



**The provision of services by specialist
Infection Prevention and Control (IPC)
consultants to provide technical support for
COVID-19 Risk Response to support the CSIR
Smart Places unit.**

RFP No. 996/06/06/2022

Date of Issue	Monday, 23 May 2022
Compulsory briefing session	None
Closing Date	Monday, 06 June 2022 at 16h30
Electronic Submission	Email: tender@csir.co.za If the size of the documents exceed 30MB, send multiple emails. Use the tender number and description as the subject on the email.
Enquiries	Strategic Procurement Unit E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30
Category	Professional Services

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

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

2 BACKGROUND

The overall objective of this request for tenders is to invite suitable candidates in the provision of services for specialist infection prevention and control (IPC) consultancy; to provide technical support in the event of COVID-19 or related outbreaks, the further development of learning material, the presentation of online courses on COVID-19 and TB, and guidance on COVID-19 and TB IPC management in healthcare settings.

South Africa is part of the 22 countries in the world with the highest burden of TB. Nearly 500 000 new cases of TB are notified annually. The TB epidemic in SA has been exacerbated by the emergence of drug resistant forms of the TB bacteria. Although a has been done to stabilise the magnitude of the TB problem, a lot of effort is still required to provide quality healthcare to TB patients. The COVID-19 pandemic has added a new challenge in the provision of services to TB patients and people living with HIV (PLHIV).

Provision of continuing professional development and education for private and public sector clinicians, as well as other relevant categories of healthcare workers, is part of the strategy to help improve the quality of healthcare provision to TB patients.

The Infrastructure Innovation Research Group offers expertise in IPC and the built environment fields. In order to reach a larger audience and increase their impact in healthcare IPC, the CSIR is delivering a series of four webinars, each consisting of five days – 2 hours – per day online sessions, on IPC matters to the general healthcare community in South Africa, as well as providing technical support to facilities and the National Department of Health.

This document describes the general terms and conditions to which all tenderers must comply.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services of specialist IPC consultants to provide technical support for COVID-19 risk response. This service will support the CSIR Infrastructure Innovation Research Group in the delivery of four webinars (one week each) on IPC matters, particularly pertaining to the built environment. The specialist IPC consultants are required to develop learning material, and to facilitate and present online courses on COVID-19 and TB IPC management in healthcare settings as part of the webinar series.

4 PROPOSAL SPECIFICATION

The CSIR requires the service provider (SP) to provide specialist IPC consulting and technical support for COVID-9 risk response and outbreak support, and to support the CSIR in the development and online live presentation of learning material for a webinar on COVID-19 and TB IPC management in healthcare settings.

This course content provided by the SP must include all aspects of a comprehensive strategy for COVID-19 and TB prevention, diagnosis and treatment including:

- 1) the epidemiology of COVID-19 and TB,
- 2) clinical management of COVID-19 and TB,
- 3) administrative and managerial controls for COVID-19 and TB IPC,
- 4) engineering control for airborne and contact transmission,
- 5) personal protective equipment and,
- 6) risk management.

Technical content of the course must be up-to-date, with scientifically and clinically sound information aligned with national and international guidance institutions (WHO, NDoH, NICD, etc.), and must include practices, tools, diagnosis, care, treatment and support, and infection prevention and control. There should be focus on considerations for high risk and vulnerable groups such as the elderly, co-infected patients, diabetics and other immune suppressed individuals and healthcare workers.

The SP should contribute to the knowledge base and skills required to effectively train and educate healthcare workers, administrators and facility staff with a particular interest in IPC for COVID-19, TB and healthcare associated infections (HAI) related outbreaks.

The SP will be expected to provide expert support for a maximum of 150 hours through assigning suitably qualified personnel specialising in IPC matters in support of South African National, Provincial and District Departments and, where required, in Africa.

The service provider must meet the following requirements:

- 1) Experience in developing, updating, and presenting course material on IPC. This should include ability to develop, update and present short courses as described and agreed upon with the CSIR team.
- 2) Listed experience on COVID-19, TB and HAI.
- 3) Demonstrate knowledge and work experience in healthcare settings.
- 4) Ability to produce high quality work to deadlines with minimum supervision.
- 5) Deliver 4 short (1 hour) presentations per week and serve as expert panellist for the full 2-hour sessions for a total of 16 sessions running from the week ending 8 July 2022 to the week ending 26 August 2022.
- 6) Provide technical ad hoc consulting on emergency COVID-19 and other outbreak responses. Testimony of prior experience in outbreak response is required (list experience in company or personal profile).
- 7) Provide a team of at least four highly qualified IPC experts that are nationally recognised and with at least one international expert and course presenter (speaker). Included in this team must be an advisor with experience in outbreak response not limited to COVID-19.
- 8) Provide evidence of support and consultation for WHO, CDC and/or other leading international IPC and health related organisations.

The successful Service Provider must have team members with the following qualifications and expertise, evidenced in their submitted company or personal profile:

1. Qualifications

- Clinical Management,
- Clinical Governance Specialist,
- Medical Microbiology, Infectious Diseases and Community Health,
- At least a Master's in Infection Prevention and Control,
- At least a Bachelor's Degree in Nursing,
- At least a Bachelor's Degree in Science, Biology and Psychology

2. Experience:

- Experience in Disease Outbreak Response,
- Experience Delivering IPC Courses and Programs in South Africa and Internationally,
- Experience as an IPC Consultant in South Africa and Internationally,

- Served a member of National Department of Health COVID-19 response task team with evidence of support and participation,
- Experience in IPC Policy Guideline development,
- Evidence of Publication(s) in field of IPC.

The specialist IPC consultants are required to develop learning material, facilitate and present online courses on COVID-19 and TB IPC management in healthcare settings.

5 FUNCTIONAL EVALUATION CRITERIA

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

	Criteria	Weight
1	Qualifications of team members	20
2	Experience in IPC consultancy	20
3	Participation in international committees such as WHO and National Department of Health COVID-19 Task teams	20
4	Track record: Material development and presentation of similar training courses	10
5	Experience in outbreak response (nationally and internationally)	10
6	References: Contact details of references.	10
7	International Speaker(s)	10
	Total	100

Proposals with technical scores of less than the predetermined minimum overall percentage of **80%** or less than **50%** on any of the individual criteria will be eliminated from further evaluation.

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 an incorrect email address;
- Failure to sign declaration by tenderer
- National Treasury Restricted Suppliers

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

All Applicants must submit documents containing the following information together with documentary proof:

- 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;
- 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);
- B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations; and

SECTION B– TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at: tender@csir.co.za

The CSIR requires that all tender submissions be submitted electronically to:

tender@csir.co.za. Should tender file size exceed 30 MB, tenderers can submit tender in multiple emails. Use the tender number **996/06/06/2022** and description of the tender as the subject on your email.

9 TENDER PROGRAMME

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

Table 5: Tender Programme

• Issue of tender documents:	Monday, 23 May 2022
• Compulsory Briefing session:	None
• Closing / submission Date:	Monday, 06 June 2022 at 16:30

10 SUBMISSION OF PROPOSALS

- 10.1** All proposals must be submitted at: tender@csir.co.za.
- 10.2** All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.
- 10.3** Proposals must consist of three parts, each of which is submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender:
- PART 1: Technical Proposal: RFP No.: **996/06/05/2022**
 - PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
 - RFP No.: **996/06/06/2022**
- 10.4** Proposals submitted by companies must be signed by a person or persons duly authorised.
- 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 solution, price and B-BBEE.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted to tender@csir.co.za no later than the closing date of **Monday, 06 June 2022** at 16:30.

Where a proposal is not received by the CSIR by the due date and time via the stipulated email address, 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 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 technical capability, 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 the evaluation of the **technical criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after technical capability phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for technical capability 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 respective 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** Pricing Schedule Matrix is a mandatory submission designed to facilitate evaluation. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.3** 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.
- 14.4** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.5** Price should indicate the Rand/Dollar exchange rate and the cost of the forward cover valid for SIX (6) Months from the date of the proposal if applicable.
- 14.6** 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.

14.7 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 six (6) 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. **996/06/06/2022** – The provision of services for specialist IPC consultants to provide technical support for COVID19 risk response to support the CSIR IPC Built Environment unit” as the subject.

The closing date for the technical enquiries is Wednesday, **01 June 2022**. Responses to the enquiries will be published at CSIR website under tenders.

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 The CSIR requires that all suppliers submit proposals electronically to CSIR at tender@csir.co.za.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

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

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** Only economy class tickets will be used.
- 24.2** A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.3** 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 a proposal from a joint venture, the following must be submitted together with the proposal:

25.3.1 Joint venture Agreement including split of work signed by both parties;

25.3.2 The original or certified copy of the B-BBEE certificate of the joint venture;

25.3.3 The Tax Clearance Certificate of each joint venture member;

25.3.4 Proof of ownership/shareholder certificates/copies; and

25.3.5 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.

25.6 During Contracting, the CSIR will negotiate with the winning tenderer to convert any Partial Compliance Scores that they have received in their tender response to become fully compliant. This is done to ensure that the tenderer fully complies with all of the CSIR's requirements. Furthermore, this will be done at no additional cost to the CSIR.

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 to a single supplier or multiple suppliers;

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.

28 DECLARATION BY TENDERER

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

RFP No: **996/06/06/2022**

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. 996/06/06/2022** 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
.....
.....
DATE:

29 ANNEXURE “A” FUNCTIONALITY EVALUATION SCORE SHEET

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

Criteria	Proof of	Weight	0	5	8	10
Qualification	Proof of qualification in the required fields	20	No information	Complies with some qualifications of each required field (as listed in Section 4) but with no direct IPC related skill training	Complies with some qualifications of each required field (as listed in Section 4) and with direct IPC related skill training	Complies with all qualifications of each required field (as listed in Section 4) and with direct IPC related skill training.
Experience in IPC consultancy	Years of experience	20	No information	1 – 2 years of experience in the field of IPC.	3-4 years of experience in the field of IPC.	More than 5 years experience in the field of IPC.
Participation in international committees such as WHO and National Department of Health COVID-19 Task teams	Company or personal profile demonstrate participation in international committees such as WHO or CDC ; and National Task Teams such for COVID-19 or TB	20	No information	No contribution in international committees. Contribution in National Task Teams for COVID-19 and/or TB.	Contribution in 1 international committee such as WHO and CDC. Contribution in 1 National Task Teams for COVID-19 and or TB.	Contribution in 2 or more international committee such as WHO and CDC. Contribution in 1 or more National Task Teams for COVID-19 and/or TB.
Track record: Material development and presentation of similar training courses	Proven experience based on similar projects.	10	No information	Partially complies with the requirements in terms of the provision of services for specialist IPC consultants to provide technical support for COVID19 risk response to support the CSIR IPC Infrastructure Innovation project work.	Satisfactory complies with requirements in terms of the provision of services for specialist IPC consultants to provide technical support for COVID19 risk response to support the CSIR IPC Infrastructure Innovation project work.	Specifically comply with the requirements in terms of the provision of services for specialist IPC consultants to provide technical support for COVID19 risk response to support the CSIR IPC Infrastructure Innovation project work; proven experience in specific training requirements.
Experience in outbreak response (nationally or internationally)	Evidence or traceable reference to involvement in outbreak response.	10	No information	No international outbreak response experience. At least one national outbreak response experience.	At least one international outbreak response experience and at least one national outbreak response experience.	Two or more international outbreak response experience and at least one national outbreak response experience.

References: Contact details of references for above criteria.	Contactable references	10	No information	Contact details of at least one reference provided.	Contact details of at least two references provided.	Contact details of at least three references provided.
Inclusion of international presenters	one or more international presenters	10	No information	One international presenter included in the program.	Two international presenters included in the program.	More than two international presenters included in the program.
Total		100				

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **80%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

END OF RFP