

## **Request for Proposals (RFP)**

### **The Provision of Employee Conflict Mediation Services to the CSIR**

**RFP No. 817/28/02/2018**

Date of Issue	Wednesday, 14 February 2018	
Compulsory briefing session	Wednesday, 21 February 2018 Venue: CSIR Building 10A, Procurement Boardroom, Pretoria Time:14h00 – 15:00	
Closing Date	Wednesday, 28 February 2018	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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## **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, 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 situated in Pretoria while it is represented in other provinces of South Africa through regional offices.

## **2 BACKGROUND**

The CSIR acknowledges that where there are a group of people from different backgrounds, conflict is inevitable. As part of the CSIR employee wellness initiatives, the CSIR wants to be able to provide employees with a platform to resolve conflict in a manner that will make all the parties feel they are all valued and respected. Therefore, CSIR would like to request a proposal in respect of mediation services, to understand what the issues are recorded from both employees and managers. A comprehensive report on interventions at for 100 employees.

## **3 INVITATION FOR PROPOSAL**

Service providers are hereby invited for the provision of Conflict Mediation at CSIR for employees based at the CSIR main site based in Pretoria.

## **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this document. However, tenderers are welcome to submit additional / alternative proposals in addition to the originally specified format.

The following services as listed below should be rendered at the CSIR premises:

Service providers should include the below provisions in their price quotations.

- Managerial consultancy
- Individual Life Management session(Counselling)
- Team debriefing session
- Comprehensive report on findings and interventions(Team/Individual)
- The service provider should be able to refer the employees with other arising issues to the CSIR Employee Assistance Programme Service Provider.

The CSIR will provide the following:

- Venues
- Communication pertaining session venues, dates and times to employees
- Refreshments (if necessary)
- Travelling arrangements for employees (If necessary).

The service provider will be responsible to fully manage the following:

- Employee attendance registers
- Data capturing of employee's counselling sessions (Confidentiality to be upheld)
- Management of any issues that may arise during the conflict mediation.

A full report on Conflict resolution, must be provided to CSIR Management to include issues per department.

## 5 FUNCTIONAL EVALUATION CRITERIA

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

No	Evaluation criteria	Weighted score
1	<b>Track Record and Experience</b> <ul style="list-style-type: none"><li>Number of years the company has been rendering conflict resolution services.</li><li>Company profile clearly indicating the number of years in business conducting such services</li></ul>	20
2	<b>Client references</b> <ul style="list-style-type: none"><li>At least three references (3) to be supplied</li><li>Must have dealt with large organisations (Generic)</li></ul>	40
3	<b>Methodology and Approach</b> <ul style="list-style-type: none"><li>Methods to be used to address/comply to the requirements to address the Employees conflict mediation Programme.</li><li>Clear Methodology and Approach, including timelines</li></ul>	20
3	Sample feedback reporting <ul style="list-style-type: none"><li>Provide a sample report of incidence report and usage of service.</li></ul>	20
	<b>Total</b>	<b>100</b>

5.1 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.

5.2 The tenderer shall prepare for a possible presentation should CSIR require such and the tendered shall be notified thereof no later than four (4) days before the actual presentation date.

5.3 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;
- Non-attendance of the compulsory briefing session; and
- 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](http://www.csd.gov.za);
- provide the CSIR with 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:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address  
Council for Scientific and Industrial Research (CSIR)  
627 Meiring Naudé Road  
Brummeria  
Pretoria

### 9 TENDER PROGRAMME

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

- Issue of tender documents: Wednesday, 14 February 2018
- Compulsory Briefing Session: Wednesday, 21 February 2018
- Last date for submission of queries: Thursday, 22 February 2018
- Closing / submission Date: Wednesday, 28 February 2018
- Estimate appointment date of successful tenderer: March 2018

### 10 SUBMISSION OF PROPOSALS

**10.1** All proposals are to be sealed. No open proposals will be accepted.

**10.2** All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposals **RFP No. 817/28/02/2018**

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

**RFP No.: 817/28/02/2018**

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

**10.4** The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

### 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Wednesday, 28 February 2018** 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 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 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](mailto:tender@csir.co.za) with **“RFP No 817/28/02/2018 - The Provision of Employee Conflict Mediation Services to the 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.

## **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 HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

**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.

**21.4** If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## 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-imbursements, 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 R1300 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; and
- 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: 817/28/02/2018**

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. 817/28/02/2018** 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: .....

Scorecard for the Employees conflict mediation evaluation.					
			Scoring/ Rating		
Functional Factors	Criteria Description	Weighting	0	5	10
Track Record and Experience	<p>Number of years the company has been rendering conflict resolution services.</p> <p><b>Company profile clearly indicating the number of years in business conducting such services</b></p>	20	Less than 3 years	3 – 5 years	More than 5 years
Client references	<p>At least three references (3) to be supplied</p> <p>Must have dealt with large organisations (Generic)</p>	40	Did not provide any references or less than three references	3-5 positive references	Provided more than five positive references
Methodology and Approach	<p>Methods to be used to address/comply to the requirements to address the Employees conflict mediation Programme.</p> <p><b>Clear Methodology and Approach, including timelines</b></p>	20	Did not address design requirements	Methods used do not really address our needs but is in line with what we want.	Methodology comprehensively and confidently addresses the CSIR Employees conflict mediation Programme.
Sample feedback reporting	<p>Provide a sample report of incidence report and usage of service.</p>	20	Did not provide any sample report or did not understand requirements.	Report provided but not relevant to service requirements.	Report provided fully meets the requirements.

## 29 ANNEXURE “B” PROPOSAL RATES

Service	No. of Sessions	Cost (Hourly) Excl. VAT	Total Cost (Excl. VAT)
Managerial Consultancy			
Team Debriefing			
Life management session(Individual Counselling on any arising causes of conflict e.g. Medical/legal/financial advice etc.)			
Referral and transfer of file to CSIR Employee Assistance Program Service provider			
Other(if any, Specify)			
<b>Sub-total</b>			
<b>VAT</b>			
<b>Total (Incl. VAT)</b>			

Travelling costs and accommodation costs should be included in the quote, in accordance to Section 24 of this RFP.