



Request for Proposals (RFP)

The Provision of Video Production Services to the CSIR

RFP Number	922-27-02-2020	
Date of Issue	Thursday, 13 February 2020	
Closing Date	Thursday, 27 February 2020	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
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 airs an internal weekly video to employees called "CSIR Connect" using streaming software provided by the CSIR. The CSIR requests proposals from suitable suppliers for the video recording, editing, packaging and delivery of the weekly videos.

3 INVITATION FOR PROPOSAL

The CSIR requests proposals from suitable suppliers for the video recording, editing, packaging and delivery of fifty (50) episodes of CSIR Connect effectively 1 April 2020 to 31 March 2021. The videos are pre-recorded at the CSIR Connect studio (one-hour recording time per episode in studio) at the CSIR Pretoria campus or at CSIR events (on average 3 hours) with a presenter provided by the CSIR. Additional one-hour footage is also recorded for in-studio recording for each episode or images sourced to form B-roll.

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.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 **Technical Proposal**

The following must be submitted as part of the **technical** proposal:

- Cover Letter;
- Company profile clearly indicating the number of years' experience in calendar and printing production;
- Provide a portfolio of evidence with at least three (4) samples of video material produced;
- Provide at least 4 contactable references where corporate videography services were rendered;
- Submit a valid original or certified copy of the B-BBEE Certificate or valid Sworn Affidavit;
- Submit completed and signed declaration by the tenderer form.
- Submit completed and signed SBD1 form.

4.2 **Financial Proposal:**

The following must be submitted as part of the **financial** proposal:

- Cover Letter;
- Proposed cost/ commercial offer on official company letterhead as per Pricing Schedule (Annexure C);
- Certified copy of B-BBEE certificate or sworn affidavit; and CSD registration report (RSA suppliers only)

5 **SCOPE OF WORK**

The following services will be performed by the service provider as duties and responsibilities:

- Supplier is responsible for the provision of all filming equipment, which includes a minimum of three full HD video recording cameras, video lighting, sound recorders, handheld and lapel mics, editing and sound mixing software, and a basic music library, for every recording
- Drafts of each video are to be supplied to the CSIR for review and final approval on a cloud-based storage facility or DVD, USB memory stick or external hard drive delivered to the CSIR. The bidder must allow for up to 5 drafts.

- Each edited and approved weekly episode to be approximately 2 - 6 minutes long and will include a standard introduction and closing sequence produced by the CSIR for this series.
- The video must comply with the CSIR's brand guidelines.
- The final weekly video must be delivered to the CSIR at least one day before the video is scheduled for broadcasting.
- The bidder must arrange for the CSIR Connect presenter's make-up and hair styling to be done for each video recording; and make-up touch ups for studio guests.
- The bidder must arrange for the CSIR Connect presenter's nails and hairdo on a monthly basis.
- The winning company must be willing to transfer skills to CSIR staff
- The pricing quotes as per Pricing Schedule (Annexure C), must be inclusive of all costs to be incurred by the bidder, including travelling and accommodation costs within Gauteng Province.
- Travelling and accommodation costs outside of Gauteng will be paid and covered by CSIR.

6 PREQUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

Only service providers that are EME's and/or QSE's , Level 1 and 2 can tender for this request. A certified copy of the B-BBEE Certificate or Sworn Affidavit must be submitted.

7 FUNCTIONAL EVALUATION CRITERIA

#	Description	Weight (%)
1	Company experience in video production services. Minimum 3 years' experience in video production, including shoot and post production.	20
2	Past video materials produced. At least four (4) samples of corporate video material produced. The samples must be submitted on a CD or USB memory stick.	60
3	References where similar video production services were done. At least 4 contactable references where corporate videography services were rendered.	20
	Total	100

- 6.1 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.
- 6.2 Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to meet the prequalification criteria to advance certain groups. Only EME'S or QSE's , BBEE level 1 and 2 service providers only, will be considered. A valid certified copy of the B-BBEE Certificate or valid Sworn Affidavit must be submitted;
- Service Providers who fail to complete and submit the Declaration by the tenderer form.
- Provide a portfolio of evidence with at least three (4) samples of video material produced;
- Provide at least 4 contactable references where corporate videography services were rendered

9 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

10 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

11 TENDER PROGRAMME

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

- Issue of tender documents: 13 February 2020
- Closing / submission Date: 27 February 2020
- Estimate contract start date: 01 March 2020
- Estimated contract duration (in months/years): 12 months.

12 SUBMISSION OF PROPOSALS

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

12.2 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/ Functional Proposal: 922/27/02/2020

PART 2: Pricing Proposal, Completed SBD 1 Form and Declaration of Interest.

RFP No.: 922/27/02/2020

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

12.4 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.

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 27 February 2020 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.

14 AWARDING OF TENDERS

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

15 EVALUATION PROCESS

15.1 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.

15.2 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.

16 PRICING PROPOSAL

16.1 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.

16.2 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.

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

16.4 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.*

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

17 VALIDITY PERIOD OF PROPOSAL

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

18 APPOINTMENT OF SERVICE PROVIDER

18.1 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.

18.2 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.

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

19 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 922/27/02/2020 - The provision of Video Production 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.

20 MEDIUM OF COMMUNICATION

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

21 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.

22 CORRECTNESS OF RESPONSES

- 22.1 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.
- 22.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

23 VERIFICATION OF DOCUMENTS

- 23.1 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.
- 23.2 *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.
- 23.3 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.

23.4 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.

24 SUB-CONTRACTING

24.1 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.

24.2 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.

25 TRAVEL EXPENSES

25.1 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:

25.1.1 Only economy class tickets will be used.

25.1.2 A maximum of R14 00.00 per night for accommodation, dinner, breakfast and parking will be allowed.

25.1.3 No car rentals of more than a Group B will be accommodated.

26 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

26.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

26.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

26.3 Prescribed by the body - regulating the profession of the consultant.

27 ADDITIONAL TERMS AND CONDITIONS

- 27.1 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.
- 27.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 27.3 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 valid 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.
- 27.4 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.
- 27.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

28 CSIR RESERVES THE RIGHT TO

- 28.1 Extend the closing date;
- 28.2 Verify any information contained in a proposal;
- 28.3 Request documentary proof regarding any tendering issue;
- 28.4 Give preference to locally manufactured goods;
- 28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.6 Award this RFP as a whole or in part;
- 28.7 Cancel or withdraw this RFP as a whole or in part.

29 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: 922/27/02/2020

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. 922/27/02/2020** 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:	

ANNEXURE A

Functional Criteria	Proof required	Weighting%	0	6	10
<p>Company experience in video production services.</p> <p>Minimum 3 years' experience in corporate video production, including shoot and post production.</p>	<p>Company profile clearly indicating the number of years' experience in calendar and printing production.</p>	20%	Has less than 3 years' experience in video production services	Has 3 – 5 years' experience in video production services	Has more than 5 years in video production services
<p>Past video materials produced.</p> <p>At least three (4) samples of video material produced.</p>	<p>The samples must be submitted on a CD or USB memory stick</p>	60%	No material submitted/ submitted material is substandard	The bidder's quality and creativity is acceptable.	The bidder's quality and creativity is exceeds CSIR's expectations.
<p>References where similar video production was done.</p> <p>At least 4 contactable references where corporate videography services were rendered.</p>	<p>Annexure C must be completed by each reference and not the bidding supplier.</p>	20%	Less than 4 references	4 – 6 contactable references	More than 6 contactable references

ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)		
Description	Included	
	Yes	No
Certified copy of the B-BBEE Certificate or Sworn Affidavit		
Company Experience– (Company Profile) ; Minimum 3 years’ experience in corporate video production, including shoot and post production.		
Past video materials produced. At least four (4) samples of video material produced. (The samples must be submitted on a USB memory stick)		
Company References – (completed Annexure C for each reference) At least 4 contactable references where corporate videography services were rendered.		
PART B: PRICING PROPOSAL		
ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)		
Pricing Proposal		
Completed SBD 1 Form		
Completed and signed Declaration of Interest		

Any other relevant document may be submitted, to substantiate the bidder’s proposal.

ANNEXURE C PRICING FEE SCHEDULE

DELIVERABLES	COST PER EPISODE	TOTAL
1HR in -studio pre-recording or (3Hrs events coverage) for 50 Episodes (12 Months)		
1 HR B-roll filming (Per Episode)		
Editing (Max 7 Minutes, Per Episode)		
Make-up and Hair		
Total (Excl Vat)		
VAT @ 15%		
Total		

ANNEXURE D REFERENCE FORM

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: **Project End Date:**

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: **Date:**