

Request for Proposals (RFP)

The provision of services for the writing of review articles and sundry content for the Aerospace Industry Support Initiative (AISI) Impact Report and Presentation 2021/2022

RFP No. 991/12/05/2022

Date of Issue	Tuesday, 26 April 2022	
Closing Date	Thursday, 12 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	

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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, 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, Maintenance & Repairs, and Associated Services 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.

3 INVITATION FOR PROPOSAL

The provision of services for the writing of review articles and sundry content for the Aerospace Industry Support Initiative (AISI) Impact Report and Presentation 2021/2022

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.

DELIVERABLE 1: IMPACT REPORT

The AISI supported 29 projects in the 2021/2022 financial year at various organisations across South Africa. These projects are in advanced manufacturing industries (aerospace, defence and marine). The benefiting organisations are required to submit a technical Work Plan, Interim Reports and Final Report to the AISI.

The appointed Service Provider (writer) 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 interview (online only) 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 benefiting organisations during the interviews for inclusion in the Impact Report and Presentation.
4. Final check of all content for grammar, fact checking as well as text integrity before sending it to the design agency for layout.
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 and design agency.
8. Proof reading of final layout from the design agency to ensure text integrity.
9. **NB:** This proposal is for the writing of the articles, and not the designing thereof. A design agency will be appointed separately by the AISI. Examples submitted as part of the proposal must be for the writing of articles only.

The Impact Report consists of 74 pages as follows (estimate only):

SECTION	NUMBER OF PROJECTS	NUMBER OF PAGES	RESPONSIBLE PARTY
Cover Pages		4	Designer
AISI Vision and Mission		1	AISI
Table of Contents		1	Writer
Executive Summary		4	AISI
Infographic		2	Designer
Technology Based Supplier Development Introduction		1	AISI
Technology Enhancement Projects	8	16	Writer
Standards and Accreditations - Introduction and List of Companies Supported		0.5	AISI
Standards and Accreditations Projects	3	3	Writer
Supply Chain Optimisation - Introduction		0.5	AISI
Industry Development and Technology Support Introduction		1	AISI
Technology Enhancement Projects	7	14	Writer
Sector Strategic Support Initiatives		1	AISI
Aerospace and Defence Industry Support Framework			
Aerospace and Defence Statistical Update			
Promotion, Coordination and Awareness			
AeSSA Young Professionals		2	AISI
Marine Manufacturing, Associated Services and Other Manufacturing Industries Supplier Development Programme Project Management Meeting			
Standards and Accreditations Projects	9	9	Writer
Technology Enhancement Projects	2	4	Writer
AISI Governance		1	AISI
AISI Value Proposition		1	AISI
Summary of Beneficiary Organisations		6	AISI
Acknowledgements		1	AISI
Abbreviations		1	Writer
	Total	74	

Narrative sections include, but not limited to:

- 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: PRESENTATION

The presentation should be a succinct representation of the AISI Impact Report and incorporate at least five high impact stories (decided in consultation with the AISI) drawn from the projects funded during 2021/2022. The Service Provider (writer) will be required to work closely with the design agency to ensure integrity of the content. The presentation is anticipated to be approximately 30-35 slides and should contain graphics and images to illustrate the impact achieved. The target audience for the presentation is the general public although the presentation is intended to have an industrial look and feel

5 FUNCTIONAL EVALUATION CRITERIA

PORTFOLIO OF WRITING AND SKILLS ASSESSMENT

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

- At least three (3) examples (electronic only) 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.

- Full publications that are already designed will not be accepted. Examples must be of the writing content only.
- The examples submitted must be from the key personnel that will form part of the writing team, and not the company.
- Curriculum Vitae's of the key personnel that will form part of the writing team.
- Clearly indicate which team members wrote the articles.
- Clearly indicate the years' experience of the team members writing articles in high-technology industries.

The functionality evaluation criteria will be based on the following:

EVALUATION CRITERIA	WEIGHTING
	%
Experience	10
<ul style="list-style-type: none"> • No experience in writing articles covering high- technology industries (assigned score: 0/10) • Less than five years' experience in writing articles covering high-technology industries (assigned score: 5/10) • More than five years' experience in writing articles covering high-technology industries (assigned score: 7/10) • More than seven years' experience in writing articles covering high-technology industries (maximum assigned score: 10/10) 	
Portfolio of Writing and Skills Assessment – Examples	
Coherence and Cohesion	30
Lexical Resource	30
Grammatical Range and Accuracy	30
Total	100

5.1 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.

5.2 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 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: 26 April 2022
- Last date for submission of queries: 03 May 2022
- Closing / submission Date: 12 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-991-12-05-2022

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

RFP No:991-12-05-2022

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 **Thursday, 12 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

- 15.1 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- 991/12/05/2022** - The provision of services for the writing of review articles and sundry content for the Aerospace Industry Support Initiative (AISI) Impact Report and Presentation 2021/2022 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-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 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: 991-12-05-2022

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-991-12-05-2022 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

Functional Factors	Criteria Description	Weighting	0	5	7	10
Experience (40%)	Experience in writing articles in advanced manufacturing/ other high technology industries	10	No experience in writing articles covering high-technology industries.	Less than five years' experience in writing articles covering high-technology industries.	More than five years' experience in writing articles covering high-technology industries.	More than seven years' experience in writing articles covering high-technology industries.
Portfolio of Writing – At Least Three (3) Examples (60%)	Coherence and Cohesion	30	<p>Some of the following problems in terms of cohesion manifest in writing examples:</p> <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. 	<p>Some of the following problems in terms of cohesion manifest in writing examples:</p> <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. • Articles are logically set out and easy to follow.

Functional Factors	Criteria Description	Weighting	0	5	7	10
Portfolio of Writing – At Least Three (3) Examples (60%)	Lexical Resource	30	<p>Some of the following problems in terms of lexical resource manifest in writing examples:</p> <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 word formation and/or spelling. • Errors may cause strain for the reader. 	<p>Some of the following problems in terms of lexical resource manifest in writing examples:</p> <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 awareness of style and collocation. • May produce occasional errors in word choice, spelling and/or word formation. 	<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'.
	Grammatical Range and Accuracy	30	<p>Some of the following problems in terms of grammatical range and accuracy manifest in writing examples:</p> <ul style="list-style-type: none"> • Attempts sentence forms but errors in grammar and punctuation predominate and distort the meaning. • Cannot use sentence forms except in memorised phrases. • Cannot use sentence forms at all. 	<p>Some of the following problems in terms of grammatical range and accuracy manifest in writing examples:</p> <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'.

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		
Declaration by tenderer		
SBD 1 form		
<p>Proposal with the Curriculum Vitae's of the key personnel that will form part of the writing team</p> <ul style="list-style-type: none"> • <i>Clearly indicate which team members wrote the articles.</i> • <i>Clearly indicate the years' experience of the team members writing articles in high-technology industries.</i> 		
<p>At least three (3) examples (<u>electronic only</u>) of recent articles written on a technical topic for a non-technical audience to evaluate the Coherence and Cohesion, Lexical Resource, Grammatical Range and Accuracy of the articles as per Section 2</p> <ul style="list-style-type: none"> • <i>Full publications that are already designed <u>will not be accepted</u>. Examples must be of the writing content only</i> • <i>The examples submitted must be from the key personnel that will form part of the writing team, and <u>not</u> the company.</i> 		