

## **Request for Proposals (RFP) for the production and compilation of a coffee table book for the CSIR**

**RFP No. 933/18/08/2020**

Date of Issue	Monday, 03 August 2020	
Closing Date and Time	Tuesday, 18 August 2020 at 16h30	
Place	Electronic submissions only	
Enquiries and submissions	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, 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 vision is to accelerate socioeconomic prosperity in South Africa through leading innovation. 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 wishes to produce a coffee table book to celebrate 75 years of contributing to impactful science, engineering and technology in South Africa. The book needs to adhere to the characteristics of an exemplary coffee table book: It needs to be informative and compelling in its story telling in words and in visuals in order to inspire and instil pride.

### **3 INVITATION FOR PROPOSAL**

The CSIR wishes to appoint a service provider who will, under the guidance of the CSIR, compile a coffee table book featuring the organisation's journey and highlights, and project into the future. The story needs to be skilfully narrated: It needs to be informative in a simplistic way. Importantly, visuals – whether photographs or illustrations – should be skilfully used to enhance the book's appeal and to ensure that it lives up to the expectations of a coffee table book, meant for casual reading. The appointed service provider will be responsible for the process, from concept development, content outline development, receiving approvals as well as layout and design up to the process of providing approved, print-ready files to the CSIR. Printing is excluded from this proposal.

### **4 PROPOSAL SPECIFICATION**

Bidders are to submit responses in the 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:

- Covering letter;

**Track record:**

- Company profile clearly stipulating the number of years rendering **similar** services;
- Portfolio of evidence for rendering similar services;
- A minimum of three (3) contactable references from previous clients for similar work done;
- A list of completed projects of similar projects.

**The team:**

CVs/profiles of team members who will be assigned to the project.

**Project management:**

- A summary of the project management measures and project milestones required to ensure that the project is completed on time and on brief. It should include: a roadmap on the approach of the coffee table book project as well as a project and implementation plan.

**Content proposal and ideas:**

- Provide a summary (maximum two pages) of preliminary ideas on content and theme.

#### 4.2 Financial Proposal:

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

- Cover letter
- Proposed cost/ commercial offer as per below Pricing Schedule (section 6 below) on official company letterhead.
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit.

### 5 SCOPE OF WORK AND DELIVERABLES

The appointed service provider will be required to perform the following tasks:

- 5.1 **Concept/theme development:** The approved supplier will be responsible for developing and tabling a proposal on theme and concept, as well as a proposed table of contents, which will lead to the follow up stages of content preparation, editing, proof reading, validation and designing. CSIR Communication will be available for brainstorm and consultation sessions and will facilitate interaction with the CSIR archive department. The supplier will be granted access to the CSIR's photograph library and publications. The book must be innovative, compelling and original.
- 5.2 **Writing and content development:** Once the theme and table of content is approved, the appointed service provider will be responsible for compiling the narrative. It is important to note that while it is required to be well-researched, it is **not** a full, detailed historic account of the CSIR: It is not a follow up to the books titled: *The CSIR: The First 40 years* (Kingwell) or *Passage to Progress* (Basson). Rather, it is a promotional tool that will convey aspects of the CSIR brand over 75 years and focus on some of the highlights and achievements in terms of impact. While a coffee table book draws heavily on visuals for inspiration, the text cannot be dull. It needs to be informative and inspiring – it needs to have both style and substance. It is important to note that it will take considerable research and consultation to write the copy for this book, which is anticipated to be a 250-page book.

Sections foreseen are likely to cover the evolution of the CSIR brand; interesting images from the CSIR archives; technology and innovation highlights; technologies that have been taken up by industry and society and have had significant impact; snippets of reflections from the current employees as well as the alumni of the CSIR, the story of our partnerships; stories about our human capital development; and an outlook to the future, to name a few.

Copy will require sign off from the Communication team, as well as the CSIR Executive. The service provider is responsible for all writing, from introductions to captions, essays, indexes, photography credits and the bibliography. The text should be free of any grammatical errors. The services of a language editor should be included in the quote. The book will be produced in English.

5.3 **Visuals/Photographs:** The visual appeal of the coffee table book is key – a coffee table book by definition is displayed on coffee tables because of their visual appeal, and because they are a conversation piece. While the service provider will be assisted by CSIR staff in selecting photographs from its archive, provision should also be made for an extensive current photoshoot (assume five full working days of photography), determined by the theme.

5.4 **Layout and design:** The selected service provider will liaise with his/her own or outsourced designers to create a book with an up-market design for a sophisticated audience. The coffee table book must be of the highest standard, look, feel and quality. While the cost for **printing the book is excluded from this proposal**, the service provider is expected to make recommendations on printing, such as paper type and finishes. Assume 200 pages of layout + dust jacketed design and 10 sets of proofs.

## 6 PRICING SCHEDULE

Bidders must quote based on the following pricing schedule:

No.	Deliverable / Task	Unit of Measure	Quantity	Total Cost Excl. VAT
1	Concept/theme development	Each	1	
2	Writing and content development	Each	1	
3	Visuals/Photographs	Each	1	
4	Layout and design	Each	1	
5	Disbursements		1	
Sub-Total VAT Total				

## 7 FUNCTIONAL EVALUATION CRITERIA

The below table illustrates the functional evaluation criteria the will be used to evaluate proposals:

#	Description	Weight (%)
1	<b>Preliminary ideas relating to theme and content:</b> Provide a summary (maximum two pages) of preliminary ideas on content and theme.	35
2.	<b>Project management:</b> Provide a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, and standards. The deadline for delivery of print-ready proof is seven months after the contract was awarded (maximum two pages).	15
3.	<b>Track record:</b> Provide a summary of your company's track record in publication writing and/or book publishing (maximum two pages). Also provide two written client references on the referees' letterhead. Provide evidence of published work in the form of photos, physical copies of publications or websites containing the writing.	35
4.	<b>The team:</b> Provide your CV and or the CVs/profiles of team members who will be assigned to the project.	15
	<b>Total</b>	100

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

7.2 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 (Proposals to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)).

## 9 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](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. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

## 10 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All proposals must be submitted electronically to: **tender@csir.co.za**.
- Respondents must use the RFP number as the subject reference number when submitting their bids.
- The email and file sizes should not exceed a total of 25mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. Product Catalogues)
- Each bidder will be limited to send two emails with their submissions and the subject of the email must clearly reference the RFP number) – *E.g. RFP No. 933/18/08/2020 <Name of supplier> email 1 of 2*)
- All documents submitted electronically via email must be clearly visible and not scanned.
- Proposals or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## 11 TENDER PROGRAMME

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

- Issue of tender documents: Monday, 03 August 2020
- Closing / submission Date: Tuesday, 18 August 2020
- Estimate appointment date of successful tenderer: Tuesday, 01 September 2020
- Estimated contract duration (in months/years) Eight months

## 12 SUBMISSION OF PROPOSALS

12.1 All proposals are to be submitted electronically to **tender@csir.co.za**. No late proposals will be accepted.

12.2 Responses submitted by companies must be signed by a person or persons duly authorised.

12.3 All emailed proposal submissions are to be clearly subject-referenced with the RFP number.

12.4 All emailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

**PART 1:** Technical Proposal: RFP No.: 933/18/08/2020

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 933/18/08/2020

12.5 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.

12.6 Proposals submitted must be in any of the following file formats:

- PDF
- PPT and PPTX
- XLS and XLSX (Excel) - ***Only where required***

## 13 DEADLINE FOR SUBMISSION

Proposals shall submitted at the **email address** mentioned above no later than the closing date of ***Tuesday, 18 August 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 email address, it will be regarded as a late submission. Late submissions will not be considered.

## 14 AWARDING OF TENDERS

14.1 Awarding of tenders will be published on the National Treasury e-tender portal. No regret letters will be sent out.

### 14.2 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

### 14.3 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.

## 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 No 933/18/08/2020 - The production and Compilation of a Coffee Table Book 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 Only one electronic copy of the proposal (Technical and Financial) must be submitted via email to [tender@csir.co.za](mailto:tender@csir.co.za). In the event that the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- 22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate email and no such information should be available in the technical proposal.

## **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 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-imbursements, 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 R1400 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 ADDITIONAL TERMS AND CONDITIONS**

26.1 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.

26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

26.3 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.

26.4 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.

26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **27 CSIR RESERVES THE RIGHT TO**

27.1 Extend the closing date;

27.2 Verify any information contained in a proposal;

27.3 Request documentary proof regarding any tendering issue;

27.4 Give preference to locally manufactured goods;

27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

27.6 Award this RFP as a whole or in part;

27.7 Cancel or withdraw this RFP as a whole or in part.

## **28 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..... 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 - SCORING SHEET

Criteria description	Weight	0	5	7	10
<b>Preliminary ideas relating to theme and content:</b> Provide a summary (maximum two pages) of preliminary ideas on content and theme.	35	Not submitted	The preliminary ideas on content and theme are mediocre and unoriginal. It does not instil confidence in the supplier's ability.	The preliminary ideas on content and theme are well thought out and applicable to the CSIR context.	The preliminary ideas on content and theme are inspiring and highly suitable to the CSIR context.
<b>Project management:</b> Provide a summary of the project management measures and progress indicators/milestones required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, and standards.	15	Not submitted	Proposed project management measures and indicators display shortcomings. They do not instil confidence in an ability to manage the project.	Proposed project management measures and indicators are acceptable and indicative of experience in managing a project of this nature.	Proposed project management measures and indicators are highly suitable and instil confidence in the ability to manage the project.
<b>Track record:</b> Provide a summary of your company's track record in publication writing and/or book publishing (maximum two pages). Also provide three written client references on the referees' letterhead. Provide evidence of published work in the form of photos, physical copies of publications or websites containing the writing.	35	Not submitted	Not all the elements listed and from which track record is determined have been submitted, or one or all of the elements submitted indicate that track record is lacking in terms of the CSIR's professional standards and the organisation's desire to produce a book of the highest quality.	Track record in publication writing or book publishing is acceptable and the three client references on referees' letterheads have been submitted, while evidence of published work is of a standard that will be acceptable to the CSIR.	The track record in publication writing or book publishing is convincing and all elements of track record have been submitted. The track record instils confidence that an exceptional product can be produced.

<b>The team:</b> Provide your CV and or the CVs/profiles of team members who will be assigned to the project.	<b>15</b>	Not submitted or not all CVs or profiles submitted	The proposed team is not deemed suitable for the strategy development because of, for example, one or of the following reasons, -Not collectively sufficiently experienced -Relevance of experience does not convince	The proposed team is deemed suitable -Collectively the team has sufficient experience -The collective experience is relevant	The proposed team is deemed highly suitable -Collectively the team has extensive experience -The collective experience is highly relevant
<b>Total weight</b>	<b>100</b>				

### 30 ANNEXURE B – SBD 1 FORM

Completed form must be submitted with the bidder's proposal