

Request for Proposals (RFP)

**For provision of services to assist CSIR supported companies
with local content verification baseline services**

RFP No. 973/19/11/2021

Date of Issue	05 November 2021	
Compulsory briefing session	N/A	
Closing Date	19 November 2021 at 16h30	
Email	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
1 BACKGROUND	3
2 INVITATION FOR PROPOSAL	3
3 PROPOSAL SPECIFICATION	4
4 PRE-QUALIFICATION CRITERIA	5
5 FUNCTIONAL EVALUATION CRITERIA	5
6 ELIMINATION CRITERIA	6
7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION	6
SECTION B – TERMS AND CONDITIONS	7
8 VENUE FOR PROPOSAL SUBMISSION	7
9 TENDER PROGRAMME	7
10 SUBMISSION OF PROPOSALS	7
11 DEADLINE FOR SUBMISSION	7
12 AWARDING OF TENDERS	7
13 EVALUATION PROCESS	8
14 PRICING PROPOSAL	9
15 VALIDITY PERIOD OF PROPOSAL	9
16 APPOINTMENT OF SERVICE PROVIDER	9
17 ENQUIRIES AND CONTACT WITH THE CSIR	10
18 MEDIUM OF COMMUNICATION	10
19 COST OF PROPOSAL	10
20 CORRECTNESS OF RESPONSES	10
21 VERIFICATION OF DOCUMENTS	11
22 SUB-CONTRACTING	11
23 ENGAGEMENT OF CONSULTANTS	11
24 TRAVEL EXPENSES	11
25 ADDITIONAL TERMS AND CONDITIONS	12
26 CSIR RESERVES THE RIGHT TO	12
26 DISCLAIMER	13
DECLARATION BY TENDERER	14
27 ANNEXURE A	15

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.

1 BACKGROUND

The CSIR requires qualified, experienced consultant/s with technical, supply chain and financial expertise in local content verification baseline for various products manufactured by the beneficiary companies. The local content initiative was first introduced in the Preferential Procurement Framework Act (PPFA) in 2011, with an amendment that made provision for the Department of Trade Industry and Competition “the dtic” to designate certain sectors for local production and content, in line with national development and industrial policies for local production. In September 2018 the Department of Mineral Resources issued the Broad-Based Socio-Economic Empowerment Charter for the Mining Industry (Mining Charter³), which were subsequently followed by its guidelines (December 2018). Public procurement regulations mandate that South African National Standard (SANS) 1286:2017 be used for local content calculation and the SABS is appointed to conduct local content verification. Local content is defined as that portion of the tender price that is not included in the imported content, provided that local manufacturing takes place and is calculated in accordance with the local content formula.

2 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of consulting services to assist CSIR supported companies with their local content baseline aggregation for locally manufactured products towards verification by the SABS. Beneficiary company product details to be assessed are listed below for potential bidders.

Company	Product	Potential customers	Location
1	Cable accessories and tapes manufacturer	SOE's	Gauteng (Jhb)
2	Pumps and valves manufacturer and fabricator	SOE's	Gauteng (Jhb)
3	Smart IoT wireless devices	Mining/OEM's	Gauteng (Randfontein)
4	High voltage transformer manufacturer	SOE's/OEM's	Gauteng (Jhb)
5	Design, fabrication, manufacturing of fire trucks	Municipalities	Gauteng (Jhb)

3 PROPOSAL SPECIFICATION

The overall objective of the project is to assist the beneficiary companies with their local content baseline towards verification by the SABS. The scope of work includes procurement, financial and technical assessment but not limited to:

3.1 Phase 1

- Initial visit to determine scope of work
- Appointment of Project Representative
- Conduct Needs Analysis audit
- Compilation of Need Analysis report
- Discussion with management
- Preparation of Implementation Plan
- Identification of risk profiles linked to the products manufacturing process

3.2 Phase 2

- Initial workshops with the project owner
- Tracking the supplier and obtaining BOM from the supplier
- Products and raw material differentiation
- Costing and allocation of work, labour, and electricity usage
- Physical verification of supplier facilities
- Verification of supporting documentation
- Verification of lower tier levels of supply chain
- Computation of local content percentage
- Provide detailed reports

3.3 Phase 3

- Review all technical documentation
- Presentation of final manual and related Documents
- Finalise financial and technical reports for local and foreign contents
- Prepare responsible personnel for verification audits
- Conclude product declaration documentation

- Provide detailed reports to all stakeholders

3.4 Project Schedule and Proposal Requirements

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate specialist appointed by the CSIR, and it is expected that the project will be completed within 2 months of commencement of the contract.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work – including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)
- Exclusions

NOTE to the BIDDERS:

The Bidder will provide the CSIR with a projected schedules of the proposed activities with projected time scales and reporting deadlines to keep the project team informed of progress e.g., Gantt Chart. The CSIR project manager is to be informed of all meetings scheduled with the company, and arrangements should be made to ensure that the management team is present during the initial project outline meetings, progress, and milestone report meetings (optional) and closure report meetings.

4 PRE-QUALIFICATION CRITERIA

- 4.1 Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2 will be considered. A valid certified copy of a B-BBEE Certificate **or** Sworn Affidavit from the commission of Oath indicating the B-BBEE status. Fail to submit B-BBEE certificate or Sworn Affidavit will result the supplier to score 0 on preference point scoring.

5 FUNCTIONAL EVALUATION CRITERIA

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

- | | |
|--|-------|
| • Project planning | (10%) |
| • Experience and qualification of the project leader | (20%) |
| • Company and project team experience local content (testimonials) | (30%) |
| • Bidder project team composition and training capability | (30%) |
| • Project Risk Plan | (10%) |

The following are an added advantage:

- Understanding of localisation and designation requirement by the Department of Trade, Industry and Competition (the dtic).
- The Auditor/s and implementers should have experience in the manufacturing sector value chain.

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

5.3 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 location or wrong email
- Project team without relevant professional registration in procurement (CIPS)
- No project team member with local content measurement and verification training SATS1286: 2011
- Only level 1 and 2 BBBEE entities will be considered

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- 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

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted via email to:

- tender@csir.co.za

9 TENDER PROGRAMME

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

- | | |
|---|------------------|
| • Issue of tender documents: | 05 November 2021 |
| • Compulsory briefing session / site inspection: | N/A |
| • Last date for submission of queries: | 12 November 2021 |
| • Closing / submission Date: | 19 November 2021 |
| • Estimate appointment date of successful tenderer: | 01 December 2021 |
| • Estimated contract duration (in months/years): | 3 months |

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be email.

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

PART 1: Technical Proposal

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

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

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

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **19 November 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

ng of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

Submit a valid B-BBEE certificate or Sworn Affidavit from the commission of Oath indicating the B-BBEE status. Fail to submit B-BBEE certificate or Sworn Affidavit will result the supplier to score 0 on preference point scoring.

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with “***RFP The provision of services to assist CSIR supported companies with local content verification baseline services***” as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 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 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

- 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast, and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.
- 25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.6 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.

26 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: 973/19/11/2021

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 No 973/19/11/2021 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

WITNESSES

1

2

DATE:

27 ANNEXURE A

Percentage Allocation	Criterion	Key Aspects of Criterion	Points
Project planning Methodology 10%	Clear project work plan with accurate scoping and key milestones (explain on how the project will be conducted)	Project Plan and correct scope – Clear project milestones, Gant chart, deliverables with a timeframe, quality aligned to estimate line-item budget	10
		Project Plan – summary of project milestones and deliverables with a timeframe and summary budget	5
		Project Plan – No project milestones and deliverables with a timeframe and budget	1
Experience of Project Leader (PL): Indication of past managed projects in local content baseline verification for OEM's, SOE's in Industrial Manufacturers, Mining sector 20%	Project Leader (PL) number of years in practical working experience in the engineering, manufacturing, systems implementation, supplier audits, procurement contracts, management systems development, conformity assessment, locally (SOE, OEM) and or internationally	10 years and more working experience in key industries providing critical products or services for engineering sectors locally and internationally, etc. (Brief CV)	10
		5 years and more working experience in key industries providing critical products or services for engineering sectors, etc.	5
		3 years and more working experience in key industries providing critical products or services for engineering sectors, etc.	1
	Project Leader (PL) relevant qualifications such as (Manufacturing, Supplier Audits, Supply Chain Management, Quality Industrial Engineering) plus continuous improvement with in-depth understanding of conformity assessments (submit proof)	Proof of relevant degree or more qualifications (attached certified copies), professional registration, (brief CV), postgraduate and or research studies , etc.	10
		Proof of relevant diploma/s qualifications (attached certified copies), professional registration, (Brief CV)	7
		Proof of relevant certificates qualifications (attached certified copies), professional registration, (Brief CV)	5
		Bidder not meeting above criteria	1
Company and Project Team experience in supporting local companies and suppliers to mining, SOE, OEM, Government, etc, to comply to local content verification as required by government 30 %	Testimonials from local manufacturers and suppliers regarding support provided by the bidder for local content support. Experience and understanding of providing consultation services to large, small, and macro enterprises in different sectors such as foundries, mining, metal fabrication, welding, utility, manufacturing,	Bidder attached three or more relevant contactable testimonial letters indicating local content verification baseline projects for local manufactures or suppliers (Attach Proof)	10
		Bidder attached two relevant contactable testimonial letters indicating local content verification baseline projects for local manufactures or suppliers (Attach Proof)	7

<p>Company and Project Team experience in supporting companies to align their manufacturing process to comply to local content and verification. Understanding of supply chains contributing to local manufacturing and assisting local companies promote their products. 30%</p>	<p>oil and gas, government, academia, and services, locally, regionally.</p>	<p>Bidder attached 1 or more relevant contactable testimonial letters indicating local content verification baseline projects for local manufactures or suppliers. Bidder not meeting the requirement (Attach Proof)</p>	<p>1</p>
	<p>Qualification, diversity of skills and expertise of project team members (Technical or engineering skills, registered leader auditors and other professional bodies. with different scopes of auditing (quality, occupational health, and safety (osh act), environment, energy, etc.)</p>	<p>Bidder attached 2 (excluding PL) concise CVs of project team members, qualifications (certified) with technical skills in (Engineering, Industrial, Manufacturing, Quality Assurance, Management, Business Process Improvement Management Systems), 5 and more year's conformity assessment experience, professional registration (SAACTA or IRCA), etc. (attach proof)</p>	<p>10</p>
		<p>Attach 1 (excluding PL) concise CVs of team members, technical qualifications (certified) with (Engineering, Manufacturing, Business, Management System), with 3 years conformity assessment experience, professional registration (SAACTA or IRCA) (attach proof)</p>	<p>5</p>
		<p>Bidder not meeting any of the above criteria</p>	<p>1</p>
	<p>Ability and expertise to provide local content verification awareness training to staff members</p>	<p>List of 3 companies (manufacturers, mining, SOC, OEM suppliers) or more where local content and verification training awareness and in-depth training was provided to entities authorities and their production and supply chains buyers. Local content training manual, research articles, presentations, technical reports, etc. (Attach Proof)</p>	<p>10</p>
		<p>List of 2 companies (manufacturers, mining, SOC, OEM suppliers) or more where local content and verification training awareness and in-depth training was provided to entities authorities, production team and supply chains buyers. (Attach Proof)</p>	<p>5</p>
		<p>List of 1 company (mining, SOC, OEM suppliers) or more where local content and verification training awareness and</p>	<p>1</p>

		<i>in-depth training was provided to entities authorities and their production and supply chains buyers. (Attach Proof)</i>	
<i>Projects risk plans 10%</i>	<i>An indication of potential challenges which have caused project failures and the lessons learned from them</i>	<i>Proposal has a comprehensive project risk management plan with ratings, risk impact, mitigation strategies including Covid-19 compliance management</i>	<i>10</i>
		<i>Proposal only highlights project risks plans with limited understanding</i>	<i>5</i>
		<i>Proposal only indicates project risks without treatment plans</i>	<i>1</i>