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Request for Proposals (RFP)

The provision of IACS approved welding certification services to a company supported by the CSIR

RFP No. 3370/31/03/2020

Date of Issue	Monday, 16 March 2020	
Closing Date	Tuesday, 31 March 2020	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional	

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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 Aerospace Industry Support Initiative (AISI) is an initiative of the Department of Trade and Industry (**the dti**), hosted at the CSIR. The Marine Manufacturing and Repairs Supplier Development Programme is a ring-fenced initiative within the AISI and has a specific aim of marine industry development.

The Marine Manufacturing and Repairs Supplier Development Programme aims to assist suppliers in the ship- and boat-building, maintenance and repair, and associated services value chain. The programme is focused on assisting suppliers with support in terms of marine certifications and accreditations as well as technology enhancements in order to improve competitiveness in the local supply chain and to better respond to designated public procurements in the ship- and boat-building industry.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of IACS approved welding certification services at MACC Engineering & Construction (Pty) Ltd based in Durban. The details of the welding certifications and provision of Preliminary Welding Procedure Specifications (pWPS's), Welding Procedure Specifications (WPS's), Welding Procedure Qualification Records (WPQR's) and Welder Qualification Certificates (WQC's) required are listed in the table below. All welding procedures and welder qualification certifications are to be overseen by an IACS Member Surveyor and certified by an IACS member classification society.

4 PROPOSAL SPECIFICATION

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

Beneficiary information: **The beneficiary of the certifications will select any or all suitable classification society certifications based on availability and budget.**

	Company Name	Services Required
1.	**Macc Engineering & Construction (Pty) Ltd** **Location:** Durban, KZN **Total Employees:** 10 **Operations:** Ship repair, industrial manufacture and repair.	Lloyd's Register, Bureau Veritas and DNV-GL approved and certified Welding Procedure Specification and Welding Procedure Qualification Record as well as Welder Qualification Testing (10 x Welders) to Class requirements for Butt & Fillet Welds (Plate) as follows: • SMAW / MMA (111) S355 J2 (EH 36) 2G (PC) & 3G (PF) **WPS & PQR – Butt** • FCAW (136) S355 J2 (EH 36) 2G (PC) & 3G (PF) **WPS & PQR – Butt** • P-GMAW (131) Aluminium 5083-H321 4G (PE) **WPS & PQR – Butt** • SMAW / MMA (111) S355 J2 (EH 36) 3G (PF) & 4G (PE) **10 x Welder Qualification Tests – Butt** • FCAW (136) S355 J2 (EH 36) 3G (PF) & 4G (PE) **10 x Welder Qualification Tests – Butt** • P-GMAW (131) Aluminium 5083-H321 3G (PF) & 4G (PE) **10 x Welder Qualification Tests – Butt** • SMAW / MMA (111) S355 J2 (EH 36) 3F (PF) & 4F (PD) **10 x Welder Qualification Tests – Fillet** • FCAW (136) S355 J2 (EH 36) 3F (PF) & 4F (PD) **10 x Welder Qualification Tests – Fillet** • P-GMAW (131) Aluminium 5083-H321 3F (PF) & 4F (PD) **10 x Welder Qualification Tests – Fillet**

- For the welding procedures, the bidding organization is responsible for all requirements needed to complete the listed welding procedure certifications (except for the welders). Workshop facilities will be supplied by Macc Engineering & Construction (Pty) Ltd. Resources might be sourced from within the bidding organization itself or subcontracted. Resources which are to be subcontracted by the bidding organization should explicitly be stated as explained below.

- Requirements to complete the welding procedure certifications include:
    - A suitably qualified welding engineer to issue pWPS's.
    - The services of a suitably accredited NDT testing service company and material testing lab to perform all required testing.
    - Acquiring the services of an IACS Member Classification Society Surveyor(s) to witness, attend and endorse the qualification testing program. The proposal should include separate pricing for Lloyd's Register, Bureau Veritas and DNV-GL. The choice of which classification societies are employed will be based on budget considerations.
    - All required travel costs, services and equipment, materials and consumables required by all parties to finally issue the IACS approved WPS's and WPQR's.
- For the welder qualification testing and certification, the bidding organization is responsible for all requirements needed to complete the listed welder qualification certifications. Workshop facilities will be supplied by Macc Engineering & Construction (Pty) Ltd. Resources might be sourced from within the bidding organization itself or subcontracted. Resources which are to be subcontracted by the bidding organization should explicitly be stated. Requirements to complete the welder testing and certification includes:
    - IACS or Class approved 3rd party inspector to issue IACS approved WQC's.
    - The services of a suitably accredited NDT Testing Service Company & Material Testing Lab to perform all required testing.
    - Acquiring the services of IACS Member Classification Society Surveyor(s) to witness, attend and endorse the welder qualification testing.
    - All other required travel costs, services and equipment, materials and consumables required to finally issue the IACS approved WQC's.
- The bidding organization is to provide **itemized pricing** for all requirements up to issuance of the listed certifications **separately**, including:

- Services of Class Societies (specifically Lloyd's Register, Bureau Veritas, and DNV-GL) and any associated costs.
- All Base Materials, Filler Materials, Gas, Consumables and Welding equipment for welding procedure certification and welder qualification tests.
- All NDE and Mechanical Testing at an approved laboratory.
- Full documentation: pWPS's, WPS's, WPQR's, WQC's with all supporting documents. Certification by Classification Society, Welding Engineer and any other required approvals. Documents to be issued to IACS Class requirements.
- Any other costs of the bidder or subcontractors to deliver the services required.

Please note that:

- **Separate pricing is required for the services of each of the Classification Societies (specifically Lloyd's Register, Bureau Veritas and DNV-GL) and each subcontracted entity.**
- **Each subcontracting entity is to provide B-BBEE status.**
- **Separate pricing is required for the provision welding procedure certifications and welder qualification testing and certification.**
- **The beneficiary of the certifications will select any or all suitable classification society certifications based on availability and budget.**

5 FUNCTIONAL EVALUATION CRITERIA

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

- **Organisational experience** - Demonstrable track record of the bidding organisation and/or subcontracted entities in the approval and certification of welders **and** welding procedures to IACS requirements. Clear evidence to this effect should be provided.
- **Recent examples and case studies** – Proof that the bidding organisation and/or subcontracted entities are currently or have recently successfully completed the approval and certification of welders and welding procedures to IACS requirements. Contactable references should be provided.

- **Staff experience** - Demonstration of capacity and experience to fulfil the requirements of the scope, including accreditation by recognised bodies. CVs of project team members to be included, highlighting qualifications, expertise and experience in approving and certification of Welding Procedure Specification and Welding Procedure Qualification Records and Welder Qualification Certification to IACS (EN ISO) requirements.

- **Project plan** - A detailed project plan should be provided with clear timelines and milestones.

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 65% 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**.**

Please note:

- **Bidders should provide a brief narrative to explain how the provided evidence addresses each of the functional evaluation criteria and how it relates to the scoring sheet provided in Annexure A.**
- **Bidders should provide evidence for both welding procedure as well as welder qualification certifications. Failure to address both aspects will result in a functional score of less than the required threshold for functionality.**

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Failure to provide proof of qualifications, accreditations and/or affiliation demonstrating that the bidder (or a subcontracted entity) is:
    - a Certified SAIW Level 2 Senior Welding Inspector and/or Welding Engineering degree to draw up WPS,
    - SANAS and Class approved testing facilities to perform all required accredited testing required to issue all required certifications,

- IACS Member Classification Society/Societies (and associated IACS Member Surveyor/Surveyors) for approval of pWPS, WPS and WPQR and WQC's (i.e. for approval of the procedure and the welder certifications).

Please note:

- **Bidders should provide a brief narrative to explain how the qualifications, accreditations and/or affiliation of the bidding organisation and subcontracted entities address each of the above elimination criteria.** For example:
  - Explain how the qualifications of the welding engineer qualify them to draw up WPS's.
  - Expand on how the testing laboratory is appropriate for Classification Society Approval of the welding procedure and welder qualification certifications.
  - Provide some detail about how the subcontracted Classification Societies and IACS Member Surveyor(s) would be qualified to approve both the welding procedure and welder qualification certifications.

7 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;
- 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 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

9 TENDER PROGRAMME

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

- Issue of tender documents: 16 March 2020
- Last date for submission of queries: 19 March 2020
- Closing / submission Date: 31 March 2020
- Estimate appointment date of successful tenderer: April 2020
- Estimated contract duration (in months/years) 3 months

10 SUBMISSION OF PROPOSALS

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

10.2 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.: 3370/31/03/2020

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 3370/31/03/2020

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

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

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of ***Tuesday, 31 March 2020*** 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 National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

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

A two-phase evaluation process will be followed.

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

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

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

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.

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 3370/31/03/2020 - The provision of IACS approved welding certification services to a company supported by the 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 *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.

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.

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

22 SUB-CONTRACTING

22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level

than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

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

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

24 TRAVEL EXPENSES

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

24.1.1 Only economy class tickets will be used.

24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

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

25 ADDITIONAL TERMS AND CONDITIONS

25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

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

25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;

- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

25.5 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: ……..

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) …….

CAPACITY …….

SIGNATURE …….

NAME OF FIRM ……..

DATE ……

WITNESSES

1 ……

2 ……

DATE: ……..

28 ANNEXURE A

Competence	Criterion	Key Aspects of Criterion	Points
Organisational experience [30%]	Demonstrable track record of the bidder and/or subcontracted organisation in the approval and certification of welding procedures and welders to IACS requirements. **(Please provide evidence and explain in narrative.)**	More than 7 years of appropriate experience	10
		over 4 up to 7 years of appropriate experience	7
		over 2 up to 4 years of appropriate experience	5
		Less than 2 years of appropriate experience	0
Recent examples and case studies [30%]	Proof that the service provider is currently (or has recently) successfully completed the approval and certification of welding procedures and welders to IACS requirements. **(Include contactable references and explain in narrative.)**	5 or more successful *welding procedure or welder certifications* in the last three years	10
		4 successful *welding procedure or welder certifications* in the last three years	7
		3 successful *welding procedure and/or welder certifications* in the last three years	5
		Less than three successful *welding procedure and/or welder certifications* in the last three years	0
Staff experience [30%]	Demonstration of capacity and experience to fulfill the requirements of the scope, including accreditation by recognised bodies. **(Attach CVs)**	Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have more than 10 years' relevant experience.	10
		Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have 6-10 years' relevant experience.	7
		Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have 3-5 years' relevant experience.	5
		Inadequate capacity and experience to fulfill the requirements of the scope. Personnel are unqualified and/or have less than 3 years' relevant experience.	0
Project Plan [10%]	The proposed timelines for the implementation and training are practical and within the scope. Please provide Gantt chart and narrative.	Besides meeting the "good rating", the important components are approached in an efficient manner that demonstrates that the tenderer has outstanding knowledge of subject matter and up to date resources to complete the task	10
		The approach is specifically tailored to address the specific project objectives and requirements. It is sufficiently flexible to accommodate changes that may occur.	7
		The approach is generic and not tailored to address the specific project objectives and requirements.	5