

Request for Proposals (RFP) for

**The provision of a benchmark study of the CSIR
current and proposed commercialisation strategy**

RFP No. 3422/03/02/2021

Date of Issue	Tuesday, 19 January 2021	
Closing Date	Wednesday, 03 February 2021 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading African scientific research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies. The CSIR also renders its research and development focus and outputs to drive socioeconomic development and to support a capable state. Intellectual property and knowhow are key outputs of the CSIR's endeavours, which it translates into products, processes and services. The valorisation of intellectual property and know how are critical to the realisation of the CSIR mandate.

2 BACKGROUND

The CSIR unveiled its new vision, mission, strategic objectives and focus areas and has just completed its first year of strategy implementation. The thrust of the CSIR's new strategy, is to drive industrial development. The organisation has also implemented new business and operating models to achieve the strategy, including embedding business development and commercialisation as an integral component of its operating model. Other critical organisational changes include having fit for purpose organisational support structures, services, systems, tools and processes that will enable and embed an agile, efficient, effective, integrated and collaborative new way of working.

The CSIR has defined strategic goals that underpin the new strategy. These specific strategic objectives crystallise what the organization must do to achieve growth, sustainability, relevance and impact in their quest to achieve the organization's mandate. These strategic objectives include;

Strategic objective 1: Conduct research and development of transformative technologies and accelerate their diffusion,

Strategic objective 2: Improve the competitiveness of high-impact industries to support South Africa's re-industrialisation by collaboratively developing, localising and implementing technology,

Strategic objectives 3: Drive the socioeconomic transformation through RD&I which supports the development of a capable state,

Strategic objective 4: Build and transform human capital and infrastructure, and

Strategic objective 5: Diversify income, maintain financial sustainability and good governance.

Commercialisation of the technologies developed and/or localised by the CSIR and its partners is key to the implementation of the organisation's strategy, and addresses all the 5 of the CSIR's strategic objectives directly or indirectly. This can only be attained if the CSIR evaluates its current intellectual property portfolio, accelerate more intellectual property (IP) creation and protection, amplify transfer of the IP to create new industries and to bring competitiveness to existing industries in a manner that is broadly inclusive and fully transformative to the economy. The CSIR also needs to make commercialisation of its technologies an integral part of its mindset and culture.

CSIR IP is in the form of formally registered intellectual property and/or know how, and the organisation has tried a variety of approaches to commercialise its intellectual property and technologies. These efforts include the traditional approaches of:

- **Licensing of intellectual property**, where the CSIR licenses technology to new and existing companies. Technology is licenced exclusively or non-exclusively,
- **Technology based start-up companies**, where CSIR creates technology based start-up company where it has shareholding,
- **Establishment of commercialisation vehicles**, including IP holding companies, shell companies that negotiate deals based on specific intellectual property in specific markets,
- **Technology based services**, CSIR is contracted by parties to render services based on its technical expertise, and
- **Contract research and development**, CSIR competitively earns contract research and development by developing solutions for clients.

In addition to the approaches mentioned above, the new organisational strategy addresses the critical issues of new industry creation, technology localisation, supplier development and community-based enterprise creation as other mechanisms for the CSIR to contribute to industrial development and economic growth. The CSIR also provides access to infrastructure and skills, technology incubation, and will continue to focus on innovation in support of industries in decline.

The organisation has a history in the creation of various vehicles to facilitate commercialisation of its technologies. Technovent (Pty) Ltd, for example, was established as the entity that holds CSIR interests in technologies that have been spun out of the organisation. It took shareholding in companies established using CSIR technologies. Technology Finance Corporation (Pty) Ltd, was put in place to secure international interest in South African-owned patents and had a responsibility to mobilise financial resources. These vehicles were not significantly successful, as they were limited in resources (capitalization and human resources) and their reach particularly, into the global markets.

At a time when the economy is struggling and public sector resources are particularly constrained, the new CSIR strategy and the follow up review of its commercialisation strategy could not have been timelier.

2.1 Evolving thinking and emerging approaches

With the CSIR's new vision, mission, strategic objectives and focus areas, the CSIR has also established Business Development and Commercialisation (BD&C) in its operating model, where BD&C is a function dedicated to business development, winning new opportunities that not only bring contract R&D income but also influence the nature of research and development the CSIR undertakes, and in so doing improve the relevance of the CSIR's research and development portfolio to the market. The function also plays a lead role in the commercialisation of the organisation's intellectual property. Indeed, this function has a market facing mandate, an approach the CSIR believes will drive market facing innovations and shift the CSIR's R&D portfolio to a desired state where research translation and development of prototype products and services are increased relative to applied basic research.

The organisation is well established as a research and technology organisation (RTO) generating valuable knowhow and intellectual property, winning contract research and development income and royalty income through licensing of intellectual property. The newly established BD&C function is focusing on putting in place strategies for accelerating technology commercialisation and maximising value for the CSIR, as well as connecting our technologies with markets, in including investors and entrepreneurs.

The CSIR envisages a **three legged model for technology commercialisation**, wherein the established RTO is the first leg, the entrepreneur is the second leg and a financial investor could potentially list as a third leg. These three components of the model create a symbiotic relationship to drive technology commercialisation and value creation (Figure 1 below).

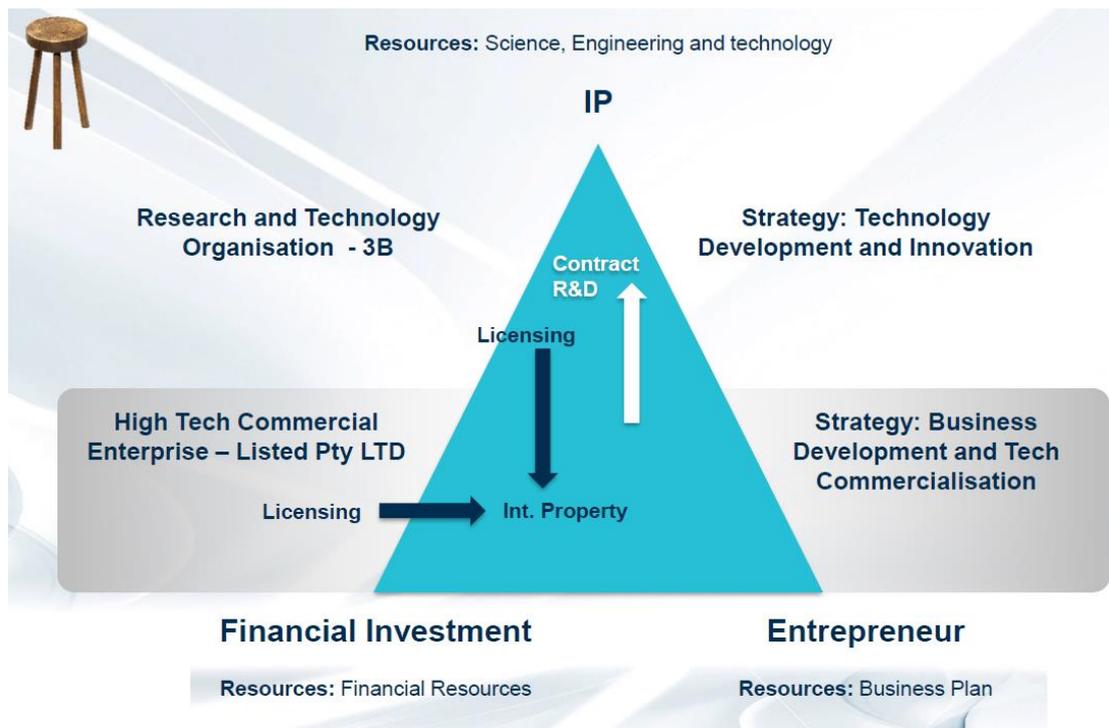


Figure 1: the proposed three legged model for RD&I and technology commercialisation

The CSIR is considering setting up a technology commercialisation enterprise to facilitate the fast tracking of commercialisation and capitalisation of start-ups in prioritised high value technologies. To this end, the CSIR is envisaging the financial investment leg taking the form of a commercialisation vehicle in which the CSIR has significant interests, with opportunities

to raise significant income from public and private sources, and ultimately potentially listing on the stock exchange. This thinking is currently at a nascent stage.

It is against the above background that CSIR seeks to appoint a capable service provider/consultant to benchmark its current and proposed commercialisation strategy with global best practice to support realisation of the CSIR strategy.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of a benchmark study of the CSIR current and proposed commercialisation strategy.

A “fit-for-purpose” commercialisation vehicle (in addition to current approaches) that assists the CSIR to expedite the valorisation of its research and development outputs, raises significant funding to support its research and development programmes and improves their relevance to the markets while safeguarding its record of good governance is now sought as a next step in the realisation of its strategy. Specifically, the CSIR would like to have the viability of its three legged model tested, particularly the feasibility and viability of the envisaged commercialisation vehicle.

The purpose of this Request for Proposal (RFP) is to seek out potential, suitably qualified service providers to support the CSIR in this initiative. The CSIR regularly benchmarks its performance with a number of similar, globally recognised research and technology organisations in various metrics, from the profile of its science, engineering and technology base, research and technology development outputs, revenue streams, and so on. The CSIR is now seeking to benchmark approaches that research and technology organisations, and universities that are leading in commercialisation of technologies have adopted to successfully commercialise their intellectual property, maintain a stake in high value technologies where appropriate and support start-ups created with its intellectual property.

4 PROPOSAL SPECIFICATION

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

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 clearly stipulating the number of years rendering similar services;
- Service provider's performance on past and current projects – Provide not less than five (5) contactable client references for similar services provided, clearly stating the position placed, and ability to complete assignments on time;
- Provide a methodology and approach for delivering the required outcomes as outlined in this enquiry.

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.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit.

6. SCOPE OF WORK AND DELIVERABLES

The CSIR thus requests the services of a competent party to review the following:

6.1 GENERAL REVIEW OF COMMERCIALISATION APPROACHES

A general review of commercialisation approaches used by leading research and technology organisations and technology oriented universities including but not limited to;

- Mandate
- Role of technology commercialisation in the context of the mandate
- Contextual analyses beyond mandate
- Commercialisation approaches and models, including but not limited to;
 - a. Licencing
 - b. Start-ups

- c. Commercialisation vehicles
- Institutional arrangement arrangements, including:
 - a. Commercial vehicle architecture
 - b. Legal standing in relation to the RTO (and its Board)
 - c. Oversight structure(s) or governance model(s)
 - d. Financing model(s)
 - e. Relationship to RTO
 - f. Role of business development and commercialisation in the RTOs, versus the same function in the commercial enterprise
 - g. Profit and loss as they impact the parent organisation
 - h. Skills profile required and employee arrangements
 - i. Participation of RTO staff in various capacities (inventors? investors?)
- Openness to public and private investment, including public listing where appropriate
- Legislative issues including shareholder engagements
- Lessons learned for CSIR's consideration

6.2 DEEP DIVE INTO 5 CASE STUDIES

After the general review of the RTO approaches to commercialisation, we request a selection of 5 case studies for a deep dive analyses with a view to make specific recommendation for the CSIR. The five cases should be chosen on the basis of success, relevance of approaches and lessons to be learned to the CSIR as well as any other relevant criteria. The case studies should include a mix of applicable RTOs in developed and developing countries. The CSIR recognises its uniqueness in terms of having a developmental mandate, which is not necessarily the case with leading RTOs that are predominantly in developed countries.

The high level benchmarking and deep dives should lead to a report with key recommendations to be considered by the CSIR.

7. DELIVERABLES

The deliverables should be in the form of recommendations to the CSIR with respect to;

7.1.1 Analyses of the 5 commercialisation models selected:

- Summary of criteria used to select the 5 commercialisation model examples selected for the deep dive and
- A detailed analyses of the model examples, to include the approach, institutional arrangements, key elements (Architecture, governance business, operating and investment models, staffing etc.), strengths and weaknesses and lessons for the CSIR.

7.1.2 Viability of its aspiration to set up an enterprise to commercialise CSIR IP:

This venture, if viable, will be undertaken with private and public investors and partners, it is envisioned as a high tech commercialisation venture that fast tracks IP to the market and raises funding for the development and advancement of high tech start-ups. Such recommendations must be based on;

- Best practice as derived from the models analysed,
- A sound understanding of the CSIR's mandate, and as a Schedule 3b government enterprise, can and cannot do,
- Its new vision, mission and strategic objectives and the particular focus on industrial development,
- Its context as a research and technology organisation in South Africa, a country with a developmental mandate and requiring technological support for a capable state,
- Its legislative environment, in particular the legal frameworks that will impact the establishment of such an enterprise,
- The socio-economic, and in particular investment context (local, regional and global) within which the CSIR is planning on embarking on this endeavour, and
- The need for the CSIR to facilitate and contribute to an inclusive economy in the sectors of our choice, notably include all previously disadvantaged groups as entrepreneurs and highly skilled workers.

7.1.3 Context of Venture Capital and Innovation Funds

While limited in its maturity, the South African Venture Capital environment is constantly evolving, and notable the establishment of the SA University Fund. The relevant existing venture capital initiatives and implications/impact of these elements on the CSIR's proposed vehicle should be explored and the resulting informed views shared with the CSIR.

7.1.4 RTOs for consideration

Some of the RTOs and the ventures that stand out that **should be considered include but must not be limited to the ones below**:

Table 1: Some globally recognised RTOs and Universities with leading commercialisation models

RTO	Country	Notable initiatives
TNO	The Netherlands	First Dutch Innovations, other current initiatives
Oxford University	UK	Oxford Science Innovations, others
Fraunhofer	Germany	Fraunhofer Venture, Fraunhofer Tech Transfer Fund, etc
VTT	Finland	VTT Launchpad and VTT Ventures, any others..
MIT	USA	MIT Engine
CSIR	India	??
NRC	Canada	??
DTI	Denmark	??
KIST, KITECH	Korea	??
ITRI	Taiwan	??
Caltech	USA	Caltech options??
Embrapa	Brazil	??
Etc. etc.....		

7.1.5 Recommendation and justification of a model for the CSIR

The service provider must recommend a specific model for the CSIR to adopt. This deliverable must include;

- The recommended model,
- A clear motivation on how such a model is the suitable one for the CSIR,
- The relevant business architecture/operating model and governance structures, legal frameworks, with clear articulation of the relationship with the CSIR Schedule 3b parent entity,
- Profile of leadership and skills required, with job archetypes for the core team,
- Approaches and processes on how innovations will flow to commercial ventures, and criteria for innovations and ventures that the vehicle will engage in,
- Initial investment sources, resource mobilisation and potential investors,

7.1.6 Implementation road map

The implementation road map must align the vehicle to the CSIR strategy and facilitate its realisation, and should include;

- How the CSIR should go about setting up such a vehicle, if feasible, outlining the relevant steps and processes, presenting a phased approach,
- How the vehicle will fulfil some or all of the strategic objectives of the CSIR, including catalysing industrial growth in the priority sectors outlined in the CSIR strategy,
- How the vehicle will relate to the existing approaches, and if there are particular modifications to current approaches to enhance the feasibility of the envisaged vehicle, and
- Potential pitfalls and the ways to navigate around the same

7.1.7 Desired outcomes

The service providers must provide the CSIR with a position on the feasibility of a commercialisation vehicle that could support the CSIR in bringing to market its technologies. If feasible and viable, the vehicle must bring IPR together with brilliant business minds and investors, successfully and speedily bring CSIR technologies to the market, increase the number of sustainable start-ups coming from CSIR innovations, sustainable CSIR participation in high tech or deep-tech start-ups, as well as transforms how the CSIR generates, manage and commercialise IP. The vehicle must address the CSIR intention to create an inclusive society in which all previously excluded groups participate in the high tech sectors as entrepreneurs and high skill workers, and the service providers must articulate how this can be achieved.

8. BACKGROUND DOCUMENTATION

In order for the service provider to fully assess the viability and value addition of the envisaged commercialisation vehicle, the service provider must;

- Familiarise themselves with the mandate, vision, mission, strategy and operating model and
- Review the CSIR's historic and current commercialisation approaches.

9. FUNCTIONAL EVALUATION CRITERIA

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

No:	Evaluation Criteria	Weighting
1	<p>Team Experience: The team must have a demonstrated experience, in working with Research and drafting IP commercialisation services/strategies that have been implemented successfully. The team leader must have not less than 10 years managing strategic IP commercialisation,</p>	30

No:	Evaluation Criteria	Weighting
	venture capital investment interventions/ processes. Experience in working with organisations similar to CSIR in the past 5 years would be a strong advantage.	
2	References The company must have not less than 5 references where similar strategic IP commercialisation, venture capital investment interventions/ processes were successfully rendered to organisations of a similar stature/nature to CSIR.	20
3	Methodology/approach and overall technical proposal The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. An in-depth understanding of the CSIR and its role and mandate is required. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request, must be provided, including an outline of the project deliverables and artefacts, indicating key milestones and turnaround times. Detailed costing and project schedule is critical.	50
Total		100

4.3 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.

4.4 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

5 PRICING SCHEDULE:

Bidders must price as per the below pricing schedule for the purposes of evaluation:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Unit Price (Excl. VAT)	Price (Excl. VAT)
1	The provision of professional services to the CSIR to benchmark its current and proposed commercialisation strategy with global best practice to support realisation of the CSIR strategy- <i>As per above detailed scope of work and deliverables.</i>	Each	1		
				Sub-total	
				VAT	
				Total	

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and deliverables;

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location (Bids must be submitted electronically at tender@csir.co.za);
- Non-submission or incomplete SBD form.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

8 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1 All proposals must be submitted electronically to tender@csir.co.za.
- 8.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 8.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 8.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 8.5 All documents submitted electronically via e-mail must be clear and visible.
- 8.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9 TENDER PROGRAMME

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

- Issue of tender documents: 19 January 2021
- Closing / submission Date: 03 February 2021

10 SUBMISSION OF PROPOSALS

- 10.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 10.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 10.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
 - PART 1:** Technical Proposal RFP No.: 3422/03/02/2021
 - PART 2:** Pricing Proposal RFP No.: 3422/03/11/2021
- 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.

10.5 Proposals submitted must be in the following file formats:

- PDF

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Wednesday, 03 February 2021**, 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 e-mail address, it will be regarded as a late submission. Late submissions 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

An evaluation team will evaluate all proposals 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/s.

A two-phase evaluation process will be followed:

13.1.1 The first phase includes the evaluation of elimination and functionality criteria.

13.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the 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 pricing 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 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.
- 14.5 Bidders must quote as per the pricing schedule.

**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.*

- 14.6 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: 3422/03/02/2021 – “The provision of a benchmark study of the CSIR current and proposed commercialisation strategy”** 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 bidder 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. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

21.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail 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 ADDITIONAL TERMS AND CONDITIONS

23.1 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.

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

23.3 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;

- 23.4** 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.
- 23.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

24 CSIR RESERVES THE RIGHT TO

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

25 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: 3422/03/02/2021

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. 3422/03/02/2021** 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:	

26 ANNEXURE A

No.	Criteria	Proof required	Points allocation	Weight
1	<p>Team Experience:</p> <p>The team must have a demonstrated experience, in working with Research and drafting IP commercialisation services/strategies that have been implemented successfully. The team leader must have not less than 10 years managing strategic IP commercialisation, venture capital investment interventions/ processes. Experience in working with organisations similar to CSIR in the past 5 years would be a strong advantage.</p>	<ul style="list-style-type: none"> • Company/Team Leader Profile explicitly indicating the number of years they have been providing similar benchmark studies similar to the scope of this RFP. • Detailed CVs of the team leader as well as the proposed team. 	<p><i>Company/Team leader experience in managing strategic IP commercialisation, venture capital investment interventions/ processes:</i></p> <p>< 10 years' experience – 0 points 10 years' experience – 5 points 11 years' experience – 7 points >12 or more years – 10 points</p>	<p>30%</p>
2	<p>References (Only relevant references)</p> <p>The company must have not less than 5 references where similar strategic IP commercialisation, venture capital investment interventions/ processes were successfully rendered to organisations of a similar stature/nature to CSIR.</p>	<ul style="list-style-type: none"> • List of contactable references, with the following information as a minimum: <ul style="list-style-type: none"> - Client - Contact Person - Contact Number - Email - Description of services rendered • Please complete and submit reference information table on page 25 of RFP. 	<p>< 5 references – 0 points 5 references – 5 points 6 references – 7 points > 7 references – 10 points</p>	<p>20%</p>

3	<p>Methodology/approach and overall technical proposal</p> <p>The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this RFP. An in-depth understanding of the CSIR and its role and mandate is required. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request, must be provided, including an outline of the project deliverables and artefacts, indicating key milestones and turnaround times. Detailed costing and project schedule is critical.</p>	<p>Detailed Methodology, Approach and Gantt Chart/time line</p>	<p>Non-submission or proposal does not address the scope of the assignment</p> <p style="text-align: center;">– 0 points</p>	50%
			<p>Approach is generic. The bidder’s proposal addresses and meets minimum requirements. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements. There is a limited utilisation of tools in the benchmarking process.</p> <p style="text-align: center;">– 5 points</p>	
			<p>Approach is specifically tailored to suit the requirements and will meet the needs of the assignment. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements. The bidder utilises a variety of tools in executing assignments.</p> <p style="text-align: center;">– 7 points</p>	
			<p>The approach is innovative and more than exceeds the expectations of the CSIR. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements. The bidder utilises a variety of tools in executing assignments. The bidder clearly demonstrated how they will add value to the CSIR.</p> <p style="text-align: center;">– 10 points</p>	
Total				100

27 SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

Company Name	Contact Person and contact details (email and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

28 ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
ONE ELECTRONIC COPY		
Description:	Included	
	Yes	No
Cover Letter		
Company / Team Leader Experience <ul style="list-style-type: none"> • Number of years the company has been providing similar services • Team Leader’s experience (number of years) in managing assignments similar to the scope of this RFP • CVs of proposed Team. 		
References <ul style="list-style-type: none"> • A minimum of 5 references are required • Complete the reference information section on page 21, section 29 		
Methodology / Approach and overall technical proposals.		
PART B: PRICING PROPOSAL		
ONE ELECTRONIC COPY		
32	Pricing Proposal	
33	B-BBEE Certificate	
34	Completed SBD1 Form	

Any other relevant document may be submitted, to substantiate the bidder’s proposal.