

Request for Proposals (RFP) for

The Provision of writing review articles and sundry content for the Aerospace Industry Support Initiative (AISI) Impact Report and Brochure 2019/2020

RFP No. 926/31/03/2020

Date of Issue	Monday, 16 March 2020	
Closing Date	Tuesday, 31 March 2020	
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 Aerospace Industry Support Initiative (AISI) is an initiative of the Department of Trade and Industry (**the dti**), hosted and managed by the CSIR. The AISI falls under the Advanced Manufacturing Directorate within **the dti**. The AISI is contractually bound to publish an annual overview that showcases its deliverables to a largely non-technical, but influential, audience. The AISI Impact Report and Brochure are published both in print and electronically and cover a range of projects undertaken in the various programmes of the AISI.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the writing of review articles and sundry content for the Aerospace Industry Support Initiative (AISI) Impact Report and Brochure 2019/2020.

4 PROPOSAL SPECIFICATION

Tenderers to submit tenders in a format they deem fit, as per below guidelines.

DELIVERABLE 1: IMPACT REPORT

The AISI supports ±13 projects in the 2019/2020 financial year at various organisations across South Africa. These projects are in the aerospace and advanced manufacturing industries. The benefiting organisations are required to submit a technical Work Plan, Interim Report and Final Report to the AISI.

The appointed service provider will be required to:

1. Peruse these current technical reports (of varying lengths) to get a sense of the projects and thereafter write a “review article” of each project.
2. Conduct at least one face to face interview with the relevant company to get an understanding of the project, the benefit derived from it, as well as other information that might not be contained in the reports, but would be relevant and could be included in the “review article”. The AISI will introduce the appointed writer to the various organisations via email. The writer will be responsible for setting up the interviews with the organisations and must give the AISI regular status updates regarding progress.
3. Request high-resolution images from the benefitting organisations during the interviews for inclusion in the Impact Report and Brochure.
4. Final check of all content for grammar, fact checking as well as text integrity before sending it to the design agency for layout (the design agency will be appointed separately).
5. Cross-referencing of text within the document.
6. Work closely with the design agency and ensure integrity of the content.
7. Attend client meetings and project management with the AISI team and design agency.
8. Proof reading of final layout from the design agency to ensure text integrity.

Pricing proposal to Include:

1. Interviews with respective benefitting organisations (5 in Gauteng, 1 in Potchefstroom, 2 in Durban and 2 in Cape Town and 3 in Somerset West).
 - a. The expectation is that the organisations in the same geographical location will be interviewed in one trip to save on travelling costs.
 - b. Travel expenses should be paid by the writer and should be included in the quotation.
2. The Impact Report consist of ±52 pages:

Section	Number of Pages
Cover Pages	4
AISI Vision and Mission	1
Table of Contents	1
Executive Summary	2
Infographic	1
Technology Based Supplier Development:	
Introduction	2
Technology Enhancement	
-Completed Projects	18
-Projects in Progress	4
Standards and Accreditation	
Introduction and List of Companies Supported	1
Supply Chain Optimisation	
Introduction	0
Industry Development and Technology Support	
Introduction	2
-Completed Projects	2
-Projects in Progress	2
Sector Strategic Support Initiatives	
Joint Aerospace Steering Committee	1
Commercial Aerospace Industry Development Strategy	1
Promotion, Coordination and Awareness	
Aeronautical Society of South Africa Conference	1
Marine Manufacturing and Repairs Supplier Development Programme	
Introduction and List of Companies Supported	2
Governance	1
Summary of Organisations Benefitting from AISI Support	2
Industry Partners and Collaborators	2
Acknowledgements	1
Abbreviations	1
	52

Narrative sections include, but not limited to:

- Open with picture – A4
- 100-150 words introduction
- Theme-led discussion of projects
- Lead on from introduction
- Include key concepts contained in the vision and mission of the AISI:
 - Job creation
 - Industry transformation
 - Enabling industry
 - Industrialisation
 - Collaboration
- Cross referencing between sections
- Integrate impact charts, photos, pull quotes and statistics

DELIVERABLE 2: BROCHURE

The Brochure will contain content and images used in the AISI Impact Report adapted to the medium (consultation with AISI team required). The writer will be required to work closely with the design agency while ensuring integrity of the content. The Brochure is 8 pages and will contain graphics and images. Text should be succinct so as not to create a text-heavy publication. The target audience for the Brochure is the general public. The content should lend itself to a Brochure that has an industrial look and feel.

5 FUNCTIONAL EVALUATION CRITERIA

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

PORTFOLIO OF WRITING AND SKILLS ASSESSMENT

In order to evaluate your ability effectively, please submit the following:

1. At least three (3) examples of recent articles written on a technical topic for a non-technical audience (articles based on advanced manufacturing will be an added advantage). Articles should not be older than three years. Writing that is submitted as examples of previous work must be easy to read, high quality and easy flowing with the ability to break down highly technical information to enable easy comprehension. If submitting full publications as examples, please clearly mark the articles that were written by you or your team members.
2. Curriculum Vitae's of the key personnel that will form part of the writing team.

The functionality evaluation criteria will be based on the following:

EVALUATION CRITERIA	SCORE (/10)	WEIGHTING %
Experience <ul style="list-style-type: none">• Writing Articles in the Advanced Manufacturing Industries (assigned score: 10/10)• Writing Articles in other High Technology Industries (maximum assigned score: 5/10)		40
Portfolio of Writing and Skills Assessment – Examples		
Coherence and Cohesion		20
Lexical Resource		20
Grammatical Range and Accuracy		20
Total		100

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

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: 16 March 2020
- Last date for submission of queries: 23 March 2020
- Closing / submission Date: 31 March 2020

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.: 926/31/03/2020

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

RFP No.: 926/31/03/2020

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, 31 March 2020** 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.

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 926/31/03/2020 - The Provision of writing review articles and sundry content for the Aerospace Industry Support Initiative (AIS) Impact Report and Brochure 2019/2020” as the subject.

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

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

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

21 VERIFICATION OF DOCUMENTS

21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

21.2 One hard copy and one electronic copy (CD or USB memory key) of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

22 SUB-CONTRACTING

22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

22.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

- 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
- 24.2 Only economy class tickets will be used.
- 24.3 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

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 – EVALUATION CRITERIA

Functional Factors	Criteria Description	Weighting	0	5	7	10	Individuals score
Experience (40%)	Experience in writing articles in the advanced manufacturing/other high technology industries	40	<ul style="list-style-type: none"> No experience in writing articles in any high technology industries 	<ul style="list-style-type: none"> Experience in writing articles in other high technology industries 		<ul style="list-style-type: none"> Experience in writing articles in the advanced manufacturing industry space. 	
Portfolio of Writing –At Least Three (3) Examples (60%)	Coherence and Cohesion	20	<ul style="list-style-type: none"> Presents information and ideas but these are not arranged coherently and there is no clear progression in the response Uses some basic cohesive devices but these may be inaccurate or repetitive 	<ul style="list-style-type: none"> Presents information with some organisation but there may be a lack of overall progression Makes inadequate, unsubstantiated statements over-use of cohesive devices May be repetitive because of lack of referencing and substitution 	<ul style="list-style-type: none"> Logically organises information and ideas; there is clear progression throughout Uses a range of cohesive devices appropriately although there may be some under-/over-use 	<ul style="list-style-type: none"> Uses cohesion in such a way that it attracts no attention Skilfully manages paragraphing 	
	Lexical Resource	20	<ul style="list-style-type: none"> Uses only basic vocabulary which may be used repetitively, or which may be inappropriate for the task Has limited control of 	<ul style="list-style-type: none"> Uses a limited range of vocabulary, but this is minimally adequate for the task May make noticeable errors in spelling and/or word formation that may cause some difficulty for the reader 	<ul style="list-style-type: none"> Uses a sufficient range of vocabulary to allow some flexibility and precision Uses less common lexical items with some 	<ul style="list-style-type: none"> Uses a wide range of vocabulary with very natural and sophisticated control of lexical features; rare minor errors occur only as 'slips' 	

Functional Factors	Criteria Description	Weighting	0	5	7	10	Individuals score
			word formation and/or spelling <ul style="list-style-type: none"> Errors may cause strain for the reader 		awareness of style and collocation <ul style="list-style-type: none"> May produce occasional errors in word choice, spelling and/or word formation 		
	Grammatical Range and Accuracy	20	<ul style="list-style-type: none"> Uses only a very limited range of structures with only rare use of subordinate clauses Some structures are accurate, but errors predominate, and punctuation is often faulty 	<ul style="list-style-type: none"> Uses only a limited range of structures Attempts complex sentences but these tend to be less accurate than simple sentences May make frequent grammatical errors and punctuation may be faulty; errors can cause some difficulty for the reader 	<ul style="list-style-type: none"> Uses a variety of complex structures Produces frequent error-free sentences Has good control of grammar and punctuation but may make a few errors 	<ul style="list-style-type: none"> Uses a wide range of structures with full flexibility and accuracy; rare minor errors occur only as 'slips' 	