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**Request for Proposals (RFP)**

**The provision of professional service to undertake an in-depth assessments in participating companies: Industrial Symbiosis programme for SWITCH Africa Green Component B**

**RFP No. 768/28/04/2017**

|  |  |  |
| --- | --- | --- |
| Date of Issue | Tuesday, 18 April 2017 | |
| Closing Date | Friday, 28 April 2017 | |
| Place | Tender box, CSIR Main Reception, Gate 3 ( North Gate) | |
| Enquiries | Strategic Procurement Unit | E-mail: [tender@csir.co.za](mailto:tender@csir.co.za) |
| CSIR business hours | 08h00 – 16h30 | |
| Category | Professional Services | |

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# SECTION A – TECHNICAL INFORMATION

# 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.

The National Cleaner Production Centre of South Africa (NCPC-SA) is an industry sustainability programme of Department of Trade and Industry (the dti). The purpose of the Centre is to promote the adoption and implementation of Resource Efficiency and Cleaner Production (RECP) within the South African industry sectors to enable industries to become more competitive and strengthen the market. In order to ensure its relevance the NCPC-SA has aligned its sectoral focus with the dti’s Industrial Policy Action Plan II (IPAP 2/3). NCPC-SA also plays a major role in United Nations project coordination and implementation.

# BACKGROUND

SWITCH Africa Green, is an initiative developed and funded by European Union (EU) in partnership with United Nations Environmental Programme (UNEP), United Nations Development Programme (UNDP) and United Nations Office of Project Service (UNOPS). The programme has been developed to support six African countries (South Africa, Ghana, Kenya, Burkina Faso, Mauritius and Uganda) in their transition to inclusive green economy, and in promoting a shift to sustainable consumption and production patterns. The initiative has been run in Asia and Mediterranean regions. In South Africa the lead national agency is Department of Environmental Affairs in partnership with National Cleaner Production Centre as the implementing hand of the Department on this programme.

The programme has three components, policy support, green business development and networking facility. The policy support component will respond to the specific needs of the country with a focus on enabling and strengthening sustainable consumption and production. Green Business Development component aims to support to move towards resource-efficient green business.

The third components, (a Networking Facility) focus on national and inter-country information exchange to facilitate dissemination and replication of successes and lessons. SWITCH Africa Green South Africa addresses three sectors; agriculture, manufacturing and integrated waste managements.

The policy support component has supported the implementation of this green business development component through review of the South African policy and regulatory framework underpinning the selected sectors on green economy and identifies of gaps and opportunities for MSMEs in this sectors which includes small scale farmers improvement, industrial symbiosis in small manufacturers and buy-back centres for integrated waste management.

# INVITATION FOR PROPOSAL

Proposals are hereby invited for provision of professional service for Industrial symbiosis Training and In-depth assessments in 10 (ten) sites around Limpopo Province and determine their baseline data.

This will involve identification and matching of potential Synergies, collection and analysis of the resource utilisation and waste generation for the past 2-3 years. 10 (Ten) Companies that are within the 3 priority sectors: Agriculture, Manufacturing and Integrated Waste Management are to participate in this programme and under-go RECP/Industrial Symbiosis (IS) Assessments.

# PROPOSAL SPECIFICATION

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

The project will be conducted and implemented in companies based in Limpopo Province focusing in three sectors (agriculture, manufacturing and integrated waste management). The project will focus on transferring Industrial Symbiosis methodologies to recruited MSMEs through training in Industrial Symbiosis. MSMEs are companies that fall within this scale- range from micro 1– 9 employees, small 10 - 49 employees and above to medium- from 50 employees -200 Employees.

Recruited MSMEs companies are situated within the radius of 50km from Polokwane.

**A project plan/schedule** MUST be provided to indicate planning of the deliverables; 10 MSMEs recruitment, 10 MoA signed and baseline data of the companies for the last 2-3 years within 3 months, like in the table below.

* 1. Deliverables

|  |  |  |
| --- | --- | --- |
| **Activity1** | | **Scope of work for NCPC-SA** |
|  | | |
| 1. 1 | Inception Meetings(x10) | Organize company visit for project inception to companies through presentations and sign MoA with the company upon understanding of the project |
| 1.2 | In-Depth assessments Reports (x10) | identify resource utilization and waste generation data for the past 2-3 years in order to establish baseline information on resource performance indicator and hence potential for improvement |
| 1.3 | Training | Train the beneficiary companies on Industrial Symbiosis for Enhancing resource productivity and environmental Performance |

* 1. Activities Timeframes

The required activity delivery dates for each activity are indicated in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activities** | May  2017 | June | July |
| 1.1 | 10 / Company visits | ① |  |  |  |  |
| Company Visit/ Presentations |  |  |  |
| Signing MoA/Training |  |  |  |
| 1.2 | In Depth assessments reports x10 |  |  |  |

## REPORTING AND DELIVERABLES

The successful bidder will be required to produce the following documents at the end of the respective activities:

Activity 1.1:

* 10 inception notes.
* Minutes and attendance register of Company visit
* Standard presentations report conducted during recruitment

Activity 1.2:

* Baseline data for 10 recruited companies.

# FUNCTIONAL EVALUATION CRITERIA

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

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
| Knowledge of Industrial Symbiosis and attended Resource efficiency and Cleaner Production and Industrial Symbiosis awareness training | 25% |
| Having conducted a study on climate change (Mitigation and Adaptation) at national level / Green business strategies or Low carbon intensive economy and the Service provider must be within Polokwane | 25% |
| Qualification and relevant skills and presentation experience | 25% |
| Experience within Agriculture, Integrated waste management Manufacturing sectors | 25% |
| **Total** | **100%** |

## 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.

## Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

# ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

* Submission after the deadline;
* Proposals submitted at incorrect location; and
* Proposal budget that did not include all project cost

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# NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

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

* be registered on National Treasury’s Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](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

# VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

* **CSIR** **GATE 03 - Main Reception Area** (in the **Tender box**) at the following address

Council for Scientific and Industrial Research (CSIR)

Meiring Naudé Road

Brummeria

Pretoria

# TENDER PROGRAMME

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

* Issue of tender documents: 18 April 2017
* Closing / submission Date: 28 April 2017

# SUBMISSION OF PROPOSALS

## 

## All proposals are to be sealed. No open proposals will be accepted.

## All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

## PART 1: Technical Proposal: RFP No.: RFP No. 768/28/04/2017

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

## RFP No.: RFP No. 768/28/04/2017

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

## 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.

# DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of *Friday****, 28 April 2017*** 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.

# AWARDING OF TENDERS

## Awarding of tenders will be published on the CSIR’s tender website. No regret letters will be sent out.

# EVALUATION PROCESS

## 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**, local production and content.
* 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.

## Preference points system

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

# PRICING PROPOSAL

## 

## 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.

## 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.

## Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

## Only firm prices\* will be accepted during the tender validity period. Non–firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

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

## *\*\*Non-firm price is all prices other than “firm” prices.*

## 

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

# VALIDITY PERIOD OF PROPOSAL

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

# APPOINTMENT OF SERVICE PROVIDER

## 

## 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.

## 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.

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

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# 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. 768/28/04/2017 – The provision of professional service to undertake an in-depth assessments in participating companies: Industrial Symbiosis programme for SWITCH Africa Green Component B”*** 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.

# MEDIUM OF COMMUNICATION

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

# 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.

# CORRECTNESS OF RESPONSES

## 

## 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.

## The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

# VERIFICATION OF DOCUMENTS

## 

## 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.

## *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

## 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.

## If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## 

# SUB-CONTRACTING

## 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.

## 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.

# ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

## Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

## Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

## Prescribed by the body - regulating the profession of the consultant.

# 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:

### Only economy class tickets will be used.

### A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

### No car rentals of more than a Group B will be accommodated.

# ADDITIONAL TERMS AND CONDITIONS

## 

## 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.

## Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

## 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.

## 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.

## Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

# CSIR RESERVES THE RIGHT TO

## 

## Extend the closing date;

## Verify any information contained in a proposal;

## Request documentary proof regarding any tendering issue;

## Give preference to locally manufactured goods;

## Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

## Award this RFP as a whole or in part;

## Cancel or withdraw this RFP as a whole or in part.

# 

# 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: ……………………………..**

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.………….……….. 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) ………………………….

WITNESSES

1. …….……………………………
2. ……….…………………………

DATE: .…………………………..

CAPACITY ……………………….

SIGNATURE …………………………….

NAME OF FIRM ………………………….….

DATE ……………………………….

# ANNEXURE A

# Technical evaluation scorecard

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Scores** | | | |
| **Weight** | **Criteria** | **4** | **5** | **7** | **10** |
| 25% | Knowledge of Industrial Symbiosis and resource efficiency and cleaner production | Team has undertaken 4-projects that involved green technology | Team has undertaken 6 projects that involved green technology | Team has undertaken 8 projects that involved green technology | Team has undertaken more than 8 projects that involved green technology |
| Bidder has successfully completed 2 Projects related to waste management and or resource efficiency | Bidder has successfully completed 6 Industrial symbiosis and resource efficiency and cleaner production | Bidder has successfully completed 8 Industrial symbiosis and resource efficiency and cleaner production | Bidder has successfully completed more than 8 industrial symbiosis and resource efficiency and cleaner production |
| 25% | Experience in climate change mitigation and adaptation at national level and exposure in the field of green business development. | No *evidence provided*  on green business development and Climate change mitigation experience | - | - | Provides *evidence* experience in green business development and mitigation change mitigation |
| Provide 3 successfully completed projects in the field of green industries development | Provide 4 successfully completed projects in the field of green industry development | Provide 5 successfully completed projects in the field of green industry development | Provide more than 5 successfully completed projects in the field of green industry development |
| 25% | Qualification and relevant skills and presentation experience within the natural sciences | Indication of team having more than 4 relevant qualification and presentation skills | Indication of team having more than 6 relevant qualification and presentation skills | Indication of team having more than 4 relevant qualification and presentation skills | Indication of team having more than 4 relevant qualification and presentation skills |
| 25% | Experience within Agriculture, manufacturing and Integrated Waste Management industries | Provides more than 2 and less than 4 track record for facilitating / hosting events / seminars in the waste management industry including references. | Provides more than 4 and less than 6 track record for facilitating / hosting events seminars in the waste management industry including references. | Provides more than 6 and less than 8 track record for facilitating / hosting events /seminars in the waste management industry including references. | Provides more than 8 track record for facilitating / hosting events / seminars in the waste management industry including references. |