



Request for Proposals (RFP)

The provision of consulting services to assist a TLIU supported company with the implementation of ISO 14001 Environmental Management System

RFP No. 878/28/06/2019

Date of Issue	Thursday, 13 June 2019	
Closing Date	Friday, 28 June 2019	
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 Technology Localisation Implementation Unit (TLIU) is an initiative of the DST, hosted by the CSIR. The TLIU has been mandated by Department of Science and Technology (“DST”) to implement various interventions in support of the DST's Technology Localisation Plan (TLP) and to enhance the competitiveness of the South African manufacturing sector.

The TLIU requires qualified service providers who will assist in the fulfilment of the mandate and vision, by providing consulting services to assist a company with the implementation of ISO 14001 towards certification.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of consulting services to assist a TLIU supported company with the implementation of ISO 14001 Environmental Management System.

4 PROPOSAL SPECIFICATION

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

4.1. Assessment report

The overall objective of the project is to assist TLIU beneficiary company with implementation of ISO 14001 towards the certification process. The scope of work includes but is not limited to:

- ISO 14001 Document review
- ISO 14001 Pre-Assessment
- ISO 14001 Final Assessment
- Certification readiness report

4.2. Phase 1

- Initial visit to determine scope of work
- Appointment of Project Representative
- Conduct Needs Analysis audit
- Compilation of Need Analysis report
- Discussion with management
- Preparation of Implementation Plan
- Compilation of all quality policies
- Implement the Quality Policy, Health and Safety Policy and /or the Environmental Policy.

4.3. Phase 2

- ISO 14001 System Requirements training
- Identify complementary requirements for the ISO management standards family
- Conduct RISK Assessment and conduct SHEQ Objectives workshop
- Compile SHEQ objectives for the company
- Internal training on the respective policy statements.
- Identification of Occupational Health and Safety Risks
- Identification of Business Opportunities and Risks
- Identification of possible environmental impacts
- Development of objectives for risks and Impacts
- Development of mitigation plans for risks and Impacts
- Develop the risk log and tracking tools

- Develop process flowchart
- Compilation of all standard operating procedures.
- Compilation of all Work Instructions
- Compiling supporting documentation

4.4. Phase 3

- Implement the Management System
- Conduct SHEQ documentation Internal Audit
- Clear all audit findings and implement corrective actions
- Amendments to SHEQ Management System
- Presentation of final manual and related Documents
- Approval of all documentation by the Management Representative
- Submit manual to certification body for document review
- Rectification of documentation audit findings.

4.5. Project Management

- Monthly Progress report to the TLIU supported company and TLIU Project Manager
- Risk plan
- Output and delivery timeframes to undertake the project, e.g. Gantt chart.
- Close out meeting
- Final closure report or case study

4.6. Implementation

It is anticipated that the consultant will assist the TLIU supported company with implementing its recommendations, be able to gauge the progress of the implementation, work closely with this company and advise the TLIU accordingly.

4.7. Project Schedule and Proposal Requirements

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate specialist appointed by the CSIR, and it is expected that the project will be completed within four (4) months of commencement of the project.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work – including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)
- Outputs and deliverables
- Exclusions
- Cost – including any specialist cost and travel etc.
- Curriculum Vitae's and applicable certificates of personnel that will be responsible for conducting any sort of work in the above mentioned TLIU supported company if appointed. (submit proof in technical proposal)

NOTE to the BIDDERS:

The Bidder will provide the TLIU with a projected schedule of the proposed activities with projected time scales and reporting deadlines to keep the TLIU informed of progress e.g. Gantt Chart. The TLIU is to be informed of all meetings scheduled with the company, stakeholders and arrangements should be made to ensure that the TLIU is present during the initial project outline meetings, progress and milestone report meetings (optional) and closure report meetings.

5 FUNCTIONAL EVALUATION CRITERIA

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

- Methodology **(10%)**
- Experience for a project leader **(40%)**
- Company experience **(40%)**
- Project Risk Plan **(10%)**

The following are an added advantage:

- Understanding and past working experience in a manufacturing company with regards to implementation towards ISO 14001 Environmental Management processes

- Good interpersonal skills between senior and shop floor personnel in manufacturing
- 5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of less than **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation. The tenderer shall prepare for a possible presentation should CSIR require such and the tenderer shall be notified timeously.
- 5.3 Refer to Annexure A 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.
- The Project Manager must be registered with an accredited auditing body such as SAATCA or must be a qualified auditor (submit proof in technical proposal)

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

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

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

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

9 TENDER PROGRAMME

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

- Issue of tender documents: Thursday, 13 June 2019
- Closing / submission Date: Friday, 28 June 2019

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.: 878/28/06/2019

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 878/28/06/2019

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 **Friday, 28 June 2019** 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 six (6) 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: 878/28/06//2019 - The provision of consulting services to assist a TLIU**

supported company with the implementation of ISO 14001 Environmental Management System” as 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.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No:

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

28 ANNEXURE A

SCORING SHEET THAT WILL BE USED TO EVALUATE FUNCTIONALITY

Competence	Criterion	Key Aspects of Criterion	Points
Methodology: Submission of clear Work plan (10%)	Clear project work plan and key milestones (explain on how the project will be conducted)	Project Plan – Clear project milestones and deliverables with a timeframe aligned to line item budget	10
		Project Plan – summary of project milestones and deliverables with a timeframe and summary budget	5
		Project Plan – No project milestones and deliverables with a timeframe and budget	0
Experience of Project Leader: Indication of past managed projects towards the implementation of ISO 14001 in any industrial or manufacturing sector (20%)	Understanding of the of scope of the implementation of ISO 14001 as a PL	Indication of past 5 managed ISO 14001 implementation processes in any manufacturing sector where the company received certification	10
		Indication of past 3 managed ISO 14001 implementation processes in any manufacturing sector where the company received certification	7
		Indication of past 1 managed ISO 14001 implementation processes in any manufacturing sector where the company received certification	5
		No past managed ISO 14001 implementation processes in any manufacturing sector where the company received certification	0
Experience of Project	Number of years'	5 years working experience of PL	10

Leader: (10%)	experience of PL	Less than 5 years and a minimum of 3 years working experience of PL	5
		No working experience of PL	0
Project Leader Registration with a SAATCA (20%)	Registration with a recognised TLIU supported company auditing professional body (submit proof)	Proof of registration with a recognised professional body	10
		No proof of registration with a recognised professional body	0
Company Experience in dealing with implementation of ISO 14001 (20%)	Experience in implementation of ISO 14001 and list of past managed projects (indicating cost, contact persons and duration)	5 years minimum experience in implementation of ISO 14001 Environmental Management and list of past managed projects (submit proof of past managed projects with contacts and cost)	10
		3 years minimum experience in implementation of ISO 14001 Environmental Management and list of past managed projects (submit proof of past managed projects with contacts and cost)	7
		1 years minimum experience in implementation of ISO 14001 Environmental Management and list of past managed projects (submit proof of past managed projects with contacts and cost)	5
		No experience in the implementation of ISO 14001 Environmental Management	0
Experience of team members	Experience of the team members in	Attach of CV of team members and qualifications	10

(10%)	ISO 14001 detailed description of resources, capacity and expertise, including qualifications, experience and affiliations of personnel to be used for training and implementation	Attach of CV of team members without qualifications	5
		No CV and no qualifications	0
(10%)	Project Risk Plan	Project Risk plan attached	10
		No project risk	0