



Request for proposals (RFP)

The Provision of a storyboard for a series of videos for CSIR values

RFP No. 962/17/09/2021

Date of issue	Friday, 03 September 2021
Closing Date and Time	Friday, 17 September 2021 at 16h30– Late bids will not be considered
Submission of responses	All responses must be submitted to: tender@csir.co.za Submissions cannot be submitted to any other address, as this will lead to elimination.
Contact details	Submission of enquiries: All enquiries must be submitted to tender@csir.co.za . (Please use the RFP number as the subject reference)
CSIR Business Hours	08:00 – 16:30

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation that researches and develops transformative technologies to accelerate socioeconomic prosperity in South Africa. The organisation's work contributes to industrial development and supports a capable state. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices. The CSIR is inviting proposals from service providers to do a series of videos showcasing the CSIR values.

2 BACKGROUND

The CSIR developed a new set of values, mission and vision as part of the organisation's strategy. The values are EPIC - Excellence, People-centred, Integrity and Collaboration.

Excellence: We excel at R&D and industrial innovation solutions that address South Africa's challenges. We are unashamedly passionate about the impact we make and pursue excellence in every facet of CSIR life.

People-centred: We care about people – our impact through innovation aims to improve lives. We respect each other's diversity, and uphold the dignity of every person, regardless of culture or belief system. We treat our stakeholders the way we like to be treated.

Integrity: We value integrity – in ourselves and in others. We are honest and fair in how we work and how we engage the world around us. We respect the trust that our colleagues and our stakeholders place in us and commit to ethical decision-making, delivery and governance.

Collaboration: We are keen to learn from one another and collaborate across the organisation and with external partners, to ensure our work has the best chance to innovate a better future for South Africans.

Additionally, each of these values is represented by an icon as depicted below, together with the related descriptors.

Excellence		Cheetah's associated attributes: Focus, precision, goal oriented; speed, agility.
People - centred		Baobab tree associated attributes: Embracing different species, inclusive, meeting place.
Integrity		Elephant's associated attributes: Solid, revered, dignity, air of leadership and thinking.
Collaboration		Bee's associated attributes: Shared objective, teamwork, working towards same goal.

Our beliefs, principles and the impact we wish to make to improve the quality of life of South Africans are EPIC. Team CSIR pursues Excellence, celebrates People, personifies Integrity, and welcomes Collaboration.

These values form part of the change management process in the organisation and the purpose of this RFP is to create a series of recorded sketches for staff to adopt and internalise the values as part of their day-to-day work and life.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from production companies for the creation of a storyboard to do a series of videos (4) using a cast of actors to bring the CSIR values to life. Each video needs to capture the essence of each value in 2 minutes.

You are required to provide a proposal with creative, thought-provoking and emotive script and detailed story concept. The closing line should reflect the CSIR values statement: *Our beliefs, principles and the impact we wish to make to improve the quality of life of South Africans are EPIC. Team CSIR pursues Excellence, celebrates People, personifies Integrity, and welcomes Collaboration.*

The actors should not be more than four (4). Since this is part of the CSIR values internal campaign, the CSIR will be holding auditions for staff with acting talent to make up part of the cast for this production.

The sketch needs to be shot at CSIR premises. You are required to bring any props to support the storyline.

4 PROPOSAL SPECIFICATION

The CSIR is looking to make use of the services of an experienced media production company in the execution of the proposal. Interested parties need to stipulate and include information on:

- The all-inclusive cost of production per video. This needs to include the **story (actual storyboard)**, cast, props, travelling to the CSIR in Pretoria, filming, video and editing, as well as any associated delivery fees;
- The timeframe for the production, described in the number of working days and the editing after the day of the shoot;
- Delivery and upload on electronic platforms;
- Editing capabilities;
- Drafts of each video are to be supplied to the CSIR for review and final approval on a cloud-based storage facility or USB memory stick or external hard drive delivered to the CSIR. The bidder must allow for up to five (5) drafts per scripts and video each.
- Each edited and approved video to be approximately 2 minutes long and will include a standard introduction and closing sequence provided by the CSIR for this series. The final HD video must also include subtitles.
- Three video samples of similar work done. Please share the brief for each in order to get context.
- Three contactable references.

All proposals should be submitted in electronic format only. The portfolio of work must be captured as part of the electronic proposal.

NB: The pricing must be firm and inclusive of all costs required to deliver to the services as per above scope of work.

5 FUNCTIONAL EVALUATION CRITERIA

5.1	Description	Weight (%)
1	Story board: Proposal with creative, thought-provoking and emotive script and detailed story concept. <i>(Based on proposal supplied)</i>	50
2	Technical criteria: Submission of at least three samples to showcase ability to execute the storyboard – actors, props, videography capabilities. Please share the brief for each in order to get context. <i>(based on electronic track record supplied)</i>	40
3	References: Minimum three references which must illustrate a sound track record in provision of a storyboard and production of videos <i>(based on references supplied)</i>	10
4	Total	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% or less than 50% 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.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect e-mail address;

7 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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a valid copy of their SANAS accredited B-BBEE certificate or sworn affidavit. If no certificate/affidavit can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1 All proposals must be submitted electronically to tender@csir.co.za.
- 8.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 8.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 8.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 8.5 All documents submitted electronically via e-mail must be clear and visible.
- 8.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9 TENDER PROGRAMME

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

- Issue of tender documents: 03 September 2021
- Closing / submission Date: 17 September 2021
- Estimate appointment date of successful tenderer: 01 October 2021

10 SUBMISSION OF PROPOSALS

- 10.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted. Responses submitted by companies must be signed by a person or persons duly authorised.
- 10.2 All emailed proposal submissions are to be clearly subject-referenced with the RFP number.
- 10.3 All emailed proposal submissions are to be clearly subject-referenced with the RFP number.
- 10.4 Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:
 - PART 1:** Technical Proposal:
 - PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

10.5 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.

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

- PDF

11 DEADLINE FOR SUBMISSION

Proposals shall submitted at the **email address** mentioned above no later than the closing date of **17 September 2021** 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

13.2 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.

13.3 **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.

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.
- 14.5 *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;
- 14.6 **Non-firm price is all prices other than "firm" prices.
- 14.7 Payment will be according to the CSIR Payment Terms and Conditions.
- 14.8 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 VALIDITY PERIOD OF PROPOSAL

- 15.1 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 with “**RFP No 962-17-09-2021 The Provision of a storyboard for a series of videos for CSIR values**” 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
- 21.2 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.
- 21.3 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 ADDITIONAL TERMS AND CONDITIONS

- 23.1 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.
- 23.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 23.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
 - 23.3.1 Joint venture Agreement including split of work signed by both parties;
 - 23.3.2 The original or certified copy of the B-BBEE certificate of the joint venture;
 - 23.3.3 The Tax Clearance Certificate of each joint venture member;
 - 23.3.4 Proof of ownership/shareholder certificates/copies; and
 - 23.3.5 Company registration certificates.
- 23.4 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.
- 23.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

24 CSIR RESERVES THE RIGHT TO

- 24.1 Extend the closing date;
- 24.2 Verify any information contained in a proposal;
- 24.3 Request documentary proof regarding any tendering issue;
- 24.4 Give preference to locally manufactured goods;
- 24.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 24.6 Award this RFP as a whole or in part;
- 24.7 Cancel or withdraw this RFP as a whole or in part.

25 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.

ANNEXURE A DECLARATION BY TENDERER

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

RFP No: 962/17/09/2021

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 962/17/09/2021** 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

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26 ANNEXURE A: SCORING SHEET

Criteria description	Weight	Poor proposal and concept	Acceptable proposal and concept	Excellent proposal and concept
		5	7	10
Story board: Proposal with creative, thought-provoking and emotive script and detailed story concept. <i>(based on proposal supplied)</i>	50	Storyboard and concept is bland, with very little creativity and no originality. Does not capture values properly or at all.	Storyboard and concept is acceptable, creative. It is original and captures values appropriately.	Storyboard is original, thought-provoking and creatively brings out emotions. It captures values excellently.
		Poor storytelling and videography	Acceptable storytelling and videography	Excellent storytelling and videography
Technical criteria: Submission of at least three samples to showcase ability to execute the storyboard – actors, props, videography capabilities. <i>(based on electronic track record supplied)</i>	40	The storyline is not inviting and there's no immediate connection to audience. Poor video production quality.	The storyline is immediately inviting, grabs audience's attention and evokes emotion with quality video production.	The storyline captures the brief excellently and the video production quality is of a high-standard.
		Poor references	Acceptable references	Excellent recommendations
References: Minimum three references which must illustrate a sound track record in provision of a storyboard and production of videos. <i>(based on references supplied)</i>	10	Weak recommendations and/or irrelevant experience	Acceptable recommendations and relevant experience	Strong recommendations, extensive experience
Total weight	100			

27 ANNEXURE A – SBD1
(To be completed by supplier and submitted with tender)