

Request for Proposals (RFP)

The provision of services for the development and implementation of ISO 17025:2017 (Testing Laboratories) at Prostar Paints a company supported by the CSIR

RFP No. 988/06/05/2022

Date of Issue	Friday, 22 April 2022	
Closing Date	Friday, 06 May 2022 @ 16H30	
Place of Submissions	Electronically at tender@csir.co.za Mailsize is 25MB, send multiple emails when exceeded	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
2 BACKGROUND	3
3 INVITATION FOR PROPOSAL	3
4 PROPOSAL SPECIFICATION	4
5 FUNCTIONAL EVALUATION CRITERIA	5
6 ELIMINATION CRITERIA	6
7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION	7
8 VENUE FOR PROPOSAL SUBMISSION	7
9 TENDER PROGRAMME	7
10 SUBMISSION OF PROPOSALS	8
11 DEADLINE FOR SUBMISSION	8
12 AWARDING OF TENDERS	8
13 EVALUATION PROCESS	8
14 PRICING PROPOSAL	9
15 VALIDITY PERIOD OF PROPOSAL	10
16 APPOINTMENT OF SERVICE PROVIDER	10
17 ENQUIRIES AND CONTACT WITH THE CSIR	10
18 MEDIUM OF COMMUNICATION	10
19 COST OF PROPOSAL	11
20 CORRECTNESS OF RESPONSES	11
21 VERIFICATION OF DOCUMENTS	11
22 SUB-CONTRACTING	11
23 ENGAGEMENT OF CONSULTANTS	12
24 TRAVEL EXPENSES	12
25 ADDITIONAL TERMS AND CONDITIONS	13
26 CSIR RESERVES THE RIGHT TO	13
27 DISCLAIMER	14
DECLARATION BY TENDERER	15
28 ANNEXURE A	16
ANNEXURE B RETURNABLE CHECKLIST	17

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, Industry and Competition (**the dtic**). The AISI is hosted and managed by the CSIR and has a specific aim of industrial development.

The Marine Manufacturing, Associated Services and Other Manufacturing Industries Supplier Development Programme, hereafter referred to as “the Programme”, was launched in 2019. The aim of the Programme is to assist the competitiveness of suppliers in the ship- and boat-building, maintenance and repair, and associated services to increase their presence within the global and local supply chain in terms of marine certifications and accreditations as well as technology enhancements. The assistance will enable beneficiaries to better respond to designated public procurements in the ship- and boat-building industry.

This RFP intends to identify a service provider to develop and implement ISO 17025:2017 at Prostar Paints an SMME located in KwaZulu Natal and supported by the CSIR. The company manufactures and supplies architectural, industrial, marine, protective coating paint products; sanitising hygiene products for domestic and industrial application.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services for the development and implementation of an ISO 17025:2017 “Testing Laboratories” at Prostar Paints, an SMME based in Durban.

4 PROPOSAL SPECIFICATION

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

	Company Name	Services Required
1.	<p>Prostar Paints (Pty) Ltd</p> <p>Location: Durban</p> <p>Total Employees: 33</p> <p>Operations: The company manufactures and supplies architectural, industrial, marine, protective coating paint products and sanitising hygiene products</p>	<p>1. ISO 17025:2017 “Testing Laboratories” development and implementation with the ultimate goal of getting Prostar Paints ISO 17025:2017 certified.</p> <p>Scope of work should include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Documenting and Implementation of the ISO 17025:2017 quality management system manual together with top management & relevant employees ▪ Development, training and evaluation of two employees as Technical Assessors. ▪ Assisting with the internal audit and management review meeting ▪ Consultant for the external audit (if required) <ul style="list-style-type: none"> ○ Stage 1 and Stage 2 (if applicable) ▪ Assist Prostar Paints with stage 1 and stage 2 certification audits and closing of findings/non-conformances raised during the audit

	Company Name	Services Required
		<ul style="list-style-type: none"> ▪ Attend the external audits (the certification body will be contracted separate through the CSIR processes). ○ Attend the external audits (the certification body will be contracted separate through the CSIR processes).

5 FUNCTIONAL EVALUATION CRITERIA

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

- Demonstrable track record in the implementation of ISO 17025:2017.
 - *Preference will be given to service providers that have more than 3 years' experience in ISO 17025:2017 testing laboratory implementation with specific reference to implementing this standard at paint manufacturers (evidence should be provided).*
- Proof that the service provider is currently, or recently, successfully implemented ISO 17025:2017 (include contactable references).
- The descriptions of the personnel and expertise to be used to train and facilitate implementation. Demonstrate capacity and experience to fulfill the requirements of the scope including accreditation by recognised bodies (attach CVs).
- The proposed timelines for the implementation and training are practical and within the scope.

EVALUATION CRITERIA	WEIGHTING %
Organisational Experience	30
Recent examples of certification of ISO 17025:2017	25
Staff experience in ISO 17025:2017 systems implementation	25
Detailed Project Plan	20
Total	100

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

5.3 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
- Evidence is not provided that the bidder has at least 2 years' experience in implementing the new version i.e ISO/IEC 17025:2017

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 SANAS approved B-BBEE certificate or affidavit on DTIC template. 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:

- **Electronically at tender@csir.co.za**
- **Email may be sent in parts if it exceeds 25MB**

9 TENDER PROGRAMME

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

- | | |
|-------------------------------------------------|---------------|
| • Issue of tender documents: | 22 April 2022 |
| • Last date for submission of queries: | 29 April 2022 |
| • Closing / submission Date: | 06 May 2022 |
| • Estimated contract duration (in months/years) | 1 year |

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be clearly marked with the RFP number. Proposals must consist of two parts, each of which is clearly marked:

PART 1: Technical Proposal: RFP No- 988-06-05-2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No:988-06-05-2022

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

10.3 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 email address mentioned above no later than the closing date of **Friday,06 May 2022** 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 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- 988-06-05-2022 – The provision of services for the development and implementation of ISO 17025:2017 (Testing Laboratories) at PROSTAR PAINTS a company supported by 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 Electronic copy of each proposal must be submitted.

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.

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 R1400 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:988-06-05-2022

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-988-06-05-2022 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	Points
Organisation Experience [30%]	Demonstrable track record in the implementation of ISO17025:2017 Testing Laboratories	8 to 10 years' experience in ISO 17025:2017 implementation. OR More than 5 years' experience in ISO 17025:2017 testing laboratory implementation with specific reference for implementing this standard at paint manufacturers (evidence should be provided)	10
		2-8 years' experience ISO 17025:2017 implementation.	5
		Less than 2 years' experience in ISO 17025:2017 implementation	0
Recent examples of ISO 17025:2017 services and case studies [25%]	Proof that the service provider is currently, or recently successfully implemented an ISO 17025:2017 system (include contactable references).	5 successful ISO 17025:2017 system implementations in the last three years	10
		4 successful ISO 17025:2017 system implementations in the last three years	7
		3 successful ISO 17025:2017 system implementations in the last three years.	5
		Less than three successful ISO 17025:2017 system implementations in the last four years.	0
Staff experience in ISO 17025:2017 System Implementation [25%]	The descriptions of the personnel and expertise to be used to train and facilitate implementation. Demonstrate capacity and experience to fulfill the requirements of the scope including accreditation by recognized bodies (attach CVs).	Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have more than 10 years' experience in implementation of ISO 17025:2017. OR More than 3 years' experience in ISO 17025:2017 implementation with specific reference for implementing this standard at paint manufacturers (evidence should be provided)	10
		Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and 6-10 years' experience in implementation of ISO 17025:2017.	7
		Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have 3-5 years' experience in implementation of ISO 17025:2017.	5
		Inadequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have less than 3 years' experience in implementation of ISO 17025:2017.	0
Detailed Project Plan [20%]	The proposed timelines for the documentation implementation and training are practical and within the scope.	Besides meeting the "good rating", the important components are approached in an efficient manner that demonstrates that the tenderer has outstanding knowledge of subject matter and up to date training material.	10
		The approach is specifically tailored to address the specific project objectives and requirements. It is sufficiently flexible to accommodate changes that may occur.	7

Competence	Criterion	Key Aspects of Criterion	Points
		The approach is generic and not tailored to address the specific project objectives and requirements.	5

ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
The below documents must be submitted		
Description	Included	
	Yes	No
Central Supplier database (CSD Report)		
BBBEE certificate or sworn affidavit		
Company Profile		
Evidence is not provided that the bidder has at least 2 years' experience in implementing the new version i.e ISO/IEC 17025:2017		
Demonstrable track record in the implementation of ISO17025:2017 (Annexure A)		
Detailed Project Plan (Annexure A)		
Staff experience in ISO 17025:2017 System Implementation-attach CV (Annexure A)		
Proof that the service provider is currently, or recently successfully implemented an ISO 17025:2017 system - (include contactable references). (Annexure A)		
Declaration by tenderer		
SBD 1 Form		
SBD 4 Form		