the Bid did not submit a blanket approval on items indicated in Annexure A 	Annexures A

20.3. STEP THREE: Technical Evaluation

Technical Evaluation Criteria	RFP REFERENCE
<ul style="list-style-type: none">• Technical evaluation as per	Annexures A and Technical Matrix

The Technical evaluation criteria will be based on the following:

- Overview of your organisation
- An overview of your project management approach in general and how it would be applied to this project
- Quality management systems used by your organisation
- Gantt Chart
- Summary of the team's experience in running similar project

It should be noted that the Respondents' placement on the Approved List(s) is a continuous process, as and when qualification of the service has been concluded and all other conditions as called for by CSIR are met as a whole. The Respondents will not automatically be disqualified but placement on the Approved List will only take place as and when the Respondents meet CSIR criteria and the process will be indicated to the bidder/applicant during communication to submit samples and/or relevant information, where necessary.

20.4. STEP FOUR: Framing of Approved List

- Recommendation to add the bidder(s) into CSIR approved list of suppliers of medical services as set out on Annexure A on an as and when required basis, for an estimated period of two (2) years, with an option to extend for another year.

21. CONDITIONS PRECEDENT FOR APPLICATION BY THE RESPONDENTS

The following conditions will also apply; failure by the Respondents to adhere strictly thereto or failure to submit fully completed Applications will not be considered:

- a) The Respondents are to apply for inclusion in the Approved List for specific item numbers contained in Annexure A.
- b) A blanket application in respect of all items on Annexure A will not be considered. The Bidder must indicate which item (item by item) interest is displayed against.
- c) The name(s) of the manufacturer(s) and distributor(s) of an item(s) is/are required and must be provided on Annexure A, if applicable.
- d) Where the Respondents wish to supply as an agent e.g. OEM items – Approval of the parts should be obtained directly from the OEM and ONLY the correct part number will be considered to be supplied and must be confirmed in the response through a supporting letter from the OEM. The Respondents are obliged to produce proof, at any time and upon request, that it has obtained authorisation, right or licence from the OEM to manufacture, deal, sell or distribute or repair such items.
- e) Applicants to note that some items show little/no movement and CSIR reserves the right to remove the items from the exercise after evaluation process is completed based on the CSIR's requirements. This includes instances where items and/or services are in stages of being phased out and replaced by the newer items.
- f) Testing and samples "if required" may be requested once the evaluation of the applications, has been concluded.

- g) Additional information may be required while business is busy with the evaluation e.g. data sheets, technical data and etc.
- h) The Respondents to specify full contact detail upon CSIR request regarding their application in a form of a company letter head by means of contact details, email address and physical address.
- i) Full and comprehensive details to be submitted in the form of legible brochures, pamphlets or certifications of approval, where necessary and/or required.
- j) If approved for inclusion in the Approved List, the approved Bidder / Suppliers will be held responsible for the quality of the product and service at all times.
- k) CSIR reserves the right to do quality audits from time to time as requested to ensure compliance and the bidder maybe subjected to periodic quality testing in order to maintain the names on the lists.
- l) Should the Respondents fail to meet quality standards as called for their names may be removed from the approved list.

22. MANUFACTURERS

The Respondents must state hereunder the actual manufacturer/s of the items tendered for and which Annexure it is on.

22.1. Local Manufacturer(s)

RFP ITEM NO.	NAME	BUSINESS ADDRESS

22.2. Foreign Manufacturer(s):

RFP ITEM NO.	NAME	BUSINESS ADDRESS

- Full details of the Bidder:
- Items in relation to this RFP that the Bidder wishes to tender for:
- Contact details of the manufacturer
- If the Bidder is not the manufacturer, it is a requirement to obtain and submit a valid confirmation letter (on the letterhead of the manufacturer) clearly stipulating consent and/or the agreement between the two parties.

23. INSPECTION DETAILS

The Respondents must state the actual name(s) and address/addresses of the suppliers of the Goods for inspection purposes only:

23.1. Local Manufacturer(s)

RFP ITEM NO.	NAME	BUSINESS ADDRESS

23.2. Foreign Manufacturer(s):

RFP ITEM NO.	NAME	BUSINESS ADDRESS

24. RISK

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to CSIR pertaining to potential non-performance by a Supplier, in relation to:

24.1. Quality and specification of Goods delivered:

24.2. Compliance with the Occupational Health and Safety Act, 85 of 1993:

24.3. Compliance with ISO 9001 and ISO 13485

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Contact details:

Email address: _____

Cell: _____

Tel.: _____

25. SBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
2. CSIR will take all reasonable steps to prevent abuse of the supply chain management system and to:

- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract and/or purchase order awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
3. This serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4. In order to give effect to the above, the following certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

25.1. CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - i. has been requested to submit a bid in response to this bid invitation;
 - ii. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - iii. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - i. prices;
 - ii. geographical area where product or service will be rendered (market allocation)
 - iii. methods, factors or formulas used to calculate prices;
 - iv. the intention or decision to submit or not to submit, a bid;
 - v. the submission of a bid which does not meet the specifications and conditions of the bid;
 - or
 - vi. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature Date

.....
Position Name of Bidder