



## Request for Proposals (RFP)

**To conduct a Compressed Air System Optimisation (CASO) assessment for a company in the Chemical Sector based in Bellair KZN on behalf of the CSIR**

**RFP No. 785/27/09/2017**

Date of Issue	7 September 2017	
Closing Date	27 September 2017	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional services	

## TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>3</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>3</b>
<b>5 DURATION OF THE PROJECT AND CONTRACT</b>	<b>8</b>
<b>6 FUNCTIONAL EVALUATION CRITERIA</b>	<b>9</b>
<b>7 ELIMINATION CRITERIA</b>	<b>10</b>
<b>8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b>	<b>11</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>12</b>
<b>9 VENUE FOR PROPOSAL SUBMISSION</b>	<b>12</b>
<b>10 TENDER PROGRAMME</b>	<b>12</b>
<b>11 SUBMISSION OF PROPOSALS</b>	<b>12</b>
<b>12 DEADLINE FOR SUBMISSION</b>	<b>13</b>
<b>13 AWARDING OF TENDERS</b>	<b>13</b>
<b>14 EVALUATION PROCESS</b>	<b>13</b>
<b>15 PRICING PROPOSAL</b>	<b>14</b>
<b>16 VALIDITY PERIOD OF PROPOSAL</b>	<b>14</b>
<b>17 APPOINTMENT OF SERVICE PROVIDER</b>	<b>15</b>
<b>18 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>15</b>
<b>19 MEDIUM OF COMMUNICATION</b>	<b>15</b>
<b>20 COST OF PROPOSAL</b>	<b>15</b>
<b>21 CORRECTNESS OF RESPONSES</b>	<b>16</b>
<b>22 VERIFICATION OF DOCUMENTS</b>	<b>16</b>
<b>23 SUB-CONTRACTING</b>	<b>16</b>
<b>24 ENGAGEMENT OF CONSULTANTS</b>	<b>17</b>
<b>25 TRAVEL EXPENSES</b>	<b>17</b>
<b>26 ADDITIONAL TERMS AND CONDITIONS</b>	<b>17</b>
<b>27 CSIR RESERVES THE RIGHT TO</b>	<b>18</b>
<b>28 DISCLAIMER</b>	<b>18</b>
<b>DECLARATION BY TENDERER</b>	<b>19</b>

## **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 National Cleaner Production Centre-South Africa (NCPC-SA) is the country's' leading resource efficiency programme funded by the South African Government through the Department of Trade and Industry. In 2016 the NCPC-SA embarked on Phase II of its flagship Industrial Energy Efficiency Project (IEE Project), with international stakeholders like The Global Environment Facility (GEF) UNIDO and the Govt. of Italy and the Department of Trade and Industry through the South African Government. A key focus of Phase II is to accelerate and expand the introduction of Energy Management Systems (EnMS), Industrial Energy Systems Optimization (ESO), and the Energy Management Standard (ISO 50001) within the South African industrial (and selected commercial) sectors. As a result, the NCPC-SA has engaged the South African industry sectors and secured selected sites to participate in EnMS implementation and ESO assessments.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited to conduct a Compressed Air System Optimisation (CASO) assessment for a company in the Chemical Sector based in Bellair KZN on behalf of the CSIR.

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this enquiry:

- Background, summary of company, details of company
- List of previous projects (include brief summary, client, budget, duration, reference).

Projects to be categorised as follows:

- List of projects/assessments conducted in the field of compressed air (include brief summary, client, sector, budget, duration, reference).
  - List of projects/assessments conducted where recommendations were implemented (include information on interventions and actual savings)
  - List of other energy efficiency related projects
  - Overview of experience of Training presented in the field of Compressed Air Systems.
- Company resources (please include qualifications and years of experience, CV's to be provided)
    - Technical lead
    - Project team
  - Project Plan / Approach and Methodology (Please provide a project plan, in accordance, on how the above project will be executed, including but not limited to the following):
    - Activities and Deliverables
    - Milestones
    - Project timeframe (incl. Excel, MS Project Gantt Charts etc)
    - Budget and Payment Schedule
    - Risk management – Identification of risk areas and associated mitigation responses

The aim of this project is to conduct a Compressed Air System Optimization assessment under the Industrial Energy Efficiency project that can be used to develop South African knowledge in the same and help build national capacity and understanding of the benefits of energy to South African industry both from the environmental perspective and financial benefits. The Company to be assessed is:

- i. Is a manufacturer of cement products in the Chemical Sector located in Bellair, Kwa Zulu-Natal

The objective of the assessment is to assist the company to quantify the energy consumption of the compressed air system on site, identify and quantify any related energy performance improvement opportunities through detailed assessment and measurement activities, provide recommendations for energy systems optimisation and efficiency thereof relating to the compressed air system for the company. The most optimal method of sequencing should also be an area of focus, taking into consideration the relevant end-user requirements.

The technical specifications of the compressors are listed in the table below:

Table 4.1: Compressor data: for Company A

Function Location	D31-CP1	D31-CP2	D31-CP3	D31-CP4	D31-CP5
<b>Manufacturer:</b>	Atlas Copco	Atlas Copco	Atlas Copco	Atlas Copco	Atlas Copco
<b>Model &amp; Year</b>	GA250/2006	GA250/2006	GA 180 VSD A/2006	ZF4/ 2006	ZF4/ 2006
<b>Type (screw, recip):</b>					
<b>Drive motor size:</b>	261 KW	261 KW	193 KW	138 KW	138 KW
<b>Typical loading:</b>	Loading and Unloading valve	Loading and Unloading valve	Loading and Unloading valve	Loading and Unloading valve	Loading and Unloading valve
<b>Annual running hours:</b>	-8000	-8000	-8000	-8000	-8000
<b>Air delivery pressure:</b>	6 bar	6 Bar	6 Bar	2 Bar	2 Bar

**Duties to be performed at the Company:**

The contractor/expert is expected to assess the company’s compressed air systems where the resulting final product should be a high-quality assessment report which includes the energy baselines, quantified recommendations, cost of inaction projection, a leak detection report and detailed regression analyses that illustrates the relationship between the primary energy driver and compressed air energy usage, in the case of each compressor. The assessment should also include recommendations relating to optimal sequencing of the compressors as well as the relevant end-user demand and requirements.

The envisaged stages that will comprise the assessment are as follows:

1. **Planning and Inception Meeting** – Meeting between NCPC-SA project manager and contractor to finalise assessment schedule and scope.

2. **Pre-Assessment** – Initial meeting between company and contractor to introduce the assessment team, confirm the assessment programme and undertake a site walk-through as part of preliminary scoping phase and install any metering equipment if required.
3. **Detailed Assessment** - Compressed air system optimization assessment which includes:
  - a.) Quantification of energy usage by compressed air systems as a percentage of overall energy consumption as well as identification of end users of compressed air.
  - b.) Construction of Sankey diagram showing the distribution network of compressed air systems on the plant.
  - c.) Measurement/Data Logging for a minimum of two weeks and trend profiling of compressed air system parameters (Power (kW consumption, Dew Point, Flow and Pressure).
  - d.) Establishment of a clear baseline of the energy usage of the compressed air systems through sub-metered data available from the company or data logging (this must be done prior to the implementation of any energy performance improvement opportunities, including the changing of any operational settings or fixing of air leaks). This information is pertinent for the development of case studies for the successes derived out of implementation of the recommendations.
  - e.) Leak detection test with quantification of compressed air leaks.
  - f.) Identification of potential energy performance improvement opportunities related to the compressed air systems. These opportunities shall be ranked in order of priority (highest energy saving potential and ease of implementation).  
The section of the report highlighting the improvement opportunities will include at a minimum, the following detail for each recommendation:
    - Rationale
    - Recommendation for optimisation of the system
    - Capital investment required, if any (in Rands)
    - Energy saving (kWh/annum) and reduction in electrical demand(kW/kVA)
    - Energy cost savings (in Rands /annum)
    - Payback period for the investment (in years)Any other considerations
4. Assessment Close-Out and Implementation Follow-up - Feedback presentation (to the company management) which provides a summary of the assessment findings, energy improvement opportunities identified and recommendations with full feasibility analysis. Discussion will also be undertaken to assist company with development of an implementation plan and subsequent follow-up visits by the Centre to quantify the implementation and identify suitable case studies for reporting.

The table below provides a summary of the key deliverables and tasks to be implemented at the company by the contractor under this sub-contract:

Deliverable/Task List	Expected Results	Location
<p><b>Planning &amp; Inception Meeting</b></p> <p>Meet with CSIR (skype/webinar/face-to-face) to:</p> <ol style="list-style-type: none"> <li>Discuss project brief, finalise the assessment schedule and confirm any amendments to the scope.</li> </ol>	<ol style="list-style-type: none"> <li>Inception note</li> </ol>	Consultant Office or CSIR DBN
<p><b>Pre-Assessment &amp; Detailed Assessment</b></p> <p><b>Part One:</b></p> <ol style="list-style-type: none"> <li>Meet company owners/managers to discuss the programme of the Compressed air system optimisation assessment</li> <li>Complete a preliminary assessment with systems scoping tools and guidelines.</li> <li>Model the company's compressed air systems covering the generation, distribution and end use stages to establish their base loads and assessment baselines.</li> <li>Measure and log data for a minimum period of two weeks.</li> <li>Develop baseline for compressed air energy usage</li> <li>Establish system profiles and trends during the baseline period</li> <li>Determine company energy-specific objectives and targets for compressed air: production, usage and optimization.</li> <li>Calculate the cost of compressed air and application challenges for present and future compressed air requirements.</li> </ol>	<ol style="list-style-type: none"> <li>Completed and documented preliminary PVQ.</li> <li>Copies of all relevant utility bills.</li> <li>Compressed Air baselines.</li> </ol>	On-Site at Company
<p><b>Part Two: Conduct plant walk through in order to:</b></p> <ol style="list-style-type: none"> <li>Gain familiarity with the company's production process</li> <li>Identify and become familiar with the distribution and use of compressed air systems.</li> <li>Develop demand profile information from the compressed air supply through key points in the distribution piping to end use applications – complete with a P&amp;ID diagram of the system.</li> <li>Gather supplier specifications of the compressed air system.</li> <li>Question and photograph (if allowed) the operation and maintenance of significant compressed air users and observe compressed air use behaviour patterns.</li> </ol>	<ol style="list-style-type: none"> <li>Record of plant Compressed Air system layouts eg. P&amp;ID, flowcharts etc.</li> <li>Record of observations with respect to Compressed Air related energy use.</li> </ol>	On-Site at Company
<p><b>Part Three: Revisit the plant to:</b></p> <ol style="list-style-type: none"> <li>Establish, meet and interview the people who influence significant energy use.</li> <li>Confirm Day One measurements to develop trends and fluctuating demand and generation curves.</li> <li>Review operational controls and record consumption patterns,</li> <li>Review operator training, establish the compressed air</li> </ol>	Record of consumption patterns and operating parameters around Compressed Air usage.	On-Site at Company

Deliverable/Task List	Expected Results	Location
<p>equipment maintenance policy.</p> <p>e. Note the operating parameters of significant compressed air users.</p> <p>f. Characterize the current performance (flow, pressure, air quality) and operation of poor performing end use applications that cause production issues.</p> <p>g. Note the operating parameters (Min and Max volume/load) of significant compressed air systems users (load and unload conditions over time).</p> <p>h. Investigate saving options and quantify the implementation cost and saving benefit using the Compressed Air Assessment Tool.</p>		
<p><b>Part Four: Revisit plant to verify information, and collate data in order to:</b></p> <p>a. Continue developing compressed air projects for saving options and quantify the implementation cost and saving benefits.</p> <p>b. Conduct research into process optimisation opportunities.</p> <p>c. Identify relevant improvement opportunities.</p> <p>d. Consider the most appropriate compressed air generation option bearing in mind and current and future compressed air needs.</p>	<p>Energy usage profile EnPI's formulated improvement opportunities identified and feasibility analysis conducted</p>	<p>On-Site at Company</p>
<p><b>Part Five: ESO Report Drafting:</b> Draft report, table recommendations and meet owners/management to present and explain the report findings.</p>	<p>Draft assessment report</p>	<p>Consultant Office and On-Site at Company</p>
<p><b>Part Six: ESO Report Finalization:</b> Correct and refine the compressed air assessment report and conduct further research on various energy performance improvement options identified.</p>	<p>Finalized assessment Report</p>	<p>Consultant Office and On-Site at Company</p>
<p><b>Part Seven: Assessment Close out</b> Present assessment findings and quantified energy performance improvement opportunities together with implementation plan guidelines for the company. Strongly encourage the company to implement by emphasising on the benefits to be derived, and utilising the cost of inaction projection and support frameworks (incentive mechanisms, funding schemes, NCPC-SA implementation support) as tools. Conduct two hour awareness raising presentation for all staff that influence the energy usage of compressed air systems.</p>	<p>Powerpoint presentation and awareness raising presentation</p>	<p>On-Site at Company</p>
<p><b>Expected Working Days</b></p>	<p><b>25</b></p>	

## 5 Duration of the project and contract

It is anticipated that the assessment part of the proposed project will be completed within 6 **weeks** of acceptance of the Inception Note (including finalised assessment report).



## 6 FUNCTIONAL EVALUATION CRITERIA

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

Competence	Criterion	Key Aspects of Criterion	Points
<b>Approach &amp; Methodology [30%]</b>	Clearly defined and detailed methodology that is aligned to UNIDO ESO methodology.	The technical approach and / or methodology has addressed all 4 stages of the assessment. All Deliverables have been listed and clearly outlined as to what will be done and how. Detailed and well-articulated UNIDO ESO methodology which describes the approach that the bidder will use to implement this project. Consultant has shown knowledge of the sector and/or field and has included value add services in over and above stipulated RFP criteria.	10
		The technical approach and / or methodology has addressed all 4 stages of the assessment. All Deliverables have been listed and clearly outlined as to what will be done and how. Detailed and well-articulated UNIDO ESO methodology which describes the approach that the bidder will use to implement this project.	8
		The technical approach and / or methodology has addressed all 4 stages of the assessment. All Deliverables have been listed and inference made to them being achieved as part of the workscope. Limited detail given as to how these will be done.	6
		The technical approach and / or methodology has not addressed all 4 stages of the assessment. Deliverables have not been listed or mentioned as per RFP. The Tenderer has misunderstood the Scope of Work and does not deal with the critical aspects of the projects.	0
<b>Project plan [30%]</b>	The proposed concept of the proposal and the implementation plan must be relevant, practical and within scope.	The Project Plan has addressed all 4 stages of the assessment. All deliverables are included in the work schedule and a detailed resource plan has been developed outlining designated personnel responsibilities, including additional value add offerings. The project plan duration is within the allocated timelines indicated in the RFP.	10
		The Project Plan has addressed all 4 stages of the assessment. All deliverables are included in the work schedule and a detailed resource plan has been developed outlining designated personnel responsibilities. The project plan duration is within the allocated timelines indicated in the RFP.	8
		The Project Plan has addressed all 4 stages of the assessment. All	6

		deliverables are included in the work schedule but limited detail is given of on resource plan and designated responsibilities. The project plan duration is within the allocated timelines indicated in the RFP.	
		The Project Plan has not addressed all 4 stages of the assessment. Work schedule provided does not provide detail of activity breakdown and allocated time. No designated personnel responsibilities outlined.	3
		The Tenderer has misunderstood the Work scope and the required timeframe. No plan given regarding resource and responsibility allocation.	0
<b>Experience Project leader [20%]</b>	The project leader is expected to have relevant technical experience in managing similar projects in the area of compressed air.	>7 yrs energy related assessments, with 5 years in compressed air, plus 5 examples of compressed air related projects	10
		4 – 7 years energy related projects, with 3 years in compressed air plus 3 examples of compressed air related projects.	8
		4 years energy related working experience, with 1 year in compressed air related assessments, plus 2 examples of compressed air related projects.	6
		<4 years energy related working experience, no examples of compressed air related projects.	0
<b>Previous implementation successes [20%]</b>	The company must be able to provide examples of previous assessments where recommendation were implemented and quantify the associated savings in compressed air systems	Successful implementation projects >5	10
		Successful implementation projects 3	8
		Successful implementation projects 1	6
		No evidence of successful implementation	0

6.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **60%** on any of the individual criteria will be eliminated from further evaluation.

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;

- Contractor has not been certified as a UNIDO expert in Compressed Air Systems Optimisation (please attach certificate to qualifications); and
- Proposals submitted at incorrect location.

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION**

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

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 9 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

### 10 TENDER PROGRAMME

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

- Issue of tender documents: 7 September 2017
- Last date for submission of queries: 18 September 2017
- Closing / submission Date: 27 September 2017
- Estimated contract duration (in months/years) 2 months

### 11 SUBMISSION OF PROPOSALS

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

11.2 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.: 785/27/09/2017

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 785/27/09/2017

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

11.4 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.

## 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **27 September 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.

## 13 AWARDING OF TENDERS

13.1 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.

## 14 EVALUATION PROCESS

### 14.1 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.

### 14.2 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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.*

## 15 PRICING PROPOSAL

- 15.1 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.
- 15.2 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.
- 15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4 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.*

- 15.5 Payment will be according to the CSIR Payment Terms and Conditions.

## 16 VALIDITY PERIOD OF PROPOSAL

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

## **17 APPOINTMENT OF SERVICE PROVIDER**

- 17.1 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.
- 17.2 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.
- 17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **18 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 785/27/09/2017 – To conduct a Compressed Air System Optimisation (CASO) assessment for a company in the Chemical Sector based in Bellair KZN on behalf of 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.

## **19 MEDIUM OF COMMUNICATION**

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

## **20 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.

## 21 CORRECTNESS OF RESPONSES

- 21.1 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.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 22 VERIFICATION OF DOCUMENTS

- 22.1 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.
- 22.2 **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.
- 22.3 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.
- 22.4 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.

## 23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.

## **24 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 24.3 Prescribed by the body - regulating the profession of the consultant.

## **25 TRAVEL EXPENSES**

- 25.1 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:
  - 25.1.1 Only economy class tickets will be used.
  - 25.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
  - 25.1.3 No car rentals of more than a Group B will be accommodated.

## **26 ADDITIONAL TERMS AND CONDITIONS**

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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.

26.4 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.

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

## **27 CSIR RESERVES THE RIGHT TO**

27.1 Extend the closing date;

27.2 Verify any information contained in a proposal;

27.3 Request documentary proof regarding any tendering issue;

27.4 Give preference to locally manufactured goods;

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

27.6 Award this RFP as a whole or in part;

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

## **28 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: .....	