

## Request for Proposals (RFP)

The provision of amended and updated Resource Efficiency and Cleaner Production (RECP) end-user and expert training material, including revised curriculum documents, offered by the NCPC-SA for CSIR

### RFP No. 992/11/05/2022

Date of Issue	Tuesday, 26 April 2022	
Closing Date	Wednesday, 11 May 2022	
Place	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2 BACKGROUND**

National Cleaner Production Centre of South Africa (NCP-C-SA) is a key industrial sustainability programme of the Department of Trade and Industry, hosted at the CSIR. The work of the NCP-C-SA promotes the implementation of Resource Efficiency and Cleaner Production (RECP) methodologies – identifying and advising on cost saving options through reduced energy, water and materials usage, as well as more efficient waste management and use.

Skills development and material development of training courses forms a key part of the assistance offered to industry as part of embedding the knowledge and expertise within the organisations to ensure long term sustainability.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited to amend and update the existing Resource Efficiency and Cleaner Production (RECP) training material for the end-user and expert training material, including revised curriculum documents, offered by the NCP-C-SA for the CSIR.

### **4 PROPOSAL SPECIFICATION**

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

The NCP-C-SA requires a comprehensive update to its RECP Training Material for both the End-User and Expert Level training courses. The content requirements stated in this

document, including annexures, must be incorporated to the satisfaction of the NCPC-SA. All the material developed under this contract will be owned by the CSIR and must be provided in a Microsoft Office Suite compatible digital format.

The current Curriculum documents, together with comments from two previous technical workshops conducted this year, will be provided to the winning bidder as source documents to this project. These curriculum documents need to be adapted to reflect the new material developed under this contract. The comments reflected in these documents has to be incorporated into the updated material, as well as the new curriculum documents.

The implementation of RECP principles, concepts and methodology must follow a typical Management System approach. The outcome of these training courses must result in Resource Efficiency Management that follows similar procedures, processes and protocols as required by Energy Management, Environmental Management and Quality Management. The RECP training content must include:

- Section 1: Legislative, Regulatory and Standards environment
- Section 2: Energy
- Section 3: Water and Effluent
- Section 4: Materials and Waste
- Section 5: Life Cycle Management
- Section 6: Carbon
- Section 7: Resource Performance Measurement

A realistic and reasonable timetable for the delivery of each one of the twenty-one tasks listed below, together with the quote, must be submitted by participating service providers. Due to the range of specialist disciplines that has to be covered in the training, it is anticipated that a team of experienced specialists will combine to deliver on all the expectations of the NCPC-SA.

#### 4.1 Required experience

**NOTE: The following qualifications, experience and areas of specialization are required to be part of the collective competencies of prospective team members**

To be eligible for being awarded this contract, the following requirements must be met:

- The project team has proven expertise in **all** the following RECP focus areas (**NOTE: These are the same focus areas that must be covered by the curriculum**):
  - Energy Management
  - Water and effluent Management
  - Materials and Waste Management
  - Carbon Emissions
  - Life Cycle Management
  - Performance measurement calculations
  - Awareness of global and local legislation and trends relating to sustainability, green economy, climate change mitigation and resource efficiency.
- The team includes at least one NCPC-SA certified, expert level trainer, in Energy Management System Implementation or the Energy System Optimisation disciplines offered by the NCPC-SA
- The team includes at least two certified experts, one qualified in Energy Management and one in RECP, duly recognised or certified by the NCPC-SA, UNIDO or the AEE.
- At least one NCPC-SA qualified RECP trainer is part of the development team.
- At least one member of the team can demonstrate knowledge and experience in the following ISO Standards:
  - In the ISO 50000 series:
    - ISO 50001, 50002, 50006, 50010 (SANS)
  - In the ISO 14000 series:
    - ISO 14064 (Greenhouse gasses inventory), 14065 (Greenhouse gas verification), 14067 (Carbon footprint of products), 14051 (material flow-cost accounting), 14041 through 14044 (life-cycle assessment)

#### 4.2 RECP Expert course update

##### **Task 1: Submit a Framework for the RECP training of the NCPC-SA**

Based on the sections listed earlier in this document, develop a framework of topics to be covered for each module. Draft a course outline, structure and delivery schedule for the implementation of the RECP training to be offered by the NCPC-SA. This framework will be

subject to written approval from the NCP-CA before commencing with the update of the slide pack, manual etc.

Skill-sets to be developed by the RECP Expert Training **MUST include, but should not be limited to:**

- Skill-sets required to do Greenhouse gases inventory, Greenhouse gas verification, Carbon footprint of products, material flow-cost accounting, life-cycle assessment
- Skill sets required to perform comprehensive resource efficiency assessments, report findings and implement savings opportunities
- Carbon reduction interventions and Carbon Tax calculations and submissions
- Water assessment methodology and principles
- Water treatment as applicable to industrial and commercial processes
- Importance of Industrial Water Efficiency
- Sound Principles of Water Management
- Water Assessment Focus Areas
- Industrial and Commercial water re-use and recycling (Grey Water)
- Effluent treatment and disposal in compliance with regulations and by-laws
- Industrial Symbiosis Principles, Methodology and Processes

At this point it must be clear that the Management System approach of Plan-Do-Check-Act will be followed. The proposed structure and delivery schedule must include:

- Detailed breakdown of all the main and sub-topics for each of the focus areas (refer to para 4.1) that will form part of the RECP Expert Level Course. The recommended number of slides per topic and the classroom time spent on each topic and section should be included.
- Reasonable justification for the number of theoretical modules (and the classroom hours to be allocated) that the Expert Course will be divided into.
- Scheduling of Tests.
- Timeframes for webinar participation and conclusion.
- Proposed duration of entire course.
- Scheduling of start and completion of assignments.
- Scheduling of final exam.

Specific relevant ISO Standards which will have to be referenced and contextualised include:

- In the ISO 50000 series:
  - ISO 50001, 50002, 50006, 50010 (SANS)
- In the ISO 14000 series:
  - ISO 14064 (Greenhouse gasses inventory), 14065 (Greenhouse gas verification), 14067 (Carbon footprint of products), 14051 (material flow-cost accounting), 14041 through 14044 (life-cycle assessment)
- ISO 9000 series

Relevant legislation (amendments **and associated regulations**) to be covered and contextualised must include but should not be limited to:

- Carbon Tax Act 15 of 2019
- Income Tax Act 58 of 1962 as amended
- NEMA Act 59 of 2008
- Energy Act 34 of 2008
- National Water Act 36 of 1998
- NEM: Waste Act 26 of 2014 (including the Extended Producer Responsibility Regulations)
- NEM: Air Quality Act 39 Of 2004

Typical International Treaties, Commitments, and agreements to cover and contextualise should include COP Commitments, Paris Agreement, Stockholm Convention, etc.

## **Task 2: Development of case studies for the Expert Level training**

New case-studies need to be included, covering a broader range of sectors. The NCPC-SA will make case-studies available that were developed recently. Case-studies for the Expert training needs to be more complex and elaborate than those for the end-user training. It must include:

- Scenario descriptions of operational circumstances at a particular enterprise
- Comprehensive Problem Statement(s)
- Assignment descriptions
- Memorandum with solutions and expected results from students
- At least 4 case studies that would require less than 30 minutes to solve
- At least 4 case studies that would require 60 minutes to solve

### **Task 3: Update slide pack**

For updating of the slide pack, the service provider is referred to the “Expert Curriculum document” as discussed during the RECP Technical Committee meeting (Annexure A). In addition to the required slide updates, new slides must be developed to cover all the topics prescribed by the Framework Document as agreed under Task 1.

The slide pack must include:

- Graphics to demonstrate concepts, where appropriate
- A master slide-pack that contains speakers’ notes
- The learners’ slide-pack

Additional requirements are:

- At the start of the second day (and following days), a 30-minute recap of the previous day’s material should be included with one or two slides of pointers to what was covered.
- A section of slides should be added on business case development and financial calculations.
- Curriculum documentation must be updated to reflect changes to the material.
- The latest NCPC-SA PowerPoint slides template must be used for all slides.
- Page references to the manual needs to be updated and slide numbers need to be updated.

### **Task 4: Pre-visit Questionnaire (PVQ) update**

The PVQ (Excel spreadsheets) must be updated in-line with changes to the other material. Notably, business case and financial calculations must be added.

### **Task 5: Development of the training manual**

The RECP Expert course has an existing manual; however, this manual needs extensive update. Multiple new sections and topics have been added during the previous update of the expert course, which, at the time, was not incorporated into the manual. Similarly, new material will be added during this update. The manual must cover all the theoretical information required to support the skill sets targeted by the RECP Expert Level training course. The topics, areas



of specialisation and skills descriptions to be covered by the material are comprehensively described in the Framework Document resulting from the conclusion of Task 1.

The manual needs to resemble the EM101 course manual with Learning outcomes at the start of each chapter and a summary and exercises with solutions at the end of each chapter. The content of existing NCP-CA material may be used, however, sourcing additional content from international sources like UNIDO, UN Environment Programme, ILO, etc., is also expected. Such sources must be approved by the NCP-CA before incorporation.

### **Task 6: Drafting of Tests for each Module**

Three tests with entirely different questions, as well as answer sheets, need to be developed in respect of each separate theoretical module of learning. Tests must be designed to confirm understanding of the material covered in the module. Tests will be written online in an open book format. It should, therefore, not contain theoretical questions (that can be copied directly from any source) but rather insight questions, multiple choice, short questions and calculations.

### **Task 7: Update of Expert exam**

New exam papers need to be developed to reflect the changed curriculum. The exam will be open-book and therefore requires a combination of insight-based questions as well as the requirement to perform a number of complex calculations, including multiple regression analysis. The exam will be written online and will therefore need to include a section of multiple-choice questions, shorter insight questions and longer questions requiring complex calculations. It is expected that the exam will take the candidates 4 hours to complete each.

A total of three exam papers, with completely different questions and answer sheets, needs to be developed. The weight to be allocated to each main section must be as follow:

- Section 1: Legislative, Regulatory and Standards environment – 20%
- Section 2: Energy – 15%
- Section 3: Water and Effluent – 15%
- Section 4: Materials and Waste – 15%
- Section 5: Life Cycle Management – 5%
- Section 6: Carbon (including calculations) – 15%
- Section 7: Performance Measurement (including calculations) – 15%

### **Task 8: Update continuous assessment sheet and scoring**

The current continuous assessment sheet needs updating to reflect changes in the material as well as webinars. The scoring of certain elements within the submissions such as reports need to be revised to be relevant and support objective scoring and the “weight” of sections within the reports.

### **Task 9: Update of webinar templates**

Webinar templates exist for this course but needs to be updated to reflect changes in material as well as new additional material such as business case and financial calculations. Webinar templates need to refer to excel sheets within the PVQ and each webinar should state that submission of the updated PVQ is required together with the respective webinar template.

### **Task 10: Expert Curriculum document update**

The NCPC-SA developed curriculum documentation based on the current Expert course. This document must be updated to reflect the new course material content, structure, timing, and slide numbers. This document must include:

- Target Audience
- Entry criteria
- Learning objectives and Learning Outcomes
- Host and Candidate Plant criteria
- List of information to be provided to prospective students
- List of information and data requirements from prospective students before the course commences.
- List of recommended pre-course reading including references to websites and organizations (local and global) that provides additional information, tools and support to RECP Professionals

### **Task 11: Report Template update**

The NCPC-SA has an RECP In-Plant-Assessment (IPA) report template. This report template will need updating to reflect new content as well as update current content to reflect the

methodologies and approach in the training. Formatting and branding will be done by the NCPC-SA.

#### **Task 12: Review and corrections or alterations**

Once the update to the Expert course is completed, it must be submitted to the NCPC-SA for first review. Comments by the NCPC-SA needs to be addressed before delivery of the course material.

#### **Task 13: Identification and packaging of existing RECP Tools**

Several international leaders in promoting RECP methodologies and technologies have developed tools to facilitate implementation of RECP principles. These include various UN Agencies and other Global Sustainability and Green Economy stakeholders. Research, reference and package RECP tools that are available as freeware for introduction to RECP Expert learners.

#### **Task 14: Train-the-Trainer Workshop**

This workshop will be in addition to the workshop for end-user training. The service provider will conduct two workshops for prospective RECP Expert Trainers from amongst the existing group of NCPC-SA-qualified RECP Trainers. The quote for the entire body of work described in this document, must include this requirement, excluding any possible operational expenses.

### 4.3 RECP End User course update

The RECP End User course needs to be aligned with the RECP Expert material, representing a learning pathway. The following tasks need to be completed:

#### **Task 15: Develop the Slide pack for the End User course**

The “End User Curriculum document” (Annexure B) as discussed during the RECP Technical Committee meeting must be used as a guide. The principle to be applied in developing the slides for the RECP End-User course, is that it must provide a learning/progression-pathway for inexperienced practitioners to acquire the necessary knowledge and skills to participate efficiently in the RECP Expert-level course. **Very little or no duplication of slide content**

**and lay-out between the End-User and Expert Level material should exist.** The slide pack must include:

- Graphics to demonstrate concepts, where appropriate
- Discussion prompts and exercises
- A master slide-pack that contains speakers' notes
- The learners' slide-pack

Additional requirements include:

- At the start of the second day, a 30-minute recap of the previous day's material should be included with one or two slides as pointers to what was covered. At the end of the second day a similar set must be included to summarize what was covered on the second day.
- A section of slides should be added on business case development and financial calculations.
- Curriculum documentation must be updated to reflect changes to the material.
- The latest NCPC-SA PowerPoint slides template must be used for all slides.
- Page references to the manual needs to be updated and slide numbers need to be updated.

### **Task 16: Development of discussion points and a quiz session**

These questions serve to test the candidate's understanding of the day's material and sparks interaction when answers are reviewed. Ten such questions need to be identified, typically covering a half-day's material. This would amount to four sets of 10 questions each (40 questions in total). In the online format (delivered over four half-days), this would amount to questions at the end of each day. Please also provide keywords to prompt discussions with, as well as the memo for the questions.

At the end of each chapter in the material, three discussion points (in the form of questions) should be developed. These should be easy questions that can be answered orally by candidates to recap on the chapter just covered. Answers to the questions need to be included in the facilitator notes of discussion point slides.

### **Task 17: Compile case-study hand-outs**

More recent case studies will be required to use interchangeably. The case-studies for the End-User training must be different from the ones used for the expert level course. These must include:

- Scenario descriptions of operational circumstances at a particular enterprise
- Comprehensive Problem Statement(s)
- Assignment descriptions
- Memorandum with solutions and expected results from students
- At least 2 case studies that would require less than 30 minutes to solve
- At least 2 case studies that would require 60 minutes to solve

### **Task 18: Drafting of End User tests**

Design three sets of test papers with answer sheets. Each test must consist of a completely different set of questions. The tests must be designed to assess the students' acquired knowledge about RECP and the implementation thereof. A good balance must be maintained between all the RECP focus areas and topics covered in the material, as well as the ability to perform essential calculations (appropriate for end user level) accurately.

The following criteria must be applied when designing the test:

- Open-book testing
- 2 Hours to complete
- A section consisting of multiple-choice questions
- A section that provides for short, insight-based questions
- A section for longer **basic** calculations
- Equal weight to each theoretical topic:
  - Section 1: Legislative, Regulatory and Standards environment – 20%
  - Section 2: Energy – 15%
  - Section 3: Water and Effluent – 15%
  - Section 4: Materials and Waste – 15%
  - Section 5: Life Cycle Management – 5%
  - Section 6: Carbon (including calculations) – 15%
  - Section 7: Performance Measurement (including calculations) – 15%

- Three Test Papers with answer-sheets that can be used interchangeably.

#### **Task 19: Review and corrections or alterations**

Once the End User material is completed, it must be submitted to the NCPC-SA for first review. Comments by the NCPC-SA needs to be addressed before final delivery of the course material.

#### **Task 20: Delivery of two Train-the-trainer Workshops**

The service provider will conduct two workshops for prospective RECP Trainers from amongst the existing group of NCPC-SA-qualified RECP Trainers.

#### **Task 21: End User Curriculum document update**

The current curriculum document must be updated to reflect the new course material content, structure, timing, and other relevant information. Recommend local and international literature sources (including websites) add value to the end user course.

#### 4.4 Summary of deliverables

<b>Task</b>	<b>Deliverable</b>
Task 1	Submit a Framework for the RECP training of the NCPC-SA
Task 2	Pre-visit Questionnaire (PVQ) update
Task 3	Development of Expert case studies
Task 4	Develop Expert course slide pack
Task 5	Development of the expert level training manual
Task 6	Drafting of Tests for each Module
Task 7	Expert case studies handout
Task 8	Update continuous assessment sheet and scoring
Task 9	Update of webinar templates
Task 10	Expert Curriculum document update
Task 11	Report Template update
Task 12	Review and corrections or alterations

Task 13	Identification and packaging of existing RECP Tools
Task 14	Train-the-Trainer Workshop – Expert Level
Task 15	Develop the Slide pack for the End User course
Task 16	Development of discussion points and a quiz session
Task 17	Compile case-study hand-outs
Task 18	Drafting of End User tests
Task 19	Review and corrections or alterations
Task 20	Delivery of two Train-the-trainer Workshops – End-user Level
Task 21	End User Curriculum document update

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Criteria Description	Weight
Resources	Provide a list of references and sources that will be used in execution of the project.	15
Timeframe	Projected timeframe to complete all tasks described in proposal for the RFP	15
Project Plan	Provided a project plan reflecting the start and completion dates of all required tasks	15
Capacity	Compilation of the team comprises of sufficient resources	20
Qualification and experience of team members	CV's of team members reflects sufficient expertise and experience across all RECP disciplines	20
Additional elements that adds value	Proposal includes additional elements that adds value to the potential impact of the proposed curricula	15
	<b>Total</b>	<b>100</b>

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; and
- The proposed project team does not include members that collectively meet **all** of the criteria listed below:
  - At least one individual that has successfully completed the EnMS Expert level training offered by the NCPC-SA.
  - At least one individual that is certified by the NCPC-SA as an expert level trainer in EnMS or any of the ESO disciplines offered by the NCPC-SA.
  - In addition to the previous requirement at least one individual that is certified by the NCPC-SA as an RECP trainer.
  - Collectively the team must demonstrate at least one individual that has more than 5 years' experience in all of the following in compiling greenhouse gas inventories, determining carbon footprint of organizations and/or products, material flow-cost accounting and life-cycle assessment.
  - At least one individual that has more than 10 years' experience in applying ISO standards, either by measuring compliance or by assisting organization towards ISO certification.
  - At least one individual that can demonstrate more than 10 years' experience in and awareness of global and local legislation and trends relating to sustainability, circular economy, climate change mitigation and resource efficiency.

## 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](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

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted using the following email address: [tender@csir.co.za](mailto:tender@csir.co.za)

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 26 April 2022
- Last date for submission of queries: 05 May 2022
- Closing / submission Date: 11 May 2022
- Estimate appointment date of successful tenderer: 31 May 2022
- Estimated contract duration (in months/years) 7 Months

### 10 SUBMISSION OF PROPOSALS

10.1 Proposals must consist of two parts, each of which clearly marked:

PART 1: Technical Proposal: RFP No.: 992/11/05/2022

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

RFP No.: 992/11/05/2022

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

10.3 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 email address mentioned above no later than the closing date of *Wednesday*, 11 May 2022 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 CSIR 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.*

### 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.

14.5 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.

## **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 992/11/05/2022 - The provision of amended and updated Resource Efficiency and Cleaner Production (RECP) end-user and expert training material, including revised curriculum documents, offered by the NCPC-SA for 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.

## **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.

## **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-imburements, 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 Pin of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates.
- 25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **26 CSIR RESERVES THE RIGHT TO**

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

## DECLARATION BY TENDERER

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

**RFP No: 992/11/05/2022**

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. **992/11/05/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	



## 28 ANNEXURE A – Technical scorecard

Criteria	Criteria Description	Weight		3		5		7		10
References and sources	Provide a list of references and sources that will be used in execution of the project.	15		Provided a list of less than 7 references and sources that will be used in execution of the project.		Provided a list of 7-13 references and sources that will be used in execution of the project.		Provided a list of 14-20 references and sources that will be used in execution of the project.		Provided a list of more than 20 references and sources that will be used in execution of the project.
Timeframe	Projected timeframe to complete all tasks described in proposal for the RFP	15		The projected timeframe to complete all tasks described in the proposal is more than 7 months.		The projected timeframe to complete all tasks described in the proposal is more than 6 months		The projected timeframe to complete all tasks described in the proposal is no more than 6 months		The projected timeframe to complete all tasks described in the proposal is 5 months or less
Project Plan	Provided a project plan reflecting the start and completion dates of all required tasks	15		Provided did not meet any expectations		Provided a project plan that does not reflect the start and completion dates of all required tasks		Provided a project plan reflecting the start and completion dates of all required tasks, as well as the resource allocation for each		Provided a project plan with Gant chart, reflecting the start and completion dates of all required tasks, as well as the resource allocation for each
Capacity	Compilation of the team comprises of sufficient resources	20		Project team consist of less than 2 members representing specialist knowledge and experience in all RECP disciplines		Project team consist of 2 members representing specialist knowledge and experience in all RECP disciplines		Project team consist of 3 members representing specialist knowledge and experience in all RECP disciplines		Project team consist of 4 or more members representing specialist knowledge and experience in all RECP disciplines

Qualification and experience of team members	CV's of team members reflects sufficient expertise and experience across all RECP disciplines	20		Collectively, team members significantly lack required areas of specialisation and experience. (Refer to para 4.1)		Collectively, team members meet most of, but not all required areas of specialisation and experience. (Refer to para 4.1)		Collectively, team members meet all required areas of specialisation and experience. (Refer to para 4.1)		Collectively, team members exceed the required areas of specialisation and experience. (Refer to para 4.1)
Additional elements that adds value	Proposal includes additional elements that adds value to the potential impact of the proposed curricula	15		Proposal does not include additional elements that adds value to the potential impact of the proposed curricula		Proposal includes additional elements that adds value but does not include additional topics covered by the curriculum.		Proposal does include additional topics covered by the curricula.		Proposal includes two or more of the following additional elements that adds value to the potential impact of the proposed curricula: <ul style="list-style-type: none"> <li>• Additional topics covered by the curriculum.</li> <li>• Additional set of exam papers with answer sheets.</li> <li>• Additional case studies.</li> </ul>
	<b>Total</b>	<b>100</b>								