

Request for Proposals (RFP)

The provision of services to assist the Regional Innovation Support Programme (RISP) Management Unit (hosted by CSIR) with implementation of the RISP Awareness programme

RFP No. 3440/08/04/2021

Date of Issue	Thursday, 25 March 2021
Last day for queries	Thursday, 01 April 2021
Closing Date	Thursday, 08 April 2021
Tender Submission and Enquiries	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30
Category	Professional Services

TABLE OF CONTENTS

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

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 Department of Science and Innovation (DSI) has established a Programme Management Unit (PMU) within the CSIR to manage and implement the Regional Innovation Support Programme (RISP). The RISP PMU was established to contribute to DSI's objective of strengthening provincial and rural innovation systems. From the RISP perspective, an innovation system is defined as a network of regional institutions, organisations and people in the public, private sectors whose activities and interactions initiate, import, modify and diffuse new technologies. The following are the objectives of the RISP PMU:

- Support regional innovation networking platforms that respond to regional needs with respect to STI, job creation and service delivery.
- Support the establishment of technology incubators, science parks and other innovation enabling mechanisms aimed at creating enabling environment for STI, entrepreneurship and industrialisation. The support is limited to feasibility studies and business plan development.

In order to promote the *Regional Innovation Support Programme* and its intended objectives and impact areas, the PMU intends to implement programme awareness initiative. This initiative will assist in establishing the RISP's identity and will facilitate effective engagements with regional innovation actors and other stakeholders.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services in support of awareness around the Regional Innovation Support Programme. This objective must be achieved utilising the various media platforms, and through engagements with stakeholders.

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. Project Phases and Deliverables

The following minimum requirements shall be addressed:

Summary Requirements	Deliverables
Market, Design, development and supply of relevant RISP identity.	<p>This entails the design and development, supply of the following minimum items:</p> <ul style="list-style-type: none">o Design and Manage the RISP Portalo Achieving Public Exposure via multiple platformso RISP logo and graphics electronic copies,o Creating Marketing Materialo Business cards, Letterheads (Q: 5000 ea)o Banners (Q: 20, 120 X 200 cm)• Programme Booklet (Q: 100 of at least 20 pages, containing full description of the RISP, A5 (14.8 x 21 cm, 250 gsm paper)
Development of a collaborative RISP portal.	<p>Development and Promotion of RISP portal entails the design, development and support of the portal, with the following areas of specifications and functionalities:</p> <ul style="list-style-type: none">3.1 Overall Programme description and offerings – with the following pages: About, Products and services, Newsletter, research and publication, RISP initiatives, Regional Innovation Systems (RIS) profiles, contact details, RISP Network (<i>business networking service/platform</i>) and useful links.3.2 Funding application portal (uploading/publishing Call for Proposals documents).3.3 Events Calendar – the calendar must allow the PMU and the RISP initiatives to create their respective profiles and upload their planned events for publication and marketing purposes.3.4 Promote Business linkages for innovators/RISPs/SMMEs3.5 Managing the RISP Portal3.6 Promote, maintain and grow an established network of existing and potential RISP's3.7 Manage and facilitate the RISP Database3.8 Create, maintain and grow an established network of potential RISP/STEM/SMME stakeholders3.9 Generating content for portal3.10 Ensuring proper and effective placement of content

Bidders are required to address the following in their proposals:

The tenderers must be able to demonstrate their previous experience in dealing with the SMME and STEM (Science, Technology, Engineering, Maths) sectors; marketing technology and the ability to address areas of technology transfer and IP (intellectual Property). In addition, tenderers must demonstrate their knowledge of the marketing landscape and be sensitised to socio-economic conditions around the country. Experience in SMME support instruments, technology transfer, innovation, marketing Technology is essential.

Companies should include in their proposal the approach that will be employed to identify ideal candidates for RISP and the method in creating awareness.

It is important that the delivery of lines of service described in Section 4 is clearly demonstrated in the technical proposal. The details related to providing the service must be contained in the technical proposal.

The pricing proposal must only include the actual amounts for providing the lines of service described in Section 4. Prices must be inclusive of all costs that will be related to the delivery of the services

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate service provider. It is also expected that the project will be completed within **four (4) 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).
- Project phases and deliverables.
- Exclusions.
- Cost – including any specialist cost, equipment rental and travel etc.
- Curriculum Vitae's and applicable certificates of personnel that will be responsible for conducting and involved in the scope of work.

The Bidder will provide the CSIR with a projected schedule of the proposed activities with projected time scales and reporting deadlines to keep the CSIR informed of progress e.g. Gantt Chart.

5 FUNCTIONAL EVALUATION CRITERIA

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

	Criteria	Rating
1	Number of Years of experience and expertise of project leader in the relevant field as defined in the project scope , working with government and private sector	30%
2	Understanding of the overall requirements of the project as per the defined scope	25%
3	Detailed project plan, methodology	25%
4	Demonstrated experience in the Promotion of Technology and Innovation	20%
	Total	100%

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.

5.2 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

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

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

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at the following email address: tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: 25 March 2021
- Last date for submission of queries: 01 April 2021
- Closing / submission Date: 08 April 2021

10 SUBMISSION OF PROPOSALS

10.1 Proposals must consist of two parts:

PART 1: Technical Proposal:

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

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

10.3 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 email address mentioned above no later than the closing date of **Thursday, 08 April 2021** 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 six (6) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDER

16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

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

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 3440/08/04/2021 - The provision of services to assist the Regional Innovation Support Programme (RISP) Management Unit (hosted by CSIR) with implementation of the RISP Awareness programme.*”**

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

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSES

20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

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

21 VERIFICATION OF DOCUMENTS

21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

21.2 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 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-imburements, 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 R1400 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.

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 attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No..... 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:

28 ANNEXURE A: FUNCTIONALITY EVALUATION SCORE-SHEET

Criteria	RATINGS/SCORE			
	Weightings	5	7	10
<i>Number of Years of experience and expertise of project leader in the relevant field as defined in the project scope , working with government and private sector</i>	30	Should demonstrate more than 3 years of high quality experience in SMME and Innovation related activities	Should demonstrate at least 7 years of high quality experience in SMME, Innovation, Incubation, Science related initiatives undertaken.	Should demonstrate at least 10 years of high quality experience in SMME, Innovation, Incubation, Science related initiatives undertaken, in a senior role with strategic planning and marketing exposure coupled with technology transfer activities.
<i>Understanding of the overall requirements of the project as per the defined scope</i>	25	Requirements of the evaluation partially addressed but not convincing.	Requirements of the evaluation addressed well and additional value added services and understanding of the sector.	Requirements of the evaluation addressed well and additional value added and detailed understanding and description of the relevant sector/intervention and government systems in relation to the evaluation and can appropriately relate the RISP to current political, policy and governance environments
<i>A provision of a detailed project plan, methodology</i>	25	Some parts of the evaluation addressed satisfactorily but overall not convincing. 50% project scope with project plan and methodology to be utilised demonstrated.	Addresses these satisfactorily. Confident the project can be implemented. 70% project scope with detailed plan and detailed methodology demonstrated. Bring in-depth knowledge of both relevant IT and Innovation expertise able to bring this insight to ensure that the RISP is meaningful.	Well-articulated and defined scope, detailed plan and detailed methodology. Bring in-depth knowledge of both relevant IT, Marketing, SMME and Innovation expertise able to bring this insight to ensure that the RISP is meaningful.
<i>Demonstrated experience in the Promotion of Technology and Innovation</i>	20	At least three-year experience in promotion of Technology and Innovation. Understanding the media landscape and web-portal development for the purpose of the RISP	At least five years' experience in promotion of Technology and innovation. Understanding the media landscape and web-portal development for the purpose of the RISP	Ten or more years' experience In promotion of Technology, innovation and media. Understanding the media landscape and web-portal development for the purpose of the RISP