

Request for Proposals (RFP)

The provision of services to undertake the disposal / dismantling process of clothing, textile, footwear and leather products at two (2) facilities in Gauteng to the CSIR

RFP No. 3503.1/23/05/2022

Date of Issue	09 May 2022	
Compulsory briefing session	N/A	
Closing Date	23 May 2022	
Place of tender submission	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The National Cleaner Production Centre South Africa (NCPC-SA) was initially established as a joint initiative between the Department of Trade, Industry and Competition (**the dtic**), Switzerland, Austria, United Nations Industrial Development Organisation (UNIDO) and the Council of Scientific and Industrial Research (CSIR). The NCPC-SA is currently funded primarily by **the dtic** and aims at assisting South African industry through the adoption of Resource Efficiency and Cleaner Production (RECP) principles. This supports **the dtic's** initiative on promoting South Africa's industry growth and global competitiveness as well as the Department of Forestry, Fisheries and Environment (DFFE) National Cleaner Production Policy and Strategy, which is aligned with the Industrial Policy Action Plan (IPAP) and works in partnership with **the dtic's** relevant sector desks. The CSIR's NCPC-SA assists industry to reduce resources in four thematic areas: energy; water; waste; and materials, and in each of these thematic areas the NCPC-SA runs a flagship project.

South Africa has a history of intergovernmental collaboration to address the scourge posed by the illicit economy. Recently there has been a renewed realisation that more innovative efforts be introduced if real progress is to be made, and this requires collaborative efforts to turn the tide and emphatically deal with criminal syndicates who are using South Africa as a conduit or market to import, export and manufacture illicit products.

The implementation of commitments of the integrated Retail - clothing, textile, footwear and leather CTFL "Masterplan" (2030) by value chain stakeholders, demands new policy imperatives to revitalise the CTFL sectors. These include curbing illicit trade, explore possible

trade remedies, greening the industry, enhancing exports, and accessing regional market opportunities under the African Continental Free Trade Area (AfCFTA).

Whilst acknowledging the need to adopt a strategic and transformative approach over the next five years, the Ministry of Trade, Industry and Competition together with the Ministry of Finance, have identified three focus areas that require a coordinated approach for short-term high impact actions. These industries include clothing and textiles, scrap metal and gold, and officials from both **the dtic** and the South African Revenue Service (SARS) form part of the newly established Intergovernmental Agency Working Group (IAWG) that will address the illicit economy.

Amongst other IAWG deliverables aimed at enhancing government's ability to detect, address and eliminate illicit trade through intergovernmental collaborations and key partnerships, destruction of seized clothing, textile, footwear and leather (CTFL) goods have been identified as the priority for this task team, and to (2) SARS facilities in Gauteng will serve as the pilot for this initial project.

The CSIR's NCPC-SA has extensive experience in waste activities within the CTFL sector and have now been tasked to assist with lessening the burden at state warehouses. The NCPC-SA will therefore provide assistance in ensuring that the disposal of seized goods forfeited to the state is conducted in a legally compliant manner, uses environmentally friendly processes, and results in the creation of employment through a circular economy model.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for service providers to undertake the disposal / dismantling process of clothing, textile, footwear and leather products at two (2) facilities in Gauteng to the CSIR. The aim of this invitation for proposal is for service providers to undertake the destruction of the CTFL goods at the SARS Kaserne (inclusive of ORTIA CTFL goods) and ISCOR facilities, and to make use of space allocated at each facility to discard of or dispose of all CTFL products through the removal of all accessories such as zips, underwires, buttons, labels, etc, and then cutting up / dismantling of products to ensure that it leaves the premises in a completely different state. This is also to ensure that there are no leakages outside the boundaries of these State Warehouse facilities and that goods are destroyed.

Estimated volumes at each facility are listed in the table below:

Facility	Estimated Quantities	
	Clothing & Textiles	Footwear & Leather
Kaserne & ORTIA (City Deep)	1 514 667 kgs	44 000 kgs
ISCOR (Pretoria West)	17 879 kgs	184 kgs

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional/alternative proposals over and above the originally specified format.

This Request for Proposals requires interested Service Providers to submit a portfolio of evidence, outlining activities and experience in CTFL and Waste SMMEs management and related operations.

Use the information in the Table below as a guide for the portfolio of evidence required:

Criteria	Elements of Detail
1. Organisational Profile and Service Offering	Provide a summary of key services and offerings. Attach relevant supporting documents as appendices.
2. Project / Technical members	Provide detailed information of the project team (i.e. South African ID number, address, dependents, etc.

Criteria	Elements of Detail
3. Period Company has been in Existence	State number of years in existence
4. CTFL and Waste Sector Experience	i. Indicate knowledge and experience in the CTFL and waste sector
	ii. Indicate knowledge and exposure to waste processes (i.e. reprocessing, reuse, conversion to new products, recycling, management experience, financial background, etc.)
	iii. State number of related projects undertaken over the years and the related successes. iv. Skills set of employees
5. SMMEs Capabilities	Provide details of equipment and logistical support that will be required, for example to (1) dismantle CTFL goods, (2) to compress goods dismantled, (3) ability to identify potential end-users for CTFL waste, and (4) capabilities to transport waste products to potential end-user clients, etc.
6. BBBEE Rating	Specify BBBEE level contributor, include copy of certificate
7. Financial Costing	Briefly outline the costing structure to include the total cost to service provider per tonne of waste destroyed. <i>It is <u>important</u> that the financial costing take into consideration the cost for the ten (10) employees at each state warehouse and cost possibly for a small park home for storage that will cover the baling machine at Kaserne only. Other cost could possibly include other equipment that will be required to ensure the continuous flow of “processed” CTFL goods such as containers for cut up waste, tables, transport and anything else that might be required in the destruction process of the CTFL goods.</i>
8. References	Provide a min of 3 contactable references not older than 5 years

5 SCOPE OF WORK

The overall purpose of the CTFL Waste Disposal Project is as follows:

- To address the huge problem of clothing, textile, leather and footwear dumping on South African shores.
- To reduce the amount of waste that is generated, and where waste is generated, ensure that waste is re-used, recycled, and reconverted in an environmentally sound manner before being safely treated and disposed of.
- To divert waste from landfills by leveraging the concept of the Circular Economy to drive sustainable, inclusive economic growth and development in the waste sector.
- To reduce the social and environmental impacts of waste and ensure that jobs are created in the waste sector and increase awareness and compliance around waste.
- To destroy confiscated clothing, textile, footwear and leather (CTFL) goods in accordance with SARS procurement processes, and ensure the enhancement and introduction of repurposing, recycling and reuse through the adaptation of circular economy models.
- To dispose of in a manner that allows the seized goods to be converted into an unusable form that will avoid the risk of illicit leakages.
- To dispose of and / or dismantle the seized goods in a way which ensures that the risk of diversion of seized goods into the Republic is adequately mitigated.
- To recycle or reuse the content of sized CTFL goods by providing cost effective and storage-time efficient sustainable model which will either limit or eliminate cost to the state, but potentially could benefit the local industry and community.
- To provide long term sustainable public sector enterprise application in developing the seized CTFL disposal provisions be made by SARS for the “transfer for social reuse” requiring use of appropriate technology, work-flow training and traceable downstream management of confiscated CTFL goods.
- To develop strong public–private partnerships and effective relationships in pursuit of a cleaner environment
- To help develop an infrastructure and establish an entrepreneurial business partnership network in seized CTFL social reuse, recycling specifications redesign and disposal SOP’s.
- To establish an integrated clothing, textile, leather and footwear recycling and up-cycling system that offers alternative waste disposal methods to the private sector and benefits the local small business community through creating sustainable opportunities, job creation, entrepreneurial development, recycling, and reusable waste.

Project Deliverables

1. Deploy ten (10) workers at each of the two (2) facilities in City Deep and Pretoria West to dismantle / dispose of illicit CTFL goods. Service Providers must operate within the province, with required capabilities to (a) coordinate and guide the delivery of the work conducted, and (b) remunerate the service provider according to the basic industry daily rate.
2. Negotiate and secure off take agreements with buyers of the CFTL waste materials, and ensure that formal agreements are put in place.
3. Do a mapping of CFTL SMMEs and establish an entrepreneurial business partnership network in seized CTFL social reuse, recycling specifications redesign and disposal SOP's.
4. Design a project plan that will outline the establishment of an integrated clothing, textile, leather and footwear recycling and up-cycling system, that offers alternative waste disposal methods to the private sector and benefits the local small business community through creating sustainable opportunities, job creation, entrepreneurial development, recycling, and reusable waste.
5. Provide detailed reports on all Industrial Symbiosis Programme synergies created; that is all waste (types, amounts, value, etc) diverted and offtake agreements (revenue) in place.
6. Produce destruction certificates to SARS for every shipment destroyed.

Notes:

- Based on the estimated volumes provided in the table above and taking into consideration the amount of ten (10) employees at each facility, the service provider is to include in the proposal what the cost rate per tonne of "destroyed waste" would be to the CSIR monthly. Please use Financial Costing (point 7) in the proposal specification table as a guide.
- An indication of estimated processing volumes per month is also to be included in the proposal. Consideration will be for service providers who are able to process more volumes.
- Financial consideration must be taken for a park home type of setup at the Kaserne facility, as this will serve as storage for baling equipment and goods baled outside of the main building. This is also to be included in the financial proposal.
- Invoices received at the end of each month will be reflective of the volumes processed for the previous month.

- The service provider must have all the necessary equipment in place when the project is to commence.
- The service provider must have transportation to move baled CTFL waste to potential clients.
- The authorised nominated Service Provider will provide a risk plan, specifically in handling further / alternate disposals of shredded material in low demand cycles.
- For tax obligation purposes, the service provider, from the proceeds made, shall be liable for value added tax on a standard rate.

Project Duration

The duration of the project is six (6) months at the ISCOR State Warehouse and twelve (12) at the Kaserne State Warehouse, and it is anticipated that the work will commence upon acceptance and signing of a contract with the Service Provider appointed by the CSIR's NCP-C-SA.

The table below outlines the sequence of activities along with estimated commencement dates in setting up of the project at the two (2) SARS facilities in Gauteng upon signing of individual agreements.

No.	Activity	ISCOR Timeframes		Kaserne Timeframes	
		Commencement	Completion	Commencement	Completion
1	Establishment of value chain relations between participating SMMES and end users	June 2022	July 2022	June 2022	July 2022
2	Dismantling of CTFL goods	June 2022	November 2022	June 2022	May 2023
3	Development of a Risk Plan	June 2022	July 2022	June 2022	July 2022
4	Monthly Progress Reports	June 2022	November 2022	June 2022	May 2023
5	Final Project Report Submission	November 2022		May 2023	

In addition to the above generic portfolio guide, the application submission will be assessed against following competencies and skill sets, to determine the suitability of Service Provider to meet the requirements of the NCP-C-SA:

- i. Good written communications and presentation of facts
- ii. Well versed in report writing
- iii. Good command of the English language.

6 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Weight
Company Experience	20%
SMMEs Capabilities	50%
References	10%
Planning & Methodology	10%
Stakeholder Profiles	10%

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.

6.4 Refer to Annexure B for the Checklist on all returnable documents for this tender

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline
- Proposals submitted at incorrect location
- National Treasury restricted suppliers

8 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 SANAS approved certified copy of their B-BBEE certificate or certified affidavit on DTIC template. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

9 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted via email to tender@csir.co.za

The mail size is 25MB, send multiple emails when exceeded

10 TENDER PROGRAMME

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

- Issue of tender documents: 09 May 2022
- Last date for submission of queries: 16 May 2022
- Closing / submission Date: 23 May 2022

11 SUBMISSION OF PROPOSALS

11.1 All proposals are to be clearly marked with the RFP number and the name of the tenderer.

Proposals must consist of two parts clearly marked:

PART 1: Technical Proposal: RFP No.: 3503.1/23/05/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 3503.1/23/05/2022

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

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

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 23 May 2022 during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

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

13 AWARDING OF TENDERS

13.1 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.

14 EVALUATION PROCESS

14.1 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.

14.2 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.

15 PRICING PROPOSAL

15.1 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.

15.2 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.

15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

15.4 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.*

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

16 VALIDITY PERIOD OF PROPOSAL

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

17 APPOINTMENT OF SERVICE PROVIDER

17.1 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.

17.2 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.

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

18 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 ----/20/05/2022 - The provision of services to undertake the disposal / dismantling process of clothing, textile, footwear and leather products at two (2) facilities in Gauteng 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.

19 MEDIUM OF COMMUNICATION

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

20 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.

21 CORRECTNESS OF RESPONSES

21.1 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.

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

22 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.

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.

23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 24.3 Prescribed by the body - regulating the profession of the consultant.

25 TRAVEL EXPENSES

- 25.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:
- 25.1.1 Only economy class tickets will be used.
- 25.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 25.1.3 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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.
- 26.4 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.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 CSIR RESERVES THE RIGHT TO

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

28 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: -----

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:	

29 ANNEXURE A

Functional Factor	Criteria Description	Scoring	Weight (%)
Company Experience	Company profile containing background, history, demonstrating capability and experience to projects in the clothing, textile, footwear and leather (CTFL) and Waste Sectors, specific to CTFL waste processes such as reprocessing, reuse, conversion into new products, recycling, management experience, financial management, etc.	No experience in the CTFL and Waste sectors – 0	20%
		Company experience <1 year with relevant projects in the CTFL and Waste sectors – 5	
		Company experience 1 <4 years with relevant projects in the CTFL and Waste sectors - 7	
		Company experience >4 years with relevant projects in the CTFL and Waste sectors - 10	
SMMEs Capabilities	Provide evidence of similar projects completed over the past 5 years by demonstrating the tasks carried out and solutions. List details of equipment and logistical support as specified in the RFP that will be required, for example to (1) dismantle clothing, textile, footwear and leather goods, (2) to compress goods dismantled, (3) ability to identify potential end-users for CTFL waste, and (4) ability to transport waste products to potential end-user clients, etc.	<ul style="list-style-type: none"> No relevant projects completed – 0 	50%
		<ul style="list-style-type: none"> <3 relevant projects completed over the past 5 years – 5 	
		<ul style="list-style-type: none"> 3 <5 relevant projects completed over the past 5 years – 7 	
		<ul style="list-style-type: none"> >5 relevant projects completed over the past 5 years - 10 	
References	Five contactable reference letters indicating the deliverables were met and meets the quality standards	No reference letters submitted over the past 5 years – 0	10%
		<3 reference letters submitted over the past 5 years – 5	
		3 <5 reference letters submitted over the past 5 years – 7	
		>5 reference letters submitted over the past 5 years - 10	
Planning and Methodology	<ul style="list-style-type: none"> A clear indication with proper plan submitted on 	No methodology and project plan – 0	10%

	<p>how the project will be carried out.</p> <ul style="list-style-type: none"> A Gantt chart should be submitted 	<p>Methodology not clear and project plan without Gantt chart - 5</p>	
		<p>Methodology outlined with project plan and Gantt chart – 7</p>	
		<p>Clearly spelled out methodology with project plan and Gantt chart - 10</p>	
Stakeholder Profiles	<ul style="list-style-type: none"> A clear indication of the relevant value chain stakeholder to engage with on the project for involvement. The service provider is to provide a list of end-users to be targeted that will form part of the project 	<p>No list of relevant end-users and value chain stakeholder engagements mentioned – 0</p>	10%
		<p><5 list of end-users and value chain stakeholders to involve - 5</p>	
		<p>>5 <10 list of end-users and value chain stakeholders provided - 7</p>	
		<p>>10 list of end-users and all relevant value chain stakeholders to engage with specific to the project - 10</p>	

ANNEXURE B

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
<i>ONE ELECTRONIC COPY (email sent via tender@csir.co.za)</i>		
Description	Included	
	Yes	No
<p>Company Experience with company profile containing and demonstrating the following information:</p> <ul style="list-style-type: none"> Background, History, Capability and experience to projects in the clothing, textile, footwear and leather (CTFL) and Waste Sectors, Experience specific to CTFL waste processes such as reprocessing, reuse, conversion into new products, recycling, management experience, financial management, etc. 		
<p>SMME Capabilities</p> <ul style="list-style-type: none"> Provide evidence of similar projects completed over the past 5 years Demonstrating the tasks carried out and solutions. List details of equipment and logistical support as specified in the RFP that will be required, for example to: 		

<ul style="list-style-type: none"> • (1) dismantle clothing, textile, footwear and leather goods, • (2) to compress goods dismantled, • (3) ability to identify potential end-users for CTFL waste, and • (4) ability to transport waste products to potential end-user clients, etc. 			
<p>Contactable references</p> <p>Five contactable reference letters indicating the deliverables were met and meets the quality standards with the following information as a minimum</p> <ul style="list-style-type: none"> • Client • Contact Person • Contact Number • Email • Position placed • Year position placed • Performance rating for service rendered 			
<p>Methodology and Approach including Work plan/timelines – <i>(Detailed Methodology, Approach and Gantt Chart/time line)</i></p> <ul style="list-style-type: none"> • A clear indication with proper plan submitted on how the project will be carried out. • A Gantt chart should be submitted indicating outlining of the project deliverables, indicating key milestones and turnaround times. 			
<p>Stakeholder profiles</p> <ul style="list-style-type: none"> • A clear indication of the relevant value chain stakeholder to engage with on the project for involvement. • A list of end-users to be targeted that will form part of the project 			
<p>PART B: PRICING PROPOSAL <i>ONE ELECTRONIC COPY SENT via tender@csir.co.za</i></p>			
32	Pricing Proposal		
33	B-BBEE Certificate		
34	Completed SBD1 Form		