



Request for Proposals (RFP)

To Conduct a Detailed Water Assessment at a Milk Processing Company from the Dairy Sector, located in Queensburgh, Kwa Zulu Natal

RFP No. 814/19/12/2017

Date of Issue	5 December 2017	
Closing Date	19 December 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

Studies linked to the rising demand and increased competition for fresh water resources in South Africa, have projected a shortfall between available water supply and demand as early as 2025. Water being an integral ingredient to sustaining life means the inability to meet the demand requirements is likely to have an impact on the community, industry and economy. It is therefore imperative focus need to be placed on maximising the use of this limited resource, so as to decouple economic growth from demand.

The CSIR, as host of the National Cleaner Production Centre South Africa, has responded to the current water challenges experienced by South Africa and more specifically industry by setting up an Industrial Water Efficiency Project. The Project aims to support the transformation of South African industry towards more sustainable water usage and management practices by:

- Reducing water consumption;
- Improving industrial water effluent quality;
- Easing pressure on already strained fresh water supplies; and
- Demonstrating economic and environmental benefits of water efficiency practices.

3 INVITATION FOR PROPOSAL

Proposals are hereby requested from suitably qualified and experienced service providers to conduct a detailed Water Assessment of a milk processing plant in the dairy sector located in Queensburgh, KwaZulu Natal during quarter 3 of the 2017/2018 financial year.

4 PROPOSAL SPECIFICATION

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

The purpose of the Assessment is to assist the respective client company to identify opportunities to maximise the use of water within their processes and reduce their impact on the surrounding environment through their effluent discharges. The assessment outputs will seek to:

- identify viable water efficiency improvement opportunities
- Identify and assess technologies that can be employed to reduce demand
- Identify fit for purpose water re-use opportunities
- Provide a gauge of performance against internationally recognised Best Practice

For the purposes of this Request for Proposal and assessment scope, the terms Water Efficiency and Assessment when used, will apply to fresh water use, **in-process water consumption, water reuse/recycling, wastewater and effluent generation as well as wastewater treatment and discharge.**

All technical proposals must include the following mandatory information which forms part of the evaluation weighting matrix (as shown in Table 2 of Section 5) and therefore will be used for scoring purposes:

- Background, summary of company, details of company
- Approach and Methodology that details all activities, phases, deliverables and measurement tasks for the project. The methodology should also identify risk areas and associated mitigation responses
- Project plan, in accordance, on how the above project will be executed for the company, including but not limited to the following:

- Activities and Deliverables
- Man days
- Milestones
- Project timeframe (incl. Excel, MS Project Gantt Charts etc.)
- Key personal involved in the varies activities and deliverables
- Company resources (please include relevant qualifications, company structure/organogram, years of experience and attach CV's of key personnel)
 - Technical/Project lead for the industrial water efficiency project to be undertaken
 - Project team (Support staff)
- 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 industrial water efficiency (include brief summary, client, sector, budget, duration, contactable references).
 - List of actual savings that resulted from each industrial water efficiency project undertaken (include information on interventions and actual savings)
 - List of projects/assessments conducted in the field of resource use efficiency (include brief summary, client, sector, budget, duration, contactable references).
 - List of related projects/assessments conducted where recommendations were implemented (include information on interventions and actual savings)

4.1 SCOPE OF WORKS

The NCPC-SA through the bidder will undertake a water assessment project for a company in the dairy sector based in Durban. The key objectives of the assessment linked to the company's environmental policy, is to reduce water usage across operations as well as limit the generation of solid and liquid waste and the impact of their disposal on the environment. The details of the site are as follows;

Company:	Milk Processer producing: <ul style="list-style-type: none"> • Fresh pasteurised milk processing and packaging facilities; • Juice and dairy mix processing and packaging facilities; • Steri-processing and packaging facilities;
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	<ul style="list-style-type: none"> • Fermented products processing and packaging facilities • Ice-cream plant
Some of the key water consumers include:	<ul style="list-style-type: none"> • Cooling towers • Process related • Boilers • CIP - Cleaning/washing
Note:	<ul style="list-style-type: none"> • Flowmeters are installed at most major water consumers - large consumers are logged once a week and remaining water consumers logged daily • Average of 39 000kL of water is used monthly
Some of the key wastewater contributors include:	<ul style="list-style-type: none"> • Milk reception • Process related • Cleaning-in-place (cleaning, washing, etc.) • Filling hall
Wastewater treatment system:	<ul style="list-style-type: none"> • Screening, fat and oil removal, and equalisation before discharge into the municipal sewer • Effluent quality parameters that are monitored daily include: pH, COD, Soaps, oil and grease (SOG), Conductivity and Settleable solids (SS)
Note:	<ul style="list-style-type: none"> • The treatment plant discharges an average of 28 000kL of effluent per month • chemical oxygen demand (COD) and pH is out of range • storage capacity may not be available for treatment of pH

The bidder is expected to conduct a combination of desktop literature review and undertake detailed on-site investigations and data collection, to deliver the results in a suite of appropriate formats, including MS reports, MS worksheets, and concise MS presentations, as the required by the NCPC-SA.

It should be noted that tasks can also have a cross-cutting character and hence descriptions should not be considered fixed to one specific task.

4.1.1 Task 1: IWE practices and standards at the Sites – Analyse water management practices with focus on how water efficiency is typically approached in plants.

The assessment should bring about international best practices, standards methodologies on doing industrial water efficiency at the sites. It must also help in providing international best practices or sector benchmarks instruments to address barriers to water efficiency by companies. The task should offer an analysis of the relative merits of approaches to how water efficiency is conducted at an industrial plant, and what standards and best practices can be applied to drive water management, especially in relation to resource efficiency objectives. The task should further analyse and measure how water is consumed in the selected areas of the plant to improve efficiency; reflect on how can these areas/processes

decrease water demand as well as identify opportunities for water reuse. The analysis and measurements (including water balance) should work out solutions that can decrease water consumption in the plants. In the same line of reasoning, the task should also consider and provide knowledge on which tools are the most cost effective (based on empirical evidence) to reduce water consumption (i.e. increased resource efficiency), setting standards for water resource management and governance as well as business conduct, including performance indicators and monitoring systems, to ensure compliance with the environmental and participatory requirements for other companies to follow.

Considering the above mentioned resource efficient approach to water use and reuse, this task should further analyse the plant's wastewater and wastewater treatment process. The task should analyse effluent quality and consider the treatment of pH and organic pollutants (such as the removal of fat which has a high biological oxygen demand (BOD), reduction of chemical oxygen demand (COD), etc.). The analysis of the wastewater and the treatment process should provide alternate options for wastewater treatment, solutions for improvement of the existing wastewater treatment process and address areas that can improve wastewater quality, resulting in the improved quality of effluent discharged that reduces the liability, risk and impact on the environment.

The outcomes of this task will assist in lobbying to the management of the sites, to develop water efficiency management policies and methodologies that they can make use of to account for their water usage and minimize costs while driving sustainability. The study must assess the need for standardised water management systems and protocols by the site, providing capacity building and assistance in adopting the following:

- International best practice in managing resources, and
- Water efficiency standards for equipment and processes.

The study must inform the site of reduce, recycle and reuse water in-process opportunities and effluent quality improvement.

4.1.2 Task 2: Development of a report

Based on the above tasks, develop a report based on a state-of-the-art review of literature including a quantitative and qualitative analysis of the results. This will entail responding to different questions that are addressing issues of implementation of an international best

practices on water efficiency that will be tailor made to meet of the plant conditions that NCP-CA is doing the assessment on. The report should further provide relevant implementable recommendations, identify saving options, quantify the implementation cost and saving benefits; and include preliminary implementation plans for recommendations. The final recommendations should also provide a plot outlining the cost of inaction or non-implementation vs implementation savings.

4.2 Deliverables

The expected activities and deliverables below are to be clearly incorporated in the task:

Table 1: Tasks and Deliverables

Task	Activity	Deliverable
1	Water Efficiency Practices and Standards at the Sites	
	1.1 Planning and Kick-off Meeting <ul style="list-style-type: none"> Meet with CSIR (skype/webinar/face-to-face), and Discuss project brief, finalise the assessment schedule and confirm any amendments to the scope. 	Minutes of meeting (skype/webinar/face-to-face)
	1.2 Inception Meeting <ul style="list-style-type: none"> Meet company owners/managers on site to discuss the programme of the Water Assessment, discuss project deliverables, expectations and schedule. Explore the plant to gain solid understanding of the on-site operations and production processes. Identify and become familiar with: water distribution and use; and wastewater network, volumes and treatment processes. Review previous study/assessment/audit reports Complete a preliminary assessment with systems scoping tools and guidelines. Gather supplier specifications of the water usage and wastewater treatment systems (from supply to discharge). Installation of measuring equipment (if required) 	Inception meeting minutes and site visit (on-site at the bidder's company).
	1.3 Detailed Assessment <p>1.3.1 Best Practice Study</p> <ul style="list-style-type: none"> Conduct a desktop study using international best practices or sector benchmarks 	Desktop study and detailed

	<p>options for improvement of final effluent quality and reduce effluent discharge penalties and surcharges.</p> <ul style="list-style-type: none"> • Identify water use efficiency options that would reduce water consumption and quantify the potential reduction in water usage. • Assess process wastewater volumes and identify options for reuse of uncontaminated or treated water for non-sensitive activities/processes within the plant. • Assess the wastewater treatment process and performance and identify options that can be used to reduce the volume of wastewater and improve the process performance. • Identify relevant improvement opportunities, 	
	<p>1.4 Implementation recommendations</p> <ul style="list-style-type: none"> • Determine company water use objectives and targets for water and wastewater: supply, usage, optimisation, treatment, etc. • Continue developing industrial water efficiency projects for saving options and quantify the implementation cost and saving benefits. Conduct research into process optimisation opportunities and current applicable trends in the dairy industry, • Consider the most appropriate options bearing in mind and current and future water use and wastewater treatment needs as well as environmental, industrial and municipal constraints/legislation. • Investigate saving options and quantify the implementation cost and saving benefit 	<p>Detailed assessment findings and feasibility analysis conducted. (bidder's office and on-site at the company).</p>
<p>2</p>	<p>Development of Reports</p>	
	<p>2.1 Draft report</p> <ul style="list-style-type: none"> • Develop a detailed report will full details on how the assessment was done, be of best international standards with detailed list of references, highlighting areas of interest, best methodologies that the site can use to measure resource use efficiency, with recommendations that are implementable, preliminary implementation plans for recommendations, etc. • Draft report, table recommendations and submit to NCPC-SA for review. • Revise report, table recommendations and meet owners/management (on-site at the company) to present and explain the report findings. • Address any queries that the company may have 	<p>Detailed assessment report (skype/webinar/ face-to-face, on-site at the company)</p>

	<p>2.2 Finalization of reports</p> <ul style="list-style-type: none"> • Correct and refine the Water Assessment report and conduct further research on various water saving, wastewater treatment and reuse; and performance improvement options identified (skype/webinar/ face-to-face) 	<p>Final detailed assessment report</p>
	<p>2.3 Assessment Close Out</p> <ul style="list-style-type: none"> • Present assessment findings and quantified improvement opportunities together with implementation plan guidelines for the company. • Final Water Assessment report sign-off by 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, and NCPC-SA implementation support) as tools. • Conduct two hour awareness raising presentation for all staff that influence the water usage and wastewater contribution (on-site at the company) 	<p>Final assessment report sign-off, PowerPoint presentation and awareness raising presentation.</p>
<p>It is envisaged that the man days (8 hr/day) required to complete this project, should not exceed 20 days.</p>		
<p>This project is expected to be completed by the 31st of January 2018, from the date of Inception (Task1.1) to Assessment Close-Out (Task2.3)</p>		

This project is expected to be completed by the 28th February 2018 (i.e. Completion of the final stage - Assessment Close-Out).

5 FUNCTIONAL EVALUATION CRITERIA

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

Table 2: Evaluation Criteria

#	Competence and % weighting	Key Aspects of Criterion	Total sub points
1	<p>Approach & Methodology [30%]</p> <p>Clearly defined and detailed methodology that is aligned to the scope of works.</p>	<p>The technical approach and / or methodology has addressed all stages/phases of the assessment. All deliverables have been listed and clearly outlined as to what will be done and how. Detailed and well-articulated methodology which describes the approach that the bidder will use to implement this project. Consultant exhibits great knowledge and is well informed of the dairy sector and/or field. Risk areas have been identified and associated mitigation responses provided. Consultant has included value added services in over and above stipulated RFP criteria.</p>	10
		<p>The technical approach and / or methodology has addressed all stages/phases of the assessment. All Deliverables have been listed and clearly outlined as to what will be done and how. Detailed methodology which describes the approach that the bidder will use to implement this project. Risk areas have been identified and associated mitigation responses provided. Consultant has shown knowledge of the dairy sector and/or field.</p>	7
		<p>The technical approach and / or methodology has addressed most stages/phases of the assessment. Limited detail given as to how these stages/phases will be done. Deliverables have been listed and inference made to them being achieved as part of the workscope. Methodology is not detailed but describes the bidder's approach for implementation of the project. Risk areas have been identified, however, mitigation responses have not been provided. Consultant has displayed a fair understanding of the dairy sector and/or field.</p>	5
		<p>The technical approach and / or methodology has not addressed all stages of the assessment. Risk areas have not been identified. Deliverables have not been listed or mentioned as per RFP. The consultant has misunderstood the Scope of Work and does not deal with the critical aspects of the projects.</p>	0
2	<p>Project plan [20%]</p> <p>The proposed concept of the proposal and the implementation plan must be relevant, practical and within</p>	<p>The Project Plan has addressed all stages of the assessment. All deliverables are included in the work schedule and activity timeframes clearly noted. A detailed resource plan has been developed outlining designated personnel responsibilities for task activities, including additional value add offerings. The project timeframes (man days) for activities are realistic and within the allocated timelines indicated in the RFP. Project milestones are detailed and critical clearly path shown.</p>	10

#	Competence and % weighting	Key Aspects of Criterion	Total sub points
	scope.	The Project Plan has addressed all stages of the assessment. All deliverables are included in the work schedule and activity timeframes clearly noted. A detailed resource plan has been developed outlining designated personnel responsibilities for task activities. The project timeframes (man days) for activities are within the allocated timelines indicated in the RFP, however some activity time frames are unclear. Project milestones are mentioned and critical clearly path shown.	7
		The Project Plan has addressed most stages of the assessment. All deliverables are included in the work schedule, however activity times are not noted. Limited detail provide on the resource plan and designated responsibilities. The project timeframes are within the allocated timelines indicated in the RFP. Activities are listed but timeframes have not been provided. Project milestones mentioned.	5
		The Project Plan has addressed some stages of the assessment. Work schedule provided does not include detail of activity breakdown and allocated time. No designated personnel responsibilities outlined. The Tenderer has misunderstood the Work scope and the required timeframe. No plan given regarding resource and responsibility allocation.	0
3	<p>Experience Project/ technical leader [25%]</p> <p>The project/ technical leader is expected to have relevant technical experience in managing similar projects in the area of industrial water efficiency.</p>	Engineering or relevant qualification and professional registration with ECSA. Completed at least 4 industrial water efficiency assessments within the last 3 years. Water assessments within the dairy sector will be an added advantage. 5 examples of water efficiency related projects. ≥ 5 yrs. experience in resource efficiency. Consultant is certified as an RECP Expert.	10
		Engineering or relevant qualification and professional registration with ECSA. Completed at least 3 industrial water efficiency assessments within the last 3 years. Water assessments within the dairy sector will be an added advantage. 3 examples of water efficiency related projects. ≥ 3 yrs. experience in resource efficiency. Consultant is certified as an RECP Expert or attended the RECP training.	7
		Engineering or relevant qualification and professional registration with ECSA. Completed at least 2 industrial water efficiency assessments within the last 2 years. Water assessments within the dairy sector will be an added advantage. Examples of water efficiency related efficiency projects have not been provided. Limited experience in resource efficiency	5
		No engineering qualification or proof of professional registration with ECSA provided. No experience in water assessments.	0

#	Competence and % weighting	Key Aspects of Criterion	Total sub points
4	Company Structure and Support Staff [5%]	Company structure (organogram) of highly experienced experts/specialists. Organogram clearly defines roles and responsibilities. CV's and qualifications of support staff provided. Evidence of company experience in Water Assessment projects in the Industry provided. Evidence of company experience in similar projects provided	10
		Company structure (organogram) of highly experienced experts/specialists. Organogram clearly defines roles and responsibilities. CV's of support staff provided. Limited evidence of company experience in Water Assessment projects in the Industry. Limited evidence of company experience in similar projects provided	7
		Company structure (organogram) provided. Organogram clearly defines roles and responsibilities. CV's of support staff provided. Limited evidence of company experience in Water Assessment projects in the Industry provided. Limited evidence of company experience in similar projects provided.	5
		Company structure vague or no organogram provided	0
5	Previous implementation successes [20%] The company must be able to provide examples of previous assessments where recommendation were implemented and quantify the associated savings in water efficiency in the industry	List of >4 projects/assessments conducted in the field of water efficiency and assessments in the industry, of which 2 of the projects are based on the dairy sector (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings).	10
		List of ≥2 projects/assessments conducted in the field of water efficiency and assessments in the industry, of which at least 1 of the projects are based on the dairy sector (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings).	7
		List of at least 1 project/assessment conducted in the field of water efficiency and assessments in the industry, (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings).	5
		No successful implementation projects with actual savings in water efficiency assessments in the industry	0
TOTAL POINTS (50) <i>Bidders must score a minimum threshold point of 5 per criteria and 35 out of 50 points in total to be considered for further evaluation</i>			

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

5.3 This project is expected to be completed by the 28th of February 2018.

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 (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: **05 December 2017**
- Last date for submission of queries: **15 December 2017**
- Closing / submission Date: **19 December 2017**
- Estimated contract duration (in months/years) **1.5 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.: 814/19/12/2017

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 814/19/12/2017

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 **19 December 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, travel, disbursements, site visits etc.
- 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 814/19/12/2017 - The provision of services to Conduct a Detailed Water Assessment at a Milk Processing Company from the Dairy Sector, located in Queensburgh, KwaZulu Natal ”*** 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 original signed document, one copy of the original document 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 original 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 that do not exceed:

- 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 included in the costing should apply to the following:
 - 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.

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:	