



Request for Proposals (RFP)

**For Organisational Development Panel of Experts for a
Three (3) Year Period.**

RFP No. 999/27/06/2022

Date of Issue	Monday, 13 June 2022	
Closing Date	Monday, 27 June 2022	
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	4
1 INTRODUCTION	4
2 BACKGROUND	4
3 PURPOSE OF THE ORGANISATIONAL DEVELOPMENT (OD) PANEL	4
4 INVITATION FOR PROPOSAL	4
5 PROPOSAL SPECIFICATION	5
6 FUNCTIONAL EVALUATION CRITERIA	6
7 ELIMINATION CRITERIA	7
8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION & TAX CLEARANCE CERTIFICATE	7
SECTION B – TERMS AND CONDITIONS	8
9 PROCEDURE FOR SUBMISSION OF PROPOSALS	8
10 DEADLINE FOR SUBMISSION	8
11 TENDER PROGRAMME	8
12 AWARDING OF TENDERS	8
13 EVALUATION PROCESS	9
14 PRICING PROPOSAL	9
15 VALIDITY PERIOD OF PROPOSAL	10
16 APPOINTMENT OF SERVICE PROVIDER	10
17 ENQUIRIES AND CONTACT WITH THE CSIR	10
18 MEDIUM OF COMMUNICATION	10
19 COST OF PROPOSAL	11
20 CORRECTNESS OF RESPONSES	11
21 VERIFICATION OF DOCUMENTS	11
22 SUB-CONTRACTING	11
23 ENGAGEMENT OF CONSULTANTS	12
24 TRAVEL EXPENSES	12
25 ADDITIONAL TERMS AND CONDITIONS	12
26 CSIR RESERVES THE RIGHT TO	13
27 DISCLAIMER	13
DECLARATION BY TENDERER	14
28 ANNEXURE A	15
29 ANNEXURE B RETURNABLE CHECKLIST	17

30	ANNEXURE C REFERENCE FORM	19
31	ANNEXURE D – PRICING SCHEDULE	20
32	ANNEXURE E SBD1 FORM	21

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 CSIR is committed and dedicated to creating an enabling environment that allows its people to have meaningful and fulfilling careers. As an employer of choice in our industry, at the CSIR we continuously provide platforms for our workforce to enhance their overall wellbeing. We recognise organisational culture and ways of working as critical contributing factors in creating this enabling environment.

3 PURPOSE OF THE ORGANISATIONAL DEVELOPMENT (OD) PANEL

The purpose of the OD panel is to provide advisory support to the Organisational Effectiveness (OE) and Employee Wellness Cluster. The appointed Service Providers will serve on the panel for a period not greater than thirty-six (36) months as and when required depending on the project scope and budget.

The CSIR will not appoint a single company but will work with different service providers that satisfy the set functionality criteria which are also the most competitive in terms of price and B-BBEE. The appointed service providers will be listed as preferred suppliers and will be approached as and when required.

4 INVITATION FOR PROPOSAL

Proposals are hereby invited for to the CSIR for a period of three (3) years to provide advisory support to the Organisational Effectiveness and Employee Wellness Cluster.

5 PROPOSAL SPECIFICATION

All proposals are to be submitted as specified in this document.

5.1 Technical Proposal

The following must be submitted as part of the technical proposal:

- Covering letter which should indicate the domains of the scope the bidder would like to be considered for based on their capabilities;
- Company profile clearly stipulating the number of years rendering similar services;
- Provide a minimum of three (3) contactable references from previous clients for similar work done;
- Provide a sample report of incidence report and usage of the service

5.2 SCOPE OF SERVICE

Service offering is for +/-2300 personnel

The OD and Employee Wellness Experts will partner with the OE & Wellness Cluster in providing OD advisory and Training services to the business in relation to the following domains of expertise:

- a) Organisational Assessment (Surveys, Focus groups, etc.)
- b) People Analytics
- c) Organisational Development Interventions
- d) Team Development Interventions
- e) Employee Wellbeing
- f) Change Management/Culture Change
- g) Psychological Safety
- h) Group Process Facilitation
- i) Organisational Design Projects

These experts should be Health professional Council of South Africa (HPCSA) registered as Psychologists in the categories of Industrial Psychology, Clinical Psychology and Counselling Psychology or they should be registered with South African Council of Social workers (SACSSP). They should also have extensive lecturing, consulting / private practice,

or corporate work experience in the domain of Organisational Development and Employee Wellbeing/Mental Health.

General Provisions

Service providers will be expected to hand-over any employee files and any other relevant information as and when requested by the CSIR as per the Electronic Communications & Transactions Act 25 of 2002.

6 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factors	Criteria Description	Weighting (%)
Company Experience	Number of years the tenderer has been rendering the services stipulated in paragraph 5 above	10
Key Assignment Staff Experience	Number of years in experience the Key staff (Project /Team lead) have within the Scope of offering as stipulated in paragraph 5	15
Client references	The service provider must have dealt with large organisations of at least 1500 employees. At least three references (3) to be supplied Must have dealt with large organisations (Generic)	15
Sample of Client Report	Provide a sample corporate client report.	30
Company expertise	The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document, particularly in paragraph 5. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request must be provided.	30

6.2 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 criterion will be eliminated from further evaluation.

6.3 Refer to Annexure “A” for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the closing date;
- Proposals submitted at email address
- If bidder is listed on National Treasury’s database of restricted suppliers.
- Failure to submit the Bidder's Declaration of Interest Form
- Failure to submit proof of registration of key staff (Project/Team lead) with the Health Professions Council of SA (HPCSA) as Psychologists in the categories of Industrial Psychology, Clinical Psychology and Counselling Psychology and Social workers be registered with South African Council of Social workers (SACSSP)
- The professional should also be in good standing with their professional bodies.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION AND TAX CLEARANCE CERTIFICATE

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
- have its tax affairs in good standing with the South African Revenue Service (SARS).

Failure to register on the National Treasury’s Central Supplier Database or resolve tax affairs within a period of 7 (seven) days following request to do so will lead to elimination.

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.
- 9.7 Proposals submitted by companies must be signed by a person or persons duly authorised to do so.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of Monday, 27 June 2022 by 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 disqualified.

11 TENDER PROGRAMME

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

- Issue of tender documents: Monday, 13 June 2022
- Compulsory briefing session: Not applicable
- Last date for submission of queries: Friday, 17 June 2022
- Closing / submission Date: Monday, 27 June 2022

12 AWARDING OF TENDERS

- 12.1 Awarding of tender 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 contract to the successful tenderer.

A two-phase evaluation process will be followed.

- The first phase includes elimination of tenders based on the elimination criteria and evaluation on functionality requirements, local production and content, if applicable.
- The second phase includes the evaluation of tenders based on 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.

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 period of six (6) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDERS TO THE PANEL

16.1 The contracts will be awarded to the tenderers 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 providers shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with “RFP No: 999/13/06/2022 -CSIR Organisational development panel of Experts” 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.

22.3 Where the tenderer intends to sub-contract a portion of the contract, the capabilities of the subcontractor will be evaluated in accordance with the criteria defined in the RFP. The

tenderer must provide a sub-contract agreement indicating the split of work and must be duly signed by parties thereto.

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 R1400.00 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.
- 25.5** 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 tender validity period;
- 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: 999/27/06/2022

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. 999/27/06/2022** 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	
1
2
DATE:.....	

28 ANNEXURE A

Functional Factors	Proof Required	Weighting	0	5	7	10
<p>Company Experience</p> <p>Not less than 3 years rendering OD advisory support.</p>	<p>Bidder's profile clearly indicating the number of years in business providing OD advisory support to foster Organisational Effectiveness (OE).</p>	10	Less than 3 years	3- 5 years	>5 – 8 years	More than 8 years
<p>Key Assignment Staff Experience</p> <ul style="list-style-type: none"> The project/team leader must have <u>not less</u> than 3 years' experience in the design, development and implementation of a OD strategies. Experience in working with organisations similar in nature to the CSIR in the past 3 years with successful OD strategy interventions would be a strong advantage. 	<p>CV of project/team lead explicitly indicating the number of years leading OD assignments and to which organisations.</p> <p>Examples of success stories demonstrating experience and successful outcomes.</p>	15	Less than 3 years	3 – 5 years	>5 – 8 years	More than 8 years
<p>Client references.</p> <ul style="list-style-type: none"> The service provider/company must have dealt with large organisations of at least 1500 employees 	<p>At least three references (3) to be supplied</p> <p>Must have dealt with large organisations (Generic) – Refer to Annexure B (returnable checklist) for guidelines.</p>	15	Less than 3 references provided, or references are not in line with set requirements or are not relevant	3 – 5 positive references provided	6 – 7 relevant references provided	More than 7 relevant references provided

<ul style="list-style-type: none"> The company must have not less than 3 references confirming successful OD strategies in organisations of at least 1500 employees in the past 3 years. 						
<p>Sample Feedback Reporting</p> <ul style="list-style-type: none"> The report should cover the context of the project, the nature of the intervention/programme, the budget, impact evaluation methods/approach and recommendations 	<p>Provide a sample report of Corporate Client Project Reports.</p>	<p>30</p>	<p>Did not provide any sample report or did not understand requirements.</p>	<p>Report provided but not relevant to service requirements. Poor content in the reporting</p>	<p>Report provided fully meets the requirements.</p>	<p>Report provided exceed the requirements.</p>
<p>Company expertise</p>	<p>The bidder must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document, particularly in paragraph 5.</p> <ul style="list-style-type: none"> A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request must be provided. An in-depth understanding of the CSIR and its role and mandate is required. 	<p>30</p>	<p>Non-submission or proposal does not address the scope of the assignment</p>	<p>Approach is very generic. The bidder's proposal addresses and meets minimum or basic project requirements. the sequencing of activities indicates the bidder understand the requirements.</p>	<p>Approach is specifically tailored to suit the CSIR's OD strategy requirements, the sequencing of activities demonstrate that the bidder clearly understand the requirements and has a good understanding of the needs of the CSIR.</p>	<p>The approach is innovative and more than exceeds the expectations of the CSIR. The sequencing of activities indicate the bidder has an excellent or demonstrated in-depth understanding of the requirements of the CSIR.</p>

29 ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
Description	Included	
	Yes	No
Proof of registration with the Health Professional Council of SA (HPCSA) – (Provide proof of registration [must be in good standing])		
Company Experience– (Company Profile) Number of years the company has been providing OD advisory support services. The company must have not less than 5 years servicing organisations of at least 1500 employees.		
Company References – <i>(Client reference letters or Completed reference form- Annexure C)</i> At least three references (3) to be supplied Must have dealt with large organisations (Generic). No letters from other service providers will be accepted as these do not elaborate on bidder’s workmanship and work ethic. Reference letters must be provided to substantiate such claims. The references letters must have the following details: <ul style="list-style-type: none"> • The reference letter must be in official client company letterhead; • The reference letter must be from different entities • The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract. 		

<ul style="list-style-type: none"> The reference letter must have email address and telephone number. 		
<p>Methodology and Approach including Work plan/timelines – (Detailed Methodology and Approach)</p> <p>The service provider must explain their understanding of the objectives of the assignment, approach to the assignment and the methodology for carrying out the assignment. The main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology.</p>		

PART B: PRICING PROPOSAL				
32	Pricing Proposal			
33	Valid B-BBEE Certificate or affidavit			
34	Completed SBD1 Form			

Any other relevant document may be submitted, to substantiate the bidder’s proposal.

30 ANNEXURE C REFERENCE FORM

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: **Project End Date:**

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: **Date:**

IN ADDITION TO REFERENCE LETTERS, THE FORM MUST BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFEREE AND NOT BIDDER)

31 ANNEXURE D – PRICING SCHEDULE

31.1

Service Component	Year 1 (Excl. VAT)	Year 2 (Excl. VAT)	Year 3 (Excl. VAT)
Hourly rate: Junior Consultant			
Hourly rate: Senior Consultant			
Sub-Total			
VAT			
Total			

32 ANNEXURE E SBD1 FORM

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFP: 999/27/06/2022	CLOSING DATE:	27/06/2022	CLOSING TIME:	16h30
DESCRIPTION	Request for Quotation (RFP) For Organisational Development Panel of Experts for a Three (3) Year Period				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS					
Bid response documents are to be submitted to this e-mail address: tender@csir.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mmatabane Hlapisi		CONTACT PERSON	Mmatabane Hlapisi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
32.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		32.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.