

Request for Proposals (RFP)

The provision of services for the establishment and implementation of a Virtual Reality (VR) Facility for the CSIR Mandela Mining Precinct based in Johannesburg

RFP No. 3310/16/07/2019

Date of Issue	Friday, 21 June 2019	
Compulsory briefing session	Tuesday, 02 July 2019 Time: 11:00 -12:00 Venue: Mid-shaft Boardroom Address: Corner Carlow Road and Rustenburg Road, Melville, Johannesburg	
Closing Date	Tuesday, 16 July 2019	
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	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
2 BACKGROUND	3
3 INVITATION FOR PROPOSAL	4
4 PROPOSAL SPECIFICATION	4
5 SCOPE OF WORK AND DELIVERABLES	4
6 FUNCTIONAL EVALUATION CRITERIA	5
7 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS	5
8 ELIMINATION CRITERIA	6
9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION	6
SECTION B – TERMS AND CONDITIONS	6
10 VENUE FOR PROPOSAL SUBMISSION	6
11 TENDER PROGRAMME	6
12 SUBMISSION OF PROPOSALS	7
13 DEADLINE FOR SUBMISSION	7
14 AWARDING OF TENDERS	7
15 EVALUATION PROCESS	7
16 PREFERENCE POINTS SYSTEM	8
17 PRICING PROPOSAL	8
18 VALIDITY PERIOD OF PROPOSAL	8
19 APPOINTMENT OF SERVICE PROVIDER	8
20 ENQUIRIES AND CONTACT WITH THE CSIR	9
21 MEDIUM OF COMMUNICATION	9
22 COST OF PROPOSAL	9
23 CORRECTNESS OF RESPONSES	9
24 VERIFICATION OF DOCUMENTS	9
25 SUB-CONTRACTING	10
26 TRAVEL EXPENSES	10
27 ADDITIONAL TERMS AND CONDITIONS	10
28 CSIR RESERVES THE RIGHT TO	11
29 DISCLAIMER	11
30 DECLARATION BY TENDERER	12
31 ANNEXURE “A” SCORING TO BE USED TO EVALUATE FUNCTIONALITY	13
32 ANNEXURE “B” MIND MAP INDICATIVE OF THE MMP VR FACILITY	15
END OF RFP	16

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 Mandela Mining Precinct is a Public-Private partnership between government, mining companies, manufacturers of mining equipment and the research fraternity to foster growth, transformation, investment, job preservation and creation along the entire mining value chain. The Mandela Mining Precinct was established by industry and government to implement the South African Mining, Extraction, Research, Development and Innovation (SAMERDI) Strategy. The CSIR serves as a proxy for the management of the SAMERDI strategy

The Mandela Mining Precinct is based at the CSIR Johannesburg Offices: Corner Carlow Road and Rustenburg Road, Melville. The purpose of this Request for Proposal is to obtain capability, pricing and general information on the business of potential contractors for the Mandela Mining Precinct to determine the most capable solution for the identified need.

The Mandela Mining Precinct (MMP) through the CSIR seeks to procure services for the establishment and implementation of a Virtual Reality (VR) Facility that aims to be:

- Portable,
- Accessible,
- Immersive

and fosters participative collaboration within which multiple stakeholders, such as Industry, Researchers, the Government entities, and Labour Unions so that they could experience real-life underground mining conditions and scenarios relevant to the current challenges, as addressed by the SAMERDI programmes.

The VR experience will build the aspects of awareness, research, skills development, immersive problem-solving and ideation. The VR Facility would thus provide the scope and means for demonstrating the application of SAMERDI themes and addressing sector needs such as productivity, awareness of occupational health and safety issues. Enhanced

research and solutioning capabilities, acts as an overall awareness mechanism for modernization and is a portable 'toolset' that adds value and promotes open sharing.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services for the establishment and implementation of a Virtual Reality (VR) facility to the CSIR Mandela Mining Precinct.

4 PROPOSAL SPECIFICATION

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

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- Covering letter;
- Company profile;
- Provide a methodology and approach for the proposed required solution- This should include a project plan and timelines;
- Value proposition to the CSIR (E.g. flexibility);
- Provide information on proposed hardware/equipment, software and resources,(employees available to service the CSIR in relation to the project);
- Experience and track record as the main contractor in providing **similar** services; and
- Written testimonials of recent and current projects.

4.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover Letter;
- Proposed cost/ commercial offer on official company letterhead- must have clear breakdowns as well as the total final cost for the duration of the contract;
- Certified copy of B-BBEE certificate; and
- CSD registration report (RSA suppliers only).

5 SCOPE OF WORK AND DELIVERABLES

Service providers are required to submit a technical and financial proposal based on the following scope and deliverables:

- Complete the scope of work within a minimum of 4 months from date of signature

- Recommendations related to the design of the entire system and all its components, including software, and other specifications;
- Provision of all VR hardware inclusive of wearables, controllers, PC etc.
- Provision of all VR software as required;
- Provision of content (see mind map above);
- Onsite training of staff to operate the solution;
- Support services for a period of 12 months post-installation and go-live of the system;

See **ANNEXURE “B”**: for mind map indicative of the aspects that the MMP VR Facility will need to achieve:

6 FUNCTIONAL EVALUATION CRITERIA

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

Description		Weight
1. Methodology & Implementation	Proposal must meet the stipulated technical specifications, show proposed Implementation Plan of the deliverables. Achieve concepts and solutions that align with objectives.	20%
2. Company Profile	Quality of skills set, qualifications, and capabilities of Human Resources that are assigned to the project (technical staff and project management).	20%
3. Company Experience	The company is expected to have relevant experience in managing and delivering similar projects. The company must be able to provide examples previously managed and similar projects	20%
4. Knowledge Transfer	The proposal must have clearly defined knowledge transfer initiative	10%
5. Timeframe	Ability of respondent to achieve deliverables in a minimum of 4 months	30%
Total		100%

6.2 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.

6.3 Refer to **Annexure “A”** for the scoring sheet that will be used to evaluate functionality.

7 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

The following enterprises will be considered for this tender:

- All Exempted Micro Enterprises (EMEs) with a B-BBEE status of level 1 to 4; and
- Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1.

NB: A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Non-attendance of the compulsory briefing session.
- If the supplier is not an **EME** with a BBEE status level of between 1 and 4, **OR** if the supplier is not a **QSE** with a B-BBEE status of level 1

9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Bidders must complete the following and include documentation with the original proposal:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR with 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

10 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

11 TENDER PROGRAMME

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

- Issue of tender documents: Friday, 21 June 2019
- Compulsory briefing session Tuesday, 02 July 2019
 - Time: 11:00 -12:00
 - Venue: Mid-shaft Boardroom
 - Address: Corner Carlow Road and Rustenburg Road, Melville, Johannesburg
- Last date for submission of queries: Monday, 08 July 2019

- Closing / submission Date: Tuesday, 16 July 2019
- Estimate appointment date of successful tenderer: 30 July 2019
- Estimated contract duration (in months/years) 4 months

12 SUBMISSION OF PROPOSALS

All proposals are to be sealed. No open proposals will be accepted.

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 clearly marked:

PART 1: Technical Proposal: RFP No. **3310/16/07/2019**

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

RFP No.: **3310/16/07/2019** Proposals submitted by companies must be signed by a person or persons duly authorised.

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.

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Tuesday, 16 July 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.

14 AWARDING OF TENDERS

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.

15 EVALUATION PROCESS

15.1 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 tenderer.

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.

16 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.

17 PRICING PROPOSAL

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.

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.

Price should include additional cost elements such as freight, insurance until acceptance at the CSIR campus in Pretoria, and duty where applicable.

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.*

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

18 VALIDITY PERIOD OF PROPOSAL

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

19 APPOINTMENT OF SERVICE PROVIDER

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.

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.

Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

20 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 3310/16/07/2019 - The provision of services for the establishment and implementation of a Virtual Reality (VR) Facility”*** 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.

21 MEDIUM OF COMMUNICATION

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

22 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.

23 CORRECTNESS OF RESPONSES

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.

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

24 VERIFICATION OF DOCUMENTS

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.

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.

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.

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.

25 SUB-CONTRACTING

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.

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.

26 TRAVEL EXPENSES

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:

Only economy class tickets will be used.

A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

No car rentals of more than a Group B will be accommodated.

27 ADDITIONAL TERMS AND CONDITIONS

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.

Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

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 certificate.

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.

Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

28 CSIR RESERVES THE RIGHT TO

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

29 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.

30 DECLARATION BY TENDERER

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

RFP No: 3310/16/07/2019

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. 3310/16/07/2019** 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:

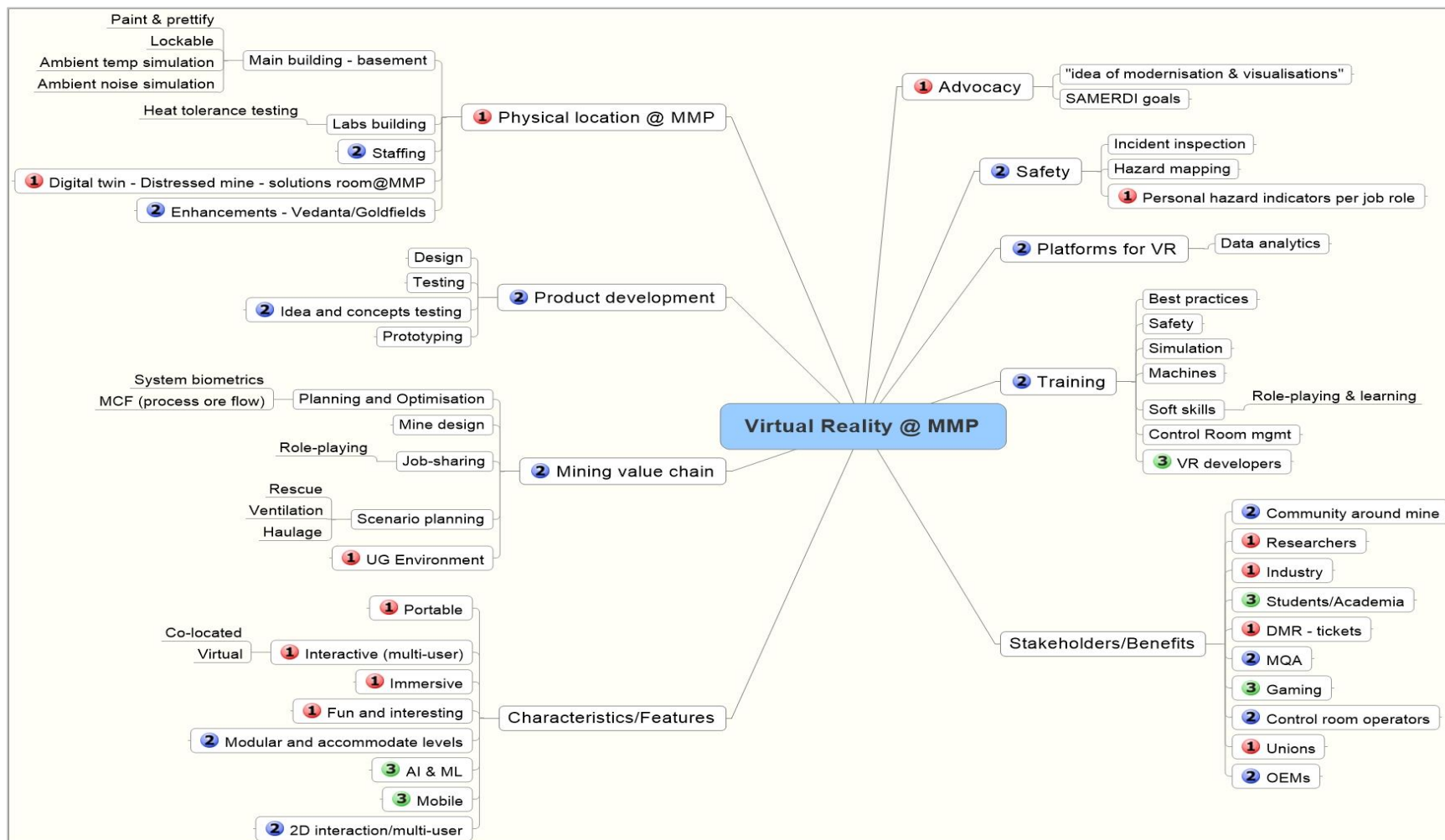
31 ANNEXURE “A” SCORING TO BE USED TO EVALUATE FUNCTIONALITY

Competence	Criterion	Key Aspects of Criterion	Points
Methodology & Implementation [20%]	Proposal must meet the stipulated technical specifications, show proposed Implementation Plan of the deliverables. Achieve concepts and solutions that align with objectives.	The methodology and implementation plan stipulates the technical specifications, is well articulated, clear, practical and structured. It is in line with the scope of work.	10
		The methodology and implementation plan stipulates the technical specifications, is not well articulated and is unclear but structured. It is in line with the scope of work.	7
		The methodology and implementation plan stipulates the technical specifications, is not well articulated, unclear, impractical and unstructured. It is in line with the scope of work.	5
		The methodology and implementation plan does not stipulate the technical specifications, is unclear, unstructured or not in line with the scope of work.	0
Company Profile [20%]	Quality of skills set, qualifications, and capabilities of Human Resources that are assigned to the project (technical staff and project management).	The technical project team has the required quality of skill set qualifications and capabilities. The project manager has the required quality of skill set, qualifications and capabilities.	10
		The technical project team has the required quality of skill set, qualifications and capabilities. The project manager does not have the required quality of skill set, qualifications and capabilities.	7
		The technical project team has the required quality of skill set and capabilities, but does not have the required qualifications. The project manager does not have the required quality of skill set, qualifications and capabilities.	5
		The technical project team does not have the required quality of skill set, qualifications and capabilities. The project manager does not have the required quality of skill set, qualifications and capabilities.	0
Company Experience [20%]	The company is expected to have relevant experience in managing and delivering similar projects. The company must be able to provide examples previously	More than 5 years working experience + more than 3 examples of projects with similar size and budget or more. + - R 800 000.00	10
		5 years working experience + 3 examples of projects with similar size and budget or more. + - R 800 000.00	7

	managed and similar projects	3 years working experience + 2 examples of projects with similar size and budget. + - R 800 000.00	5
		1 year working experience + 0 examples of projects with similar size and budget. + - R 800 000.00	0
Knowledge Transfer [10%]	The proposal must have clearly defined knowledge transfer initiative	The proposal has clearly defined knowledge transfer initiative + 3 examples	10
		The proposal has clearly defined knowledge transfer initiative + 2 examples.	7
		The proposal has clearly defined knowledge transfer initiative + 1 example.	5
		The proposal does not have clearly defined knowledge transfer initiative + 0 example.	0
Timeframe [30%]	Ability of respondent to achieve deliverables in a minimum of 4 months	Proposal includes detailed schedule which indicates that project will be delivered/implemented within 4 months.	10
		Proposal includes detailed schedule which indicates that project will be delivered/implemented within 5 months.	7
		Proposal includes detailed schedule which indicates that project will be delivered/implemented within 6 months.	5
		Proposal includes detailed schedule which indicates that project will be delivered/implemented in over 6 months.	0

32 ANNEXURE “B” MIND MAP INDICATIVE OF THE MMP VR FACILITY

Figure 1: VR@MMP Ideation, indicating priority items 1-3



END OF RFP