

## **Request for Proposals (RFP) for the provision of Business Development services to the CSIR**

**RFP No. 3273/22/02/2019**

Date of Issue	Friday, 08 February 2019	
Closing Date	Friday, 22 February 2019	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
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. It currently hosts South Africa's 10-year Waste Research, Development and Innovation (RDI) Roadmap, an initiative of the Department of Science and Technology (DST), aimed at strengthening waste R&D and innovation in the country.

### 2 BACKGROUND

The Waste RDI Roadmap supports the diversion of waste away from landfill towards value-adding opportunities, including prevention of waste and the optimised extraction of value from reuse, recycling and recovery, in order to create significant economic, social and environmental benefit. In achieving this objective, Government recognises the need to implement alternative solid waste treatment technologies, however, municipalities and businesses have been slow to make this transition, with landfilling still seen as the preferred technology solution. Municipalities, in particular, are risk averse when it comes to implementing alternative waste treatment technologies, despite an estimated 60-70% of municipal solid waste being recyclable.

Reports published by the DST (2012, 2013), identified the following challenges with respect to alternative waste treatment technologies in South Africa-

- Slow uptake of technologies in the South African waste sector
- Increase in in-bound technologies into South Africa
- Lack of capability, particularly in municipalities, to critically evaluate, implement and monitor technology options
- Limited waste RDI infrastructure within South Africa's Universities and Science Councils

The Waste RDI Roadmap, identifies the need to “*establish targeted research programmes, Research Chair, Centre(s) of Excellence and Competence in Alternative Waste Technologies, directed at process performance improvements; new technology development; technology evaluation and demonstration; and technology adaptation and localisation. Build capability to educate the next generation of waste practitioners, competent in waste technologies. Investment and development of waste technologies guided by strategic needs (availability, appropriateness, placing, priority waste streams). Drive for local content in imported technology, implementation of pilot projects, with new businesses set up around new technologies, resulting in fully functional*

*waste technologies (prevention, reuse, recycling and recovery) that will lead to efficiency improvements. Innovation alternatives, with opportunities for exporting SA technology. Develop capability of business and municipalities to deliver (appropriate technology)."*

To provide technical support to municipalities and businesses, and facilitate faster insertion of context-appropriate alternative solid waste treatment technology in South Africa, the Department of Science and Technology has put forward a proposal to establish a national Waste Technology and Innovation Centre. With an immediate focus on alternative waste treatment technologies for municipal solid waste (MSW) management, the Centre is aimed at-

- Reducing the risk of implementation of waste technologies
- Improving decision-making through access to independent technical evidence

In particular, establishing and strengthening systems and mechanisms to-

- *Evaluate* (verify) technologies and vendor claims, and provide independent technology advice to potential technology users, thereby reducing the risk of technology uptake
- Support technology *demonstration*, by showcasing alternative waste treatment technologies
- Identify opportunities for technology *adaptation* and *localisation* of inbound technologies
- Identify opportunities for *new technology development*, for niche waste streams or problem areas

This tender seeks to acquire the services of a suitable and experienced consultant or service provider to provide business development services to the CSIR Implementation Unit, in order to (i) critically evaluate the feasibility of such a Waste Technology and Innovation Centre within the South African context, and (ii) if found to be feasibly, prepare a 5-year business plan which outlines the final, agreed upon design and functional operation of a national Waste Technology and Innovation Centre, including associated costs of operation and funding instruments to sustain the operation of the Centre, and appropriate host institution(s). The plan should be time bound and show clear achievable targets within defined timeframes.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of Business Development services to the CSIR.

## 4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the consultants own format but must include the specific requirements requested in the proposal.

### 4.1 Documents to be submitted

The Consultant should submit the following documents:

- Curriculum vitae of the lead consultant or team (max 2 CVs), highlighting the key experience relevant to this assignment;
- Letters of references with contact numbers of previous related assignments and brief reports demonstrating tangible outcomes and results and list of clients and contactable references for past three years;
- A technical proposal: Consultant's scope of work and implementation plan indicating how he/she will carry out the assignment with timelines and deliverables.
- A separate financial proposal for the Consultancy fee indicated as a fee rate per working day (in ZAR); and estimated amounts of consulting days for the consultant in line with the deliverables on the proposed work plan.

### 4.2 Scope and deliverables of the services

The project will include a situational analysis with the following activities as a minimum, but the tenderer may include additional tasks if they support the overall objective of the project-

#### *Task 1: Review of Concept Note*

The appointed Business Developer will review and update the draft Waste Technology & Innovation Centre Concept Note prepared by CSIR Waste RDI Roadmap Implementation Unit.

#### *Task 2: Stakeholder consultation*

Through a series of individual meetings and regional workshops, the appointed Business Developer will engage with key public and private sector stakeholders in shaping the design and operation of a Waste Technology and Innovation Centre. This phase is aimed at gaining stakeholder input and support for such a Centre.

#### *Task 3: Funding instruments*

The Business Developer will identify various funding instruments and opportunities (local and international) which could be used to finance the implementation of the Centre for the first five (5) years of operation.

#### *Task 4: 5-year Business Plan*

The Business Developer will prepare a 5-year business plan which outlines the final, agreed upon design and functional operation of a national Waste Technology and Innovation Centre, including associated costs of operation and funding instruments to sustain the operation of the Centre, and appropriate host institution (as applicable).

The final deliverable will be a DST/CSIR approved 5-year Business Plan for the establishment of a Waste Technology and Innovation Centre for South Africa.

### **4.3 Consultancy days**

The expected time-frame for completion of the assignment is 12 months from date of appointment.

An estimate of travel costs should be provided in the financial proposal, in order for the CSIR to estimate costs of travel. A service level agreement will be signed with the service provider before the commencement of the assignment.

## **5 FUNCTIONAL EVALUATION CRITERIA**

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

<b>No</b>	<b>Functionality criteria</b>	<b>Weighting (%)</b>
1	Track record of consultant	20
2	References of previous related assignments	10
3	Scope of work and implementation plan of the assignment (Technical, operational, coordination and reporting)	20
4	Business plan development experience for multi-stakeholder and STI institutions	20
5	Experience with environmental technologies	15
6	Funding instruments (local and international) experience	15
<b>Total</b>		<b>100</b>

- 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;
- If the lead consultant does not hold a Bachelors university degree in commerce, innovation, business development, project management, or a relevant discipline; and
- 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](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number;
- 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. (Applicable to South African suppliers only);
- provide a valid SARS Tax Clearance certificate or Tax clearance from the relevant tax authority if not South African.

## SECTION B – TERMS AND CONDITIONS

### 8 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:                        | 08 February 2019 |
| • Closing / submission date:                        | 22 February 2019 |
| • Estimate appointment date of successful tenderer: | 25 March 2019    |
| • Estimated contract duration (in months/years)     | 12 months        |

### 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.: 3273/22/02/2019..

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 3273/22/02/2019.

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

**10.4** The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.



## 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of Friday, 22 February 2019 during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## 12 AWARDING OF TENDERS

**12.1** Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

## 13 EVALUATION PROCESS

### 13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

### 13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

## **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](mailto:tender@csir.co.za) with ***“RFP No 3273/22/02/2019 – “The provision of Business Development services 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 (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:
  - 24.1.1 Only economy class tickets will be used.
  - 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
  - 24.1.3 No car rentals of more than a Group B will be accommodated.

## **25 ADDITIONAL TERMS AND CONDITIONS**

- 25.1** A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 25.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
  - Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates.

- 25.4** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **26 CSIR RESERVES THE RIGHT TO**

- 26.1** Extend the closing date;
- 26.2** Verify any information contained in a proposal;
- 26.3** Request documentary proof regarding any tendering issue;
- 26.4** Give preference to locally manufactured goods;
- 26.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6** Award this RFP as a whole or in part;
- 26.7** Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

## DECLARATION BY TENDERER

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

**RFP No: 3273/22/02/2019**

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

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

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

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

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

### WITNESSES

1 .....

2 .....

DATE: .....

## 28 ANNEXURE A: Scoring sheet

Submission	Score description	Weighting (%)
Item 1: Track record of consultant	<b>Competency demonstrated in situational analysis and business plan development</b>	
	0 = No competence demonstrated	20
	5 = Completion of 1-2 relevant projects	
	7 = Completion of 3-4 relevant projects	
	10 = Completed 5 or more relevant projects	
Item 2: References of previous related assignments	<b>Signed written references have to be provided</b>	
	0 = No written references	10
	5 = 2 written references	
	7 = 4 written references	
	10 = 5 or more written references	
Item 3: Proposed scope of work and implementation plan (Technical, operational, coordination and reporting)	<b>Comprehensive quality scope of work and implementation plan</b>	
	0 = No scope of work and implementation plan	20
	5 = Scope of work and implementation plan are of poor quality, addresses only two of the four aspects of the assignment	
	7 = Scope of work and implementation plan are of average quality, addresses only three of the four aspects of the assignment	
	10 = Excellent scope of work and implementation plan with balance of practical, innovative approaches and quality intervention; addresses all four aspects adequately	
Item 4: Business plan experience for multi-stakeholder and Science, Technology and Innovation (STI) institutions	<b>Business plan development experience for STI institutions</b>	
	0 = No prior experience	20
	5 = Has provided services for one STI client	
	7 = Has provided services for two STI clients	
	10 = Has provided services for STI three or more clients	
Item 5: Experience in the implementation and/or evaluation of environmental technologies	<b>Experience with environmental technologies demonstrated</b>	
	0 = No competence demonstrated	15
	5 = Completion of 1-2 relevant environmental technology projects	
	7 = Completion of 3-4 relevant environmental technology projects	
	10 = Completed 5 or more relevant environmental technology projects, at least 1 of which is a waste technology project	
Item 6: Funding instrument experience	<b>Funding instrument (local and international) experience</b>	
	0 = No experience in funding instruments	15
	5 = Limited experience in funding instruments for one year	
	7 = Experience in funding instruments for three years	
	10 = Experience in funding instruments for five years or more	
	<b>TOTAL</b>	<b>100</b>