



## Request for Proposals (RFP)

### The Provision of Media Training Services to the CSIR

**RFP No. 856/03/10/2018**

Date of Issue	Wednesday, 19 September 2018	
Closing Date	Wednesday, 03 October 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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## **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 main purpose of the CSIR's media strategy is to favourably position the organisation within the media sector as the leader in science and technology. The strategy focuses more on creating platforms in the media in order for the CSIR to share its work with society. Therefore it is important that CSIR employees, especially scientists and researchers, are familiar with how the media operates, how to use the media to their own advantage and how to handle interviews to ensure that the right message is conveyed.

It is in this case that the CSIR requires the services of a company that can offer media and science communication training to its staff. Science communication techniques will help our science, engineering and technology base to simplify their messages to a variety of audiences and not just the media.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of Media training services at the CSIR. Service providers are required to submit proposals on how they will conduct media training for 45 people at the CSIR offices in Pretoria, Cape Town, Stellenbosch, Johannesburg and Durban.

The service provider must:

- Be able to demonstrate competence in media training and issue management.
- Provide trainees with reading material/notes.
- Provide certificates of attendance to the trainees.
- Produce a report on the training and recommendation at the end of the training.
- Be able to travel and conduct trainings at the CSIR's regional offices. The proposal should outline the training plan/ what the training will cover.

- All training venues, travelling and accommodation expenses will be covered by the CSIR, service providers **MUST NOT** quote for these.
- The service provider must quote for the following separately:
  - o Costs of Media training session of 45 people in total from five CSIR sites (Pretoria, Cape Town, Stellenbosch, Johannesburg and Durban)
  - o Cost for certificates.
  - o Workshop materials – printed handouts.
  - o Report compiling and recommendation.

#### **4 PROPOSAL SPECIFICATION**

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

#### **5 PRE-QUALIFYING CRITERIA TO ADVANCE CERTAIN GROUPS**

Service Providers that meet one or more of the following pre-qualification criteria may respond;

- 5.1 A service provider having level 1 or 2 B-BBEE status contributor;
- 5.2 A service provider that fails to meet the pre-qualifying criteria stipulated in paragraph 5.1 is not an acceptable tender.

## 6 FUNCTIONAL EVALUATION CRITERIA

	EVALUATION ELEMENT	WEIGHTED SCORE
1	<b>Media training plan:</b> A clear outline of what the scope of the training will be.	50
3	<b>Media training report:</b> The service provider must be able to indicate what the media training report will cover and provide examples of the media training report they did before.	20
4	<b>Experience:</b> Service providers experience in media training as indicated in the profiles of the people who will be doing the training including examples of where such work was completed	30
	<b>Total</b>	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 80% and less than 60% on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

## 7 ELIMINATION CRITERIA

6.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline; and
- Proposals submitted at incorrect location.
- Failure to meet the pre-qualification criteria to advance certain groups. A B-BBEE certificate or a sworn affidavit must be submitted. Only B-BBEE Level 1 and 2 B-BBEE suppliers only will be considered.

## **8 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 of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate or affidavit indicating their B-BBEE level. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 9 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)  
Meiring Naudé Road  
Brummeria  
Pretoria

### 10 TENDER PROGRAMME

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

- Issue of tender documents: 19 September 2018
- Last date of submission of queries: 26 September 2018
- Closing / submission Date: 03 October 2018
- Estimate appointment date of successful tenderer: 10 October 2018
- Estimated contract duration (in months/years): 6 months.

### 11 SUBMISSION OF PROPOSALS

11.1 All proposals are to be sealed. No open proposals will be accepted.

11.2 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 Proposal , BBBEE Certificate **RFP No. 856/03/10/2018**

**PART 2:** Pricing Proposal, and other Mandatory Documentation:

**RFP No.: 856/03/10/2018**

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

11.4 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.

## 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Wednesday, 03 October 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.

## 13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

## 14 EVALUATION PROCESS

### 14.1 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.

### 14.2 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.

## 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 National Treasury 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 - The provision of Media Training 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.

## **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 VERIFICATION OF DOCUMENTS**

22.1 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.

- 22.2 *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.
- 22.3 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.
- 22.4 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.

## **23 SUB-CONTRACTING**

- 23.1 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.
- 23.2 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.

## **24 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 24.3 Prescribed by the body - regulating the profession of the consultant.

## **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. 856/03/10/2018** 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: .....	

28 RETURNABLE DOCUMENTS

PART A: TECHNICAL RETURNABLES			
<b>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</b>			
Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	Certified copy of a valid B-BBEE Certificate or sworn affidavit		
2	<b>Media training plan:</b> A clear outline of what the scope of the training will be.		
3	<b>Media training report:</b> The service provider must be able to indicate what the media training report will cover and provide examples of the media training report they did before.		
4	<b>Experience:</b> Service providers experience in media training as indicated in the profiles of the people who will be doing the training including examples of where such work was completed		
PART B: PRICING PROPOSAL			
<b>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</b>			
Returnable Schedules that will be incorporated into the Contract			
5	Pricing Proposal		
6	Completed declaration form		
7	Completed SBD 1 Form		

**NOTES:**

1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

## 29 ANNEXURE A

Competence	Criterion	Key Aspects of Criterion	Points
<b>Media training plan</b> [50%]	Clearly defined and detailed plan of what the media training will cover including activities.	Detailed and well-articulated proposal which describes the approach that the bidder will use to implement this project. The proposal must be clear, practical, and structured. It must also be in line with the scope of work.	10
		The media training plan is not well articulated and does not cover adequate details of how the project will be implemented.	6
		The media training plan is non-existent/unclear/unstructured or not in sync with the scope of work.	0
<b>Media training report</b> [20%]	A description of how the report will be compiled and possible examples.	The description is clear and realistic. It has enough details to understand how the report will be compiled. Sample reports also provided.	10
		The description lacks some information and it is not clear on how the report will be compiled.	6
		Unclear description at all	0
<b>Experience</b> [30%]	The service provider's ability to conduct media training will be measured by examples of where such work was completed. The reference must include work done, date training conducted, contact person, contact details including email.	4 or more previously managed projects with contactable references for work done in the past 12 months	10
		2 – 3 previously managed projects with contactable references for work done in the past 12 months	6
		List of less than 2 previously managed projects with contactable references for work done in the past 12 months	0



**30 ANNEXURE B – SBD 1 FORM**