

Request for Proposals (RFP)

The provision of a best practicable environmental option (BPEO) for implementing a waste management hierarchy for a clean-up of a facility to CSIR

RFP No. 895/03/09/2019

Date of Issue	Monday, 19 August 2019	
Compulsory briefing session	Monday, 26 August 2019 Nelson Mandela University, Ocean Science Campus - CSIR 3 Gomery Avenue Summerstrand Port Elizabeth Time: 11am – 12pm	
Closing Date	Tuesday, 03 September 2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate) Meiring Naude Road, Brummeria, Pretoria	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional service	

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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

South Africa's stringent legal requirements relating to the management of environmental degradation due to various forms of pollution imposes the polluter to incur the costs of rehabilitation and clean up in order to demonstrate duty of care. The dynamics in the industry rendered some of its inputs materials less worthy in nearly all of the CSIR operations with no value in the latest research activities at PE site. It is due to this reason that the materials are now considered to be waste and have the potential to harm the environment if improperly managed.

3 INVITATION FOR PROPOSAL

The CSIR is soliciting the proposals for the provision of a best practicable environmental option (BPEO) for implementing a waste management hierarchy for a clean-up of a facility to the CSIR.

4 PROPOSAL SPECIFICATION

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

4.1 Scope of work

The service provider is required to assess the waste prior to the submission of the proposal, as it will enable them to quote appropriately and provide suitable recommendations to the required service. Another consideration must be given to the approach in terms of the entire proceedings that must be undertaken in as far as waste management and the cleaned-up processes are concerned. These must include the methodology and the project plan that makes provision for the following:

- Assessment and investigation of the extent of contamination on the waste fibre that is on site;
- Identify and recommend opportunities for recycling or reusing the waste fibre before resorting to safe disposal;
- Assessment of the chemical waste with worn out labels or the ones that does not have the Material Safety Data Sheets;
- Opportunities for rebates of recyclable material recovered from general waste and fibre waste (if possible); provide reasons why fibre waste cannot be recycled.
- Plan to submit the quantities of waste collected and clean- up process;
- Submission of the waste manifest document or the waste disposal certificate and the clean- up process to ensure that cradle to grave process is carefully monitored.

4.2 The format of submission

The proposals must be submitted in to different envelopes, labelled PART A (MANDATORY DOCUMENTS) and PART B (FINANCIAL INFORMATION).

PART A (Technical proposal) - MANDATORY DOCUMENTS

The bid must include the items below:

- File divider 1 -The 5 to 10 pages proposal on how to handle the management of waste in ensuring that the facility is cleaned to the level that demonstrates the reasonable measures to protect the environment.
- File divider 2 – 2 to 3 pages for the profile of the bidder (the company information years of company experience, the CVs of individuals that will be involved in the work, the organogram)
- File divider 3 -The references to be provided according to the reference form that is provided
- File divider 4 – assessment report to cover the scope under paragraph 4.1
- File divider 5 - Risk plan. State the potential risks and they will be mitigated
- File divider 6 - Project schedule. Provide a detailed schedule (that is within 10 working days after the contract is signed).

PART B (Pricing Proposal, B-BBEE and other Mandatory Documentation) – FINANCIAL INFORMATION

- File divider 1 - BBEE certificate
- File divider 2 - Pricing information
- File divider 3 - CSD registration
- File divider 4 - Tax certificate

5 FUNCTIONAL EVALUATION CRITERIA

Competence Criterion	Key Aspects of Criterion	Weight
Methodology (5 to 10 pages)	<ul style="list-style-type: none"> - Assessment and investigation of the extent of contamination on the waste fibre that is on site; - Identify and recommend opportunities for recycling or reusing the waste fibre before resorting to safe disposal; - Assessment of the chemical waste with worn out labels or the ones that does not have the Material Safety Data Sheets; - Opportunities for rebates of recyclable material recovered from general waste; - Plan to submit the quantities of waste collected and the clean- up process; - Submission of the waste manifest document or the waste disposal certificate and the clean- up process; 	45
Experience	The company years of experience, the CVs of the individuals that will be deployed in the project and the organogram.	10
References	References accompanied by letter from the client - for similar work. Please use the reference form that is provided.	5
Risk management	Identify the risks and explain how they will be mitigated.	15

Competence Criterion	Key Aspects of Criterion	Weight
Quality management	Describe quality standards and processes linked to the methodology project schedule	10
Time frames	The detailed schedule that is linked to the quality plan and the methodology	15
		100

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Non-attendance of the compulsory briefing session / site inspection.
- Submission not compliant with the prescribed format (please refer to paragraph 4.2 PARTS A and B)

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** Port Elizabeth (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
17, 1 Gomery Ave,
Summerstrand
Port Elizabeth
6001

9 TENDER PROGRAMME

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

- Issue of tender documents: **Monday, 19 August 2019**
- Compulsory briefing session / site inspection etc.: **Monday, 26 Monday 2019**
- Closing / submission Date: **Tuesday, 03 September 2019**
- Estimated contract duration (working days) **20 days**

NB: The implementation of the contract is dependent on the applicable areas completely and successfully vacated by the CSIR.

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 895/03/09/2019

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

RFP No 895/03/09/2019

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 **Tuesday, 03 September 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 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**, local production and content.
- 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.

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with "RFP No 895/03/09/2019 – The provision of a best practicable environmental option (BPEO) for implementing a waste management hierarchy for a clean-up of a facility to the CSIR" as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 *One hard copy and one electronic copy (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-imbursements, 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.

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 xxxxxxxx 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

Competence Criterion	Key Aspects of Criterion	Proof	Description for the allocation of points	Pnts	Weight
Methodology (5 to 10 pages)	<ul style="list-style-type: none"> - Assessment and investigation of the extent of contamination on the waste fibre that is on site; - Identify and recommend opportunities for recycling or reusing the waste fibre before resorting to safe disposal; - Assessment of the chemical waste with worn out labels or the ones that does not have the Material Safety Data Sheets; - Opportunities for rebates of recyclable material recovered from general waste; - Plan to submit the quantities of waste collected and clean- up process; - Submission of the waste manifest document or the waste disposal certificate and the clean- 	Proposal written professional	Did not described how the waste will be managed and cleaned-up	0	45
			Proposal is not detailed. It does not include the comprehensive project schedule.	5	
			Proposal is complete. The specifications for the key aspects are described, and linked to the project schedule	7	
			Proposal is complete. The specifications described are over and above the key aspects and linked to the project schedule	10	

Competence Criterion	Key Aspects of Criterion	Proof	Description for the allocation of points	Pnts	Weight
	up process;				
Experience	The company years of experience, the CVs of the individuals that will be deployed in the project and the organogram.	Company profile	Did not submit the company profile	0	10
			Less than 5 years company experience and the individual resources experience ranging between 3 and 5 years	5	
			More than 5 years company experience and the individual resources experience ranging between 5 and 10 years	7	
			Company experience more than 5 years and the individual resources experience more than 10 years	10	
References	References accompanied by letter from the client - for similar work (please use the reference form that is provided). Letters must signed by the previous client.	Average score of all references	No references	0	5
			1 to 3 references	5	
			4 to 5 References	7	
			More than 5 references	10	
Risk management	Identify the risks and explain how they will be mitigated.	Risk plan	Did not submit the risk plan	0	15
			The list of identified risks is less than 10 and the mitigation is not provided	5	
			The list of identified risks is complete as required (at least 10 risks) and the mitigation plan is relevant	7	
			More than 10 risks are identified. The mitigation plan is relevant	10	
Quality management	Describe quality standards and processes linked to the project schedule	Quality plan	Did not submit the quality plan	0	10
			The quality plan is not detailed and is not linked to the methodology (does not address	5	

Competence Criterion	Key Aspects of Criterion	Proof	Description for the allocation of points	Pnts	Weight
			all the key aspects) and the project schedule		
			The quality plan is detailed, it is linked to the methodology. It address all the key aspects and it is linked to the project schedule	7	
			The quality plan is detailed, it is linked to the methodology. It also addresses the aspects that are over and above the key aspects of the methodology and also linked to the project schedule	10	
Time frames	The detailed schedule to deliver the project within to working days	Project schedule	Did not submit the schedule	0	15
			The schedule is more than 10 days (excluding the public holiday)	5	
			The schedule is 10 - 20 days including the public holiday.	7	
			The schedule is 10 days excluding the public holidays.	10	
			Total		100

29 REFERENCE FORM



CSIR Facilities Management

PO Box 395 Pretoria 0001 South Africa
 Tel: +27 12 841 2911
 Fax: +27 12 349 1153
 Email: query@csir.co.za

BIDDER PERFORMANCE ASSESSMENT AND REFERENCE: EXPERIENCE ON WASTE MANAGEMENT AND CLEAN-UP

NB: This document forms part of the returnable schedules. Information has to be provided by the client – the beneficiary for the project

Project number () : Project name:.....

Type of area **e.g. school, clinic, company building, government building, etc.**

Type of work **e.g. waste management, waste assessment, etc.**

.....

Name of organization where the project was done.....

Contract Amount: Contract duration:

Project start date:..... Project finish date

RATE SERVICE PROVIDER (put a mark (√) next to the relevant score)

Indicator	Excellent	Very good	Average	Poor	Unacceptable
Score	5	4	3	2	1
Quality					
On time					
Budget					
Managed risk					
Communication					

Comments related to the given score.....

.....

Bidder's client contact person:

.....

Office number: Cell number.....

Email address.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation.

Bidder's client Signature..... Date:

END OF RFP