

Request for Proposals (RFP)

To undertake Product Life Cycle Assessments at two (2) textile companies located in Pietermaritzburg and Reunion, Kwazulu Natal, and one (1) pharmaceutical company located in Olifantsfontein, Gauteng on behalf of the CSIR

RFP No. 803/10/11/2017

Date of Issue	27 October 2017	
Closing Date	10 November 2017	
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 Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

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

2 BACKGROUND

The National Cleaner Production Centre South Africa (NCPCC-SA) was initially established as a joint initiative between the Department of Trade and Industry (the dti), Switzerland, Austria, United Nations Industrial Development Organisation (UNIDO) and the Council of Scientific and Industrial Research (CSIR).

The NCPCC-SA is currently funded primarily by the dti and aims at assisting South African industry through the adoption of Resource Efficiency and Cleaner Production (RECP) principles. This supports the dti's initiative on promoting South Africa's industry growth and global competitiveness as well as the Department of Environmental Affairs (DEA). National Cleaner Production Policy and Strategy, is aligned with the Industrial Policy Action Plan (IPAP) and works in partnership with the dti's relevant sector desks.

The CSIR's NCPCC-SA is currently, as part of its mandate, conducting three (3) Life Cycle Assessments across sectors as indicated below:

<u>Company</u>	<u>Sector</u>	<u>Product / Product Range</u>
Company 1	Textile	Artificial Grass
Company 2	Textile	Tufted Commercial Tiles
Company 3	Pharmaceutical (Nutritionals)	<ul style="list-style-type: none">• Infacare, Infasoy, Melegi, S26, F-75, F-100 and Criticare Fibrecare

The aim of these assessments is to assist participating companies in the reviewing of their current environmental management system practices and life cycle management within the

company. The product / product category life cycle assessments will include primary data from main suppliers with results in economic and environmental impact terms, resulting in a detailed analysis of options available to improve the life cycle of these products.

This assessment will be undertaken by a suitably qualified specialist who will provide inputs into life cycle product / material optimization and of the respective resource minimization that might be beneficial to the company.

This project is strategic for the Centre, as it is anticipated that the company will use the recommendations to enhance their products current environmental performance.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services to undertake a Life Cycle Assessments at a pharmaceutical company located in Gauteng, and two textile companies located in Kwazulu Natal on behalf of the CSIR.

4 PROPOSAL SPECIFICATION

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

This Request for Proposals requires interested Service Providers to submit a portfolio of evidence, outlining activities and experience in the field of Life Cycle Assessment, in order for the National Cleaner Production Centre of South Africa to establish their competence to perform and deliver the required assessment services.

Use the information in the Table below as a guide for the portfolio of evidence required:

Criteria	Elements of Detail
1. Organisational Profile and Service Offering	Provide a summary of key services and offerings. Attach relevant supporting as appendices.
2. No. of Project / Technical members	State project team (i.e. number of technical staff)

Criteria	Elements of Detail
3. Period Company in Existence	State number of years in experience and company existence
<p>4. Life Cycle Assessment experience and related ISO 14000's standards experience as listed below:</p> <ul style="list-style-type: none"> • ISO 14040:2006 / SANS 14040:2006 Environmental management - Life cycle assessment - Principles and framework • ISO 14044:2006 / SANS 14044:2006 Environmental management - Life cycle assessment - Requirements and guidelines • ISO 14045:2012 Environmental management - Eco-efficiency assessment of product systems - Principles, requirements and guidelines • ISO 14046:2014 / SANS 14046:2016 Environmental management - Water footprint - Principles, requirements and guidelines • ISO 14001:2015 Environmental management systems - Requirements with guidance for use • ISO 14006:2011 Environmental management systems - Guidelines for incorporating Ecodesign 	<p>i. Indicate knowledge and experience in transferring knowledge on LCA related activities</p> <p>ii. Indicate knowledge and exposure to ISO Standards (i.e. ISO 14040, ISO 14044, ISO 14045, ISO 14046, ISO 14001, ISO 14006, etc.)</p> <p>iii. State number of Life Cycle Assessments undertaken and the success of individual projects.</p> <p>iv. Indicate competence and capability with regards to software and tools for Life Cycle Assessments.</p> <p>v. Indicate knowledge and experience in transferring knowledge on LCA and Environmental Management Systems related activities.</p>
5. Consultant Qualifications	Provide overview of qualifications i.e. LCA related qualifications, and attach CV's of key technical staff.
6. Industry Experience	List experience within the industry sectors supported by the NCPC-SA, especially the Pharmaceutical and Textile Sectors.
7. Life Cycle Assessment approach and methodology	In detail outline how the Life Cycle Assessment projects will be rolled out
8. References	Provide a min of 3 contactable references

In addition to the above generic portfolio guide, the application submission will be assessed against following competencies and skill sets, to determine the suitability of Service Provider to meet the requirements of the NCPC-SA:

- i. Good written communications and presentation of facts
- ii. Well versed in report writing (technical)
- iii. Good command of the English language.

Refer to **Annexure “A”** for project outcomes and deliverables

5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weight
1. Proposal Structure	10%
2. Project Team Life Cycle Assessment experience	20%
3. Project Team Environmental Management Systems and Life Cycle Assessment <u>Pharmaceutical</u> and <u>Textile</u> Sector Exposure	30%
4. Project Team Environmental Management Systems / ISO 14000's Expertise	30%
5. Approach and Methodology	10%
Total	100%

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

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

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline; and
- Proposals submitted at incorrect location.

7 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 . 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: 27 October 2017
- Closing / submission Date: 10 November 2017
- Estimated contract duration (in months/years) Eight (8) 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.: 803/10/11/2017

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 803/10/11/2017

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 **10 November 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.

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

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 803/10/11/2017 - The provision of services to undertake Product Life Cycle Assessments at two (2) textile companies located in Pietermaritzburg and***

Reunion, Kwazulu Natal, and one (1) pharmaceutical company located in Olifantsfontein, Gauteng 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.

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-imburements, 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 R1300 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.

28 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:	