

Request for Proposals (RFP) for
The provision of Radar Detection and Tracking
Consultation Services to CSIR

RFP No. 3543/26/10/2022

Date of Issue	12 October 2022
Closing Date	26 October 2022
Place of Tender - Electronic submission	tender@csir.co.za Mail size is limited to 25MB, if the document exceeds this limit, please send multiple emails. Cloud submissions will not be accepted
Enquiries	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's Radar and Electronic Warfare Impact Area has an urgent requirement for the provision of expert consultation services in the domain of Radar Detection and Tracking. The immediate requirement emanates from an active joint project with an industrial partner, which has been on-going for approximately 3 (three) years. The successful proposer will work closely with a team from the CSIR as well as with team members from the industrial partner. Previous work undertaken towards defining, characterising and optimising the specific radar detection and tracking problem and solution space will be of relevance, and will be expected to be incorporated into the basis of delivery from the successful supplier.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of Radar Detection and Tracking Consultation Services to the CSIR's Radar and Electronic Warfare Impact Area.

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.

The following will be required to be incorporated in addition to the elements referred to in subsequent sections of this RFP:

1. Tenderer's tariff per hour

2. Indication of and constraints on the tenderer's capacity to be made available to the CSIR (hours per week, per month, and per year) over the next 1 year at a minimum, and preferably for 2 years.
3. Delivery of regular (to be jointly defined, but to be no less frequent than once per month) progress reports (either through meetings or in document format), as well as eventual technical reports, software code, etc. mapping to committed-to work packages. These work packages will typically be communicated in writing by the CSIR Project Manager or Technical Lead.

5 FUNCTIONAL EVALUATION CRITERIA

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

No.	Evaluation Criteria	Weighting	Score
1	<p>3 years of experience in radar detection R&D</p> <p>List of research and development projects involving radar detection and tracking solutions, with associated role(s) and responsibilities taken by the tenderer (including reference to researched and/or implemented radar detection and tracking techniques), typical deliverables, as well as (rough) duration of involvement per project. The total duration indicated is required to be no less than 3 (three) years.</p> <p>If these projects WERE NOT undertaken with the involvement of the CSIR, please ALSO include appropriate evidence of involvement (these may include testimonials, extracts from research reports, published papers, etc.).</p> <p>If listed projects WERE undertaken with the CSIR (either as an employee, subcontractor or partner), it is sufficient to indicate a relevant CSIR employee who may verify the involvement.</p>	50%	Out of 10
2	<p>Company profile must demonstrate knowledge of radar detection and/or tracking R&D</p>	30%	Out of 10
3	<p>2x conference and/or journal papers published in the domain of radar detection and tracking (list papers in a manner in which they may be verified).</p> <p>(1x paper will earn 5%)</p>	10%	Out of 10

4	Service provider to provide 2 references of radar detection and tracking experience	10%	Out of 10
	Total	100%	

This can be done in a table format or in bullet format as long as it is very clear – weighting also need to be listed.

Proposals with functionality points of less than the pre-determined minimum overall percentage of 50% will be eliminated from further evaluation.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit fully completed declaration by tenderer, SBD 1 and SBD 4 Form will not be considered.
- Submission at wrong location or incorrect email address (Please submit electronically to tender@csir.co.za)

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

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 PROPOSAL SUBMISSION

All proposals must be submitted electronically at tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: 12 October 2022
- Last date for submission of queries: 21 October 2022
- Closing / submission Date: 26 October 2022
- Estimated contract duration (in months/years) 3 years

10 SUBMISSION OF PROPOSALS

10.1 All quotations must be submitted electronically to: **tender@csir.co.za**

10.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

10.3 The email and file sizes should not exceed a total of 25mb per email.

10.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).

10.5 The subject of the email must clearly reference the bidder' name and RFP number – (E.g. RFP No. 3543/26/10/2022 email 1 of 2)

10.6 All documents submitted electronically via email must be clearly visible.

10.7 Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

10.8 Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No: 3543/26/10/2022.

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
3543/26/10/2022

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

10.10 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 **tender@csir.co.za** no later than the closing date of **26/10/2022 at 16h30**. The CSIR business hours are between 08h00 and 16h30.

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, local production and content.
- 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 Provide a certified copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid affidavit in line with DTIC regulations. (RSA suppliers only).

13.3 No B-BBEE status will equal zero points.

13.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

No order will be issued or no contract will be signed without a valid CSD number

14 Preference points system

14.1 Selection of suppliers will be based on the 80/20 preference point system whereby 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 CSIR 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 3543/26/10/2022 - The provision or supply of Radar Detection and Tracking Consultation Services to CSIR** 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 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.

28 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No:3543/26/10/2022

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 3543/26/10/2022 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:	

29 ANNEXURE A

Criterion No.	Evaluation Criteria	Required evidence	Weight
1	<p>3 years of experience in radar detection R&D</p> <p>List of research and development projects involving radar detection and tracking solutions, with associated role(s) and responsibilities taken by the tenderer (including reference to researched and/or implemented radar detection and tracking techniques), typical deliverables, as well as (rough) duration of involvement per project. The total duration indicated is required to be no less than 3 (three) years.</p>	<p>0-3 years of experience in radar detection and tracking R&D = 0</p> <p>3 years+ of experience in radar detection and tracking R&D = 10</p>	50%
2	Company profile must demonstrate knowledge of radar detection and/or tracking R&D	<p>Company Profile not in line with our requirements = 0</p> <p>Company Profile in line with our requirements = 10</p>	30%
3	Papers published in the domain of radar detection and/or tracking R&D	<p>0 papers = 0</p> <p>1 paper = 5</p> <p>2 or more papers = 10</p>	10%
4	Provide 2 references of radar detection and tracking experience	<p>0 references = 0</p> <p>1 reference = 5</p> <p>2 references = 10</p>	10%