



Request for Proposals (RFP)

The supply of the design, construction, breakdown and complete project management services for the CSIR's exhibition stand and hospitality chalet at the Africa Aerospace and Defence exhibition (AAD 2022)

RFP No. 3529/22/07/2022

Date of Issue	04 July 2022	
Compulsory Briefing Session	Date: 12 July 2022 Time: 11:00 am Venue: MS Team Meeting link- https://teams.microsoft.com/join/19%3ameeting_NGE3NTZiNWUtNGFkMy00ZTdILtkzMGQtZWVjODIwNDg2MTM3%40thread.v2/0?context=%7b%22Tid%22%3a%22fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%2212ca21ce-a54a-43b0-9f94-e601ab6cb9b6%22%7d	
Closing Date	22 July 2022 at 16h30	
Place of tender submission	Electronically at tender@csir.co.za Mail size is 25MB, send multiple emails when exceeded	
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 CSIR will be exhibiting at the Africa Aerospace and Defence (AAD) exhibition taking place from 21 to 25 September 2022 at the Waterkloof Airforce Base in Pretoria. This project calls for a service provider to act as main contractor to coordinate the design, construction, breakdown of the CSIR's 200m² indoor exhibition stand and 150m² hospitality chalet at AAD 2022 and to supply complete project management of the CSIR's attendance of AAD 2022.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably qualified service providers for the design, construction, breakdown of the CSIR's exhibition stand and hospitality chalet and complete project management services of the CSIR's attendance of AAD 2022. The stand and hospitality chalet will be visited by high profile role players and will include local and foreign ministers and dignitaries, military personnel etc. High-end finishes are required.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

1. Exhibition stand

See attached floorplan of Hall 4 at AAD 2022. CSIR will occupy stand 4W9. The stand size is 10 meters wide by 20 meters deep (10 X 20). The stand design must allow for three open sides (front, left and right) to maximize exposure to visitors approaching from any of the three sides.

Proposals for the exhibition stand must include the following:

- A concept design with re-use of existing components of CSIR's stand at previous AAD exhibitions (details to be provided during briefing session). The design must include, but is not limited to:
 - 1 x Boardroom – to accommodate 4 people (air-conditioned with ceiling)
 - 1 x Boardroom – to accommodate 8 people (air-conditioned with ceiling)
 - 1 x Staffroom and mini kitchen – to accommodate 20 people (with ceiling and open cupboards lining two walls, a door leading to the back wall of the hangar and a service counter on one wall)
 - 2 x Reception areas
 - 1 x Hospitality area
 - 8 x Core technology nodes / exhibitor (product thematic) areas
 - 7 x Flush wall mounted led / lcd screens
 - 4 x Light boxes
 - Raised white floor with feature lighting around the edge
 - Stand lighting including feature, intelligent, floods and spot lighting
 - Trussing / rigging to suspend a model Unmanned Aerial Vehicle
 - Adequate holders for printed marketing material
 - Branding and artwork as per suggested design
 - Safety, electrical and structural certificates

2. Hospitality chalet

See attached Chalet line layout for AAD 2022. CSIR will occupy chalet 20. The chalet measures:

5m X 15m covered area

5m X 15m outside area

The chalet includes the structure, marques, flooring, carpets, lighting and power as well as picket fencing for the outside area. The chalet is supplied by the organisers as a shell and has not interior fittings.

- Proposals for the hospitality chalet must include the following:
 - A concept design that includes but is not limited to:
 - Customised entrance
 - Kitchen with a double sink with hot and cold water
 - Bar
 - Flooring cover (inside and outside)
 - Inside lounge seating area for 20 pax
 - Food serving area
 - Outside seating for 30 pax
 - Feature lighting

3. Catering

- Only recyclable and single use catering equipment / utensils will be allowed
- Speciality coffee bar on exhibition stand (100 cups/day)
- Speciality coffee bar in chalet (100 cups/day)
- Bottled water for stand (50 x 500ml/day)
- Assortment of cold drinks for stand (30/day)
- Bar fridge for hospitality area on exhibition stand
- Fridge for staffroom on exhibition stand
- Fridge for kitchen in chalet
- Fridge for bar in chalet
- Staff coffee / tea / water fountain in staffroom on exhibition stand for duration of event
- Staff meals on exhibition stand – 3 light meals per day, 25 pax
- Catering for chalet – breakfast (20 pax), lunch (30 pax) and sundowner menus (40 pax) / day
- Bottled water for chalet (50 x 500ml/day)
- Assortment of cold drinks for stand (40/day)
- Assortment of wines, beers and ciders for the chalet

4. Logistics & Compliance

- 2 x Golf cart
- Safety File
- Catering
- Internet connection
- Stand cleaning

- Liquor licence
- Arrange and facilitate all necessary compliance documents and certifications as stipulated by the event organisers i.e. COC and safety file. The service provider will be responsible to comply with any statutory and / or organiser's requirements.
- Managing the delivery of food and beverages to the exhibition stand and hospitality chalet

5. Project management

- The successful service provider will be responsible for the project management ensuring the successful and timely construction and breakdown of the stand.
- The successful service provider shall ensure that an appropriately qualified and senior representative shall for the duration of the event be present and / or available on site.
- Should any services, equipment be necessitated by the design of the exhibition stand and hospitality chalet and these services or equipment be procured from the official appointed service providers, these services and equipment shall be procured at the stipulated / prescribed rates and shall not attract any additional mark-ups / management fees.
- The facilitation of any such services should be considered in advance by the bidder and shall be considered included in the project management fee as listed in the pricing schedule.

6. Pricing Structure

- The cost to realise the above mentioned services and project management fees must be indicated per listed item as detailed in the schedule below. The pricing proposal should give a detailed breakdown of the various components (i.e. stand design cost, stand building and breakdown, raised flooring, lighting, furniture and equipment etc.). Should there be any item(s) not listed in the pricing schedule, it is expected of the bidders to undertake these services, to detail these and include them in the proposal.
- Failure to submit the required cost breakdown as detailed in the pricing schedule will invalidate the tender.

6.1 Exhibition stand

- 1 x Boardroom – to accommodate 4 people (air-conditioned with ceiling)
- 1 x Boardroom – to accommodate 8 people (air-conditioned with ceiling)
- 1 x Staffroom – to accommodate 20 people (with ceiling and open cupboards lining two walls, a door leading to the back wall of the hangar and a service counter on one wall)
- 2 x Reception areas
- 1 x Hospitality area

- 8 x Core technology nodes / exhibitor (product thematic) areas
- 7 x Flush wall mounted led / lcd screens
- 4 x Light boxes
- Raised white floor with feature lighting around the edge
- Stand lighting including feature, intelligent, floods and spot lighting
- Trussing / rigging to suspend a model Unmanned Aerial Vehicle
- Adequate holders for printed marketing material
- Branding and artwork as per suggested design
- Safety, electrical and structural certificates

6.2 Hospitality chalet

- Customised entrance
- Kitchen with a double sink with hot and cold water
- Bar
- Flooring cover (inside and outside)
- Inside lounge seating area for 20 pax
- Food serving area
- Outside seating for 30 pax
- Feature lighting

6.3 Catering

- Speciality coffee bar on exhibition stand (100 cups/day)
- Speciality coffee bar in chalet (100 cups/day)
- Bottled water for stand (50 x 500ml/day)
- Assortment of cold drinks for stand (30/day)
- Bar fridge for hospitality area on exhibition stand
- Fridge for staffroom on exhibition stand
- Fridge for kitchen in chalet
- Fridge for bar in chalet
- Staff coffee / tea / water fountain in staffroom on exhibition stand for duration of event
- Staff meals on exhibition stand – 3 light meals per day, 25 pax
- Catering for chalet – breakfast (20 pax), lunch (30 pax) and sundowner menus (40 pax) / day

- Bottled water for chalet (50 x 500ml/day)
- Assortment of cold drinks for stand (40/day)
- Assortment of wines, beers and ciders for the chalet

6.4 Logistics & Compliance

- 2 x Golf cart
- Safety File
- Catering
- Internet connection
- Stand cleaning
- Liquor licence (Chalet)
- Project management

5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weighting
Design of stand and innovation	40%
Project management and exhibition support	20%
Functionality of exhibition stand	25%
Related industry experience and portfolio	10%
Contactable references	5%

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

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
- Incomplete proposals
- Failure to submit detailed pricing
- Restricted suppliers

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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: tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: 04 July 2022
- Last day of queries 18 July 2022
- Closing / submission Date: 22 July 2022

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be clearly marked with the RFP number and the name of the tenderer.

Proposals must consist of two parts

PART 1: Technical Proposal: RFP No: 3529/22/07/2022

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

RFP No: 3529/22/07/2022

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 address mentioned above no later than the closing date of **22 July 2022** 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 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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

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

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

16.3 Awarding of contracts will be announced on the CSIR 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 3529/22/07/2022 - The supply of the design, construction, breakdown and complete project management services for the CSIR's exhibition stand and hospitality chalet at the Africa Aerospace and Defence exhibition (AAD 2022)"*** as the subject.

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

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 One electronic copy of each proposal must be submitted.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

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: 3529/22/07/2022.

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.3529/22/07/2022 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

Functional Factors	Criteria Description	Weighting	Scoring/ Rating			
			0	5	7	10
Design of stand and innovation	Demonstrate innovative practices, technologies or processes used. Design adequately addresses stipulated requirements (post briefing)	40	Did not address design requirements	Design requirements did not really address our needs but is in line with what we want	Addressed design requirements and demonstrated elements of innovative practices and/or technologies and/or processes	Comprehensively and confidently addressed design requirements and demonstrated innovative practices, technologies or processes used. Design adequately addressed stipulated requirements (post briefing)
Project management and exhibition support	Address safety, internet connection, stand cleaning, liquor license (Chalet)	20	Did not address requirements	Some requirements addressed but not all	-	All requirements addressed. Safety, Internet connection, Stand cleaning, Liquor license.
Functionality of stand	Stand design addresses functional requirements and contributes to the positive and maximum exposure of all partaking business units	25	Did not provide any information or response reflects a complete misunderstanding of the requirements	Stand functionality may not have a full positive impact on the CSIR's exposure	Stand functionality will potentially have a positive impact on the CSIR's exposure	Stand functionality will most certainly have a positive impact on the CSIR's exposure
Related Industry Experience and Portfolio	Proof that the bidder successfully completed building an exhibition stand and managed the project	10	No previous related experience	Minimum previous related industry experience (less than 3 years)	Some previous related industry experience (3 to 5 years)	At least one or more related industry projects delivered per annum (more than 5 years' experience)
Contactable references	Five references to be supplied	5	Did not provide any references	One or two positive references (services recommended)	Three positive references (services recommended)	Five or more positive references (services recommended)

29 ANNEXURE B RETURNABLE CHECKLIST








NOTE: The bidder is required to complete each and every schedule listed below.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
The below documents must be submitted		
Description	Included	
	Yes	No
Detailed Company Profile – detailing industry experience		
Central Supplier database (CSD Report)		
BBBEE certificate or sworn affidavit		
Declaration by tenderer		
SBD 1 Form		
References		

ANNEXURE C

SYMBOL LEGEND

-  DISTRIBUTION BOARD
-  FIRE SWITCH
-  C-FORM PLUG
-  15AMP PLUG
-  FIRE EXTINGUISHER
-  FIRE EXTINGUISHER (missing)
-  DRAIN (elevated 75mm from floor)



All floorplans subject to change at the Show Organisers discretion.