



## Request for Proposals (RFP)

**To conduct System Optimisation Assessments at two companies based in the KZN region on behalf of the CSIR**

**RFP No. 822/11/05/2018 (Re-advertisement)**

Date of Issue	18 April 2018	
Closing Date	11 May 2018	
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	

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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 CSIR as host of the National Cleaner Production Centre South Africa (NCPC-SA) has responded to the national energy challenges through its Industrial Energy Efficiency (IEE) Project. In 2016 the NCPC-SA embarked on Phase II of its flagship IEE Project , with the intention of accelerating the introduction and adoption of Energy Management Systems (EnMS), Industrial Energy Systems Optimization (ESO), and the Energy Management Standard (ISO 50001) implementation 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 2 sites to participate in Heating Ventilation and Air-conditioning (HVAC) and Chiller system assessments.

The objective of the assessments is to assist the respective companies to quantify the energy consumption of their HVAC and Chiller systems on site to identify any related energy performance improvement opportunities. The assessment process will include a detailed analysis of the system, measurement activities where appropriate, and recommendations of energy systems optimisation interventions relating to the HVAC and/or Chiller system for each of the companies. The CSIR is currently seeking suitably qualified service provider to undertake the assessments at the 2 sites.

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for service providers to undertake Systems Optimisations Assessments at 2 companies based in the KZN region, on behalf of the CSIR. The companies to be assessed are as follows:

**Company A** – Milk and assorted milk products producer from the dairy sector. Assessment focus to target the HVAC System at the plant.

**Company B** – Packaging manufacturer. Assessment focus to target office HVAC and production process Chiller System.

### 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.

**All technical proposals must include the following mandatory information which forms part of the evaluation weighting matrix (as shown in table 4) and therefore will be used for scoring purposes:**

- a. Background of company, details of company experience (number of years in existence, overall experience, experience relevant to project focus area)
- b. Approach and methodology of HVAC and Chiller assessment that details all activities for Company A & B, phases, deliverables and measurement tasks for the project. The methodology should also identify risk areas and associated mitigation responses.
- c. Project plan: Provide a project plan for both site assessments, to show how the project will be executed. The plan should as a minimum include the following:
  - Activities and deliverables (this should include all activities of the Systems Optimisation assessments)
  - Milestones
  - Man days

- Project timeframe (incl. Excel, MS Project Gantt Charts etc.) -(for both assessments i.e. Company A and B)
  - Key personnel involved in the various activities and deliverables
- d. Company resources (please include relevant qualifications, company structure/organogram, years of experience and attach CV's of key personnel)
- Technical project lead for the HVAC and Chiller systems optimisation assessments to be undertaken
  - Technical project lead qualifications and relevant experience in HVAC and Chiller systems
  - Training undertaken by project leader in the field of HVAC and Chiller, energy systems optimisation and energy management
  - Project Team (support staff)
- e. List of previous projects undertaken by the company (include brief summary of project, client, budget, duration, reference). Projects to be categorised as follows:
- List of HVAC and Chiller system optimisation projects conducted (include brief summary, client, sector, budget, duration of project, client reference).
  - List of actual savings that resulted from each HVAC and Chiller systems project undertaken
  - List of other system optimisation related projects with details of client company where recommendations were implemented (include information on interventions and actual savings)
  - List of other energy efficiency related projects with details of client company where recommendations for HVAC and Chillers were implemented (include information on interventions and actual savings)

**Note that should there be previous experience where opportunities were identified and implemented for HVAC and/or chiller optimisation in any energy efficiency project and the details not provided and specified in the proposal submission, the tenderer will not score the maximum points that could be achieved.**

## 5 SCOPE OF WORKS

### 5.1 Project Outcome

The overall expected outcome of the service providers' engagement with the organization shall be the completion of a *HVAC Systems Optimisation assessment* at Company A and *HVAC and Chiller System Optimisation assessment* at Company B; and the delivery of detailed assessment reports that document recommendations for improvement of energy usage as well as a corresponding action plan for each plant.

### 5.2 Project Deliverables

The final deliverables will be:

5.2.1 A high-quality report detailing but not limited to, the following elements:

- Quantification of energy usage by HVAC and Chiller systems as a percentage of overall energy.
- Measurement/Data Logging for a minimum period of seven working days and trend profiling of all relevant parameters.
- Acquire all HVAC and Chiller system rated.
- Establishment of a clear baseline of energy usage by the HVAC and Chiller systems. This information is pertinent for the development of case studies for the successes derived out of implementation of the recommendations.
- Potential opportunities for optimisation of the HVAC and Chiller systems. These opportunities shall be ranked in order of priority with regards to energy savings potential and ease of implementation.
- The report should include the 3 methods to maximize HVAC and chiller plant efficiency; that is:
  - Preventative** (such as Identify problems before they become expensive, maintain optimum efficiency, etc.)
  - Restorative** (such as identify heat transfer problems, remove non-condensable gases, maintain proper refrigerant levels, etc.)
  - Opportunity** (such as identify optimal chilled water set points, proper chiller sequencing and load balancing, proper water management, peak demand

management, condition-based maintenance versus scheduled preventative maintenance, etc.)

The report structure for both assessments should include the following detail as a minimum:

- Rationale (how are the systems currently working and identify the need for optimisation)
- Recommendation for energy efficiency improvement
- Capital investment required, if any (in ZAR)
- Calculated opportunity energy savings (kWh/annum) and reduction in electrical demand
- Energy cost savings (in ZAR /annum)
- Payback period for the investment (in years)
- Any other considerations with regards to the HVAC and Chiller systems

5.2.2 Feedback presentation (to the company management) which provides a summary of the assessment findings, energy performance improvement opportunities identified and recommendations with full feasibility analysis.

5.2.3 All collated data, supporting calculations and spreadsheets (to be submitted to NCPC-SA).

5.2.4 1-2 hour awareness raising session focusing on HVAC Systems at Company A, and Chiller and HVAC Systems Optimisation at Company B, that focuses on general energy awareness, correct management and associated cost of HVAC and Chillers; and findings of the assessment.

***The following project tasks are to be implemented at each of the respective Companies (Company A and B):***

Table 1: Deliverable Task List

No.	Deliverable Task List	Expected Results	Location
<b><u>1. Project Planning</u></b>			
<u>1.1</u>	Meet with CSIR (skype/webinar/face-to-face) to discuss project brief and confirmation of deliverable timeframes.	Minutes of Meeting	Skype/CSIR, Durban
<b><u>2. Project Inception and Preliminary Assessment</u></b>			

No.	Deliverable Task List	Expected Results	Location
<u>2.1</u>	Officially kick-off the project- brief site management on the project programme, discuss project deliverables, expectations and schedule.	Attendance registers	On-Site at Company A and B
<u>2.2</u>	Explore both plants to gain solid understanding of the current operations on site, production processes and load profile. Identify and become familiar with the systems.	Preliminary assessment and schematic of plant system.	
<u>2.3</u>	Complete a preliminary assessment with systems scoping tools and guidelines.		
<u>2.4</u>	Develop a simple flowsheet/schematic of the chiller plant system and a measurement plan		
<u>2.5</u>	Discuss findings of the preliminary assessment and targeted areas of focus for detailed assessment with the NCPC-SA.		
<u>2.6</u>	Determine company energy-specific objectives and targets for HVAC and Chiller systems: production, usage and optimization.		
<u>2.7</u>	Measure and log data for a minimum period of seven days.		
<b><u>3. Detailed Assessment</u></b>			
3.1	Conduct follow-up site visits and interviews with the people who influence significant energy use	HVAC and Chiller systems baselines for company A & B.	Service providers office and On-Site at Company A and B
3.2	Gather supplier specifications of the HVAC and chiller systems.		
3.3	Question and photograph (if allowed) the operation and maintenance of significant chiller users and observe behaviour patterns.		
3.4	Undertake a simple gap analysis to identify potential improvements		
3.5	Evaluate cooling tower operation, water set-points, fan controls, etc.		
3.6	Investigate actual cooling demands and temperature set-points required and note the chilled-water-reset for implementation (using chiller water flow, pump motor input power, pump suction pressure, pump discharge pressure, inlet and outlet temperature to and from chiller; condenser water inlet and outlet temperature, pump suction and discharge pressure etc.) and operation of poor performing end use applications that cause production issues.		
3.7	Understand the sequencing and operation of multiple chillers in the plants. Determine optimum sequencing in line with requirements and plant conditions		



No.	Deliverable Task List	Expected Results	Location
3.8	Trend condenser/evaporator performance with time and operating load. Note the operating parameters (Min and Max volume/load) of significant chiller and HVAC systems users (load and unload conditions over time)		
3.9	Establish system profiles and trends during the baseline period		
3.10	Develop baseline and establish baseload for HVAC and/or chiller systems at the plants and energy usage		
3.11	Review operator training and the equipment maintenance policy,	Maintenance programme developed	
3.12	Develop an effective program to ensure proper predictive and preventative maintenance practices		
3.13	Determine the variables for the cooling demand	improvement opportunities identified and feasibility analysis conducted	
3.14	Conduct research into process optimisation opportunities		
3.15	Investigate saving options and quantify the implementation cost and saving benefit using the Assessment Tool for each plant.		
3.16	Consider the most appropriate option bearing in mind and current and future needs.		
<b><u>4. Report Drafting</u></b>			
4.1	Draft detailed report, recommendations (with feasibility analysis) and high level action plan. <ul style="list-style-type: none"> <li>The report should include the 3 methods to maximize HVAC and/or chiller plant efficiency: Preventative, Restorative and Opportunities.</li> </ul>	Draft assessment reports for Company A and B	Service providers office
<b><u>5. Report Finalisation</u></b>			
5.1	Correct and refine the HVAC and/or chiller assessment report.	Final assessment reports for Company A and B	Service providers office and On-Site at Company A and B
<b><u>6. Assessment Close out and awareness raising</u></b>			
6.1	Present assessment findings and quantified energy performance improvement opportunities together with implementation plan guidelines for the company sign off. <ul style="list-style-type: none"> <li>Strongly encourage the company to implement by emphasising on the benefits to be derived, and utilising the cost of inaction projection and support</li> </ul>	Final signed assessment reports	On-Site at Company A and B
		PowerPoint presentation and awareness raising	

No.	Deliverable Task List	Expected Results	Location
	frameworks (incentive mechanisms, funding schemes, and NCPC-SA implementation support) as tools.	presentation	
6.2	Conduct two hour awareness raising presentation for all staff that influence the energy usage of HVAC and/or chiller systems.	Attendance registers	
	<b>Estimated Man Day Allocation</b>	<b>30 (15 days at each company)</b>	

*The project is expected to be completed within two months from project planning phase (Task 1) for both companies. Task 6 Assessment close-out and awareness raising presentation is expected to be completed in week 5 for company A and week 8 for company B.*

## 6 COMPANY INFORMATION

The energy usage information for both companies is provided below:

*Table 2: Company A Details*

<b>Location</b>	Queensburgh, Durban
<b>Products</b>	Milk Processor, producing: <ul style="list-style-type: none"> <li>a. Fresh pasteurised milk processing and packaging facilities;</li> <li>b. Dairy mix processing and packaging facilities; and</li> <li>c. Steri-processing and packaging facilities</li> </ul>
<b>HVAC cost</b>	R 325 100.00 (for the month of August 2017)
<b>Production output</b>	1 072 377 L/day
	Operational 24 hours
<b>HVAC System information</b>	The plant has 8 areas/factories and 4 cold rooms that are air conditioned by making use of two systems, a -8°C and -11°C system respectively.
	Offices at the plant each have their own air conditioning units.

Table 3: Company B Details

<b>Location</b>	Pinetown
<b>Products</b>	Food Packaging and Processing
<b>Electricity consumption(kWh/annum)</b>	2015 - 7 484 532 kWh/pa 2016 - 7 226 919 kWh/pa
<b>Total energy cost/month:</b>	R 421 259.89
<b>Chiller energy cost/month:</b>	R 101 102.40 (24% of total energy)
<b>Chiller system information:</b>	2 chillers (Trane, 1995)
	Operational 24 hours, Monday to Friday
	Total cooling capacity: 2 540 kW
	Flow rate per chiller: 51L/sec
	Power input: 251 kW per chiller
	Total current: 454 Amps per chiller
	Condenser flow rate: 66L/sec
	COP (efficiency rating): 5.06
	Temperature: 12°C in and 6°C out

## 7 FUNCTIONAL EVALUATION CRITERIA

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

Table 4: Evaluation Criteria

<b>Competence and Criterion</b>	<b>Key Aspects of Criterion</b>	<b>Total points</b>
<b>Approach &amp; Methodology [30%]</b> Clearly defined and detailed methodology that is aligned to the scope of works.	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 and food processing/packaging 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.	10
	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	7

	provided. Consultant has displayed knowledge of the dairy and food processing/packaging industry and/or field.	
	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 work scope. 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 and food processing/packaging industry and/or field.	5
	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.	0
<p><b>Project plan/ programme [15%]</b> The proposed concept of the proposal and the implementation plan must be relevant, practical and within scope.</p>	The project plan/programme has addressed all stages of the assessment for <u>both companies</u> . 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 <u>within the allocated timelines indicated in the RFP</u> . Project milestones are detailed and critical clearly path shown.	10
	The project plan/programme has addressed all stages of the assessment for <u>both companies</u> . 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 <u>within the allocated timelines indicated in the RFP</u> , however some activity time frames are unclear. Project milestones are mentioned and critical clearly path shown.	7
	The project plan/programme has addressed most stages of the assessment for <u>both companies</u> . 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 <u>within the allocated timelines indicated in the RFP</u> . Activities are listed but timeframes have not been provided. Project milestones mentioned.	5
	The project plan/programme has addressed some stages of the assessment. Work schedule provided does not include detail of activity breakdown and allocated time. The project plan/ programme addresses activities for only one company. No designated personnel responsibilities outlined. The consultant has misunderstood the Work scope and the required timeframe. No plan given regarding resource and responsibility allocation.	0
<p><b>Experience Project/Technical leader [30%]:</b> The project leader is required to have relevant qualifications and technical</p>	The project leader has provided proof of his/her relevant qualification and professional registration (i.e. professional registration with ECSA or SACNASP); provided evidence of completing at least 5 Chiller and HVAC system optimisation assessments within the last 3 years; 3 examples of system optimisation assessments within the dairy and food processing/packaging sector; ≥ 10 yrs experience with systems optimisation in industry. Note that attendance of the 2 day Chiller and Refrigeration system optimisation training will be an added advantage.	10

experience in managing similar projects in the area of HVAC and Chiller systems	The project leader has provided proof of his/her relevant qualification and professional registration (i.e. professional registration with ECSA or SACNASP); provided evidence of completing at least 3 Chiller and HVAC Optimisation assessments within the last 3 years; 2 examples of system optimisation assessments within the dairy and food processing/packaging sector; $\geq 8$ yrs experience with systems optimisation in industry. Note that attendance of the 2 day Chiller and Refrigeration system optimisation training will be an added advantage.	7
	The project leader has provided proof of his/her relevant qualification and professional registration (i.e. professional registration with ECSA or SACNASP); provided evidence of completing at least 3 Chiller and HVAC Optimisation assessments within the last 2 years. Less than 2 examples of system optimisation assessments within the dairy and food processing/packaging sector. The Project Leader has $\geq 4$ yrs experience with systems optimisation in industry.	5
	No relevant qualification or proof of professional registration with ECSA or SACNASP provided. No experience with Chiller and HVAC system optimisation.	0
<b>Company Resources, Structure and Support Staff [5%]</b>	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 Chiller and HVAC system optimisation projects provided. Evidence of company experience in assessments within the dairy and food processing/packaging sector provided. A list has been provided by the company, detailing the measurement equipment, hardware and software available to adequately complete the Chiller and HVAC system optimisation assessment	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 Chiller and HVAC system optimisation projects. Limited evidence of company experience in similar projects provided. A list has been provided by the company, detailing the measuring equipment, hardware and software available to adequately complete the Chiller and HVAC system optimisation	7
	Company structure (organogram) provided. Organogram clearly defines roles and responsibilities. CV's of support staff provided. Limited evidence of company experience in Chiller and HVAC system optimisation projects provided. Limited evidence of company experience in similar projects provided. A list has been provided by the company, detailing the measuring equipment, hardware and software available to adequately complete the Chiller and HVAC system optimisation assessment	5
	Company structure vague or no organogram provided.	0
<b>Previous implementation successes [20%]</b> The company must be able to provide examples of	List of $> 5$ projects/assessments conducted in the field of Chiller and HVAC system optimisation system optimization that has been implemented (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings). The Company has further demonstrated skills transfer and/or training initiatives that have been implemented during projects.	10

previous assessments where recommendation were implemented and quantify the associated savings in Chiller and HVAC system optimisation	List of ≥ 3 projects/assessments conducted in the field of Chiller and HVAC system optimisation system optimization that has been implemented (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings). The Company has further demonstrated skills transfer and/or training initiatives that have been implemented during projects.	7
	List of at least 2 projects/assessments conducted in the field of Chiller and HVAC system optimisation system optimisation that has been implemented (include brief summary, client, sector, budget, duration, contactable references, intervention and actual savings). The Company has further demonstrated skills transfer and/or training initiatives that have been implemented during at least 1 project.	5
	No successful Chiller and HVAC system optimisation system optimisation implementation projects with actual savings	0
<b>TOTAL POINTS</b> <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>		50

7.2 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.

## 8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Project/technical lead does not have registration with the relevant professional body / association (ECSA and SACNASP)

## 9 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

### 10 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

### 11 TENDER PROGRAMME

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

- Issue of tender documents: 18 April 2018
- Last date for submission of queries: 04 May 2018
- Closing / submission Date: 11 May 2018
- Estimated contract duration (in months/years) 2 months

### 12 SUBMISSION OF PROPOSALS

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

12.2 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.: 822/11/05/2018

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 822/11/05/2018

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

12.4 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.

### 13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **11 May 2018** 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.

### 14 AWARDING OF TENDERS

14.1 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.

### 15 EVALUATION PROCESS

#### 15.1 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.

#### 15.2 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.



## 16 PRICING PROPOSAL

- 16.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal as detailed in the table below.
- 16.2 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.
- 16.3 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.
- 16.4 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, travel, disbursements, site visits etc.
- 16.5 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.*

- 16.6 Payment will be according to the CSIR Payment Terms and Conditions.
- 16.7 Payment schedule or cashflow must be included in the pricing proposal. The payment schedule must be in line with the project milestones.

## 17 VALIDITY PERIOD OF PROPOSAL

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

## **18 APPOINTMENT OF SERVICE PROVIDER**

- 18.1 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.
- 18.2 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.
- 18.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **19 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 822/11/05/2018 - To conduct System Optimisation Assessments at two companies based in the KZN region 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.

## **20 MEDIUM OF COMMUNICATION**

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

## **21 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.

## 22 CORRECTNESS OF RESPONSES

- 22.1 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.
- 22.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 23 VERIFICATION OF DOCUMENTS

- 23.1 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.
- 23.2 **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.
- 23.3 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.
- 23.4 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.

## 24 SUB-CONTRACTING

- 24.1 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.
- 24.2 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.

## **25 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

## **26 TRAVEL EXPENSES**

26.1 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:

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

## **27 ADDITIONAL TERMS AND CONDITIONS**

27.1 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.

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

27.3 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.

- 27.4 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.
- 27.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **28 CSIR RESERVES THE RIGHT TO**

- 28.1 Extend the closing date;
- 28.2 Verify any information contained in a proposal;
- 28.3 Request documentary proof regarding any tendering issue;
- 28.4 Give preference to locally manufactured goods;
- 28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.6 Award this RFP as a whole or in part;
- 28.7 Cancel or withdraw this RFP as a whole or in part.

## **29 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: .....	