

Request for Proposals (RFP)

Request for Proposal for the Provision of ISO 9001, ISO 14001 and ISO 45001 Certification Services to the CSIR for a period of 5 Years

RFP No. 3515/14/03/2022

Date of Issue	Friday, 25 February 2022	
Closing Date	Date: Monday, 14 March 2022 Time: 16H30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	4
1 INTRODUCTION	4
2 BACKGROUND	4
3 INVITATION FOR PROPOSAL	4
4 PROPOSAL SPECIFICATION	5
5 FUNCTIONAL EVALUATION CRITERIA	7
6 ELIMINATION CRITERIA	8
7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION & B-BBEE CERTIFICATE	8
SECTION B – TERMS AND CONDITIONS	9
8 PROCEDURE FOR SUBMISSION OF PROPOSALS	9
9 TENDER PROGRAMME	9
10 SUBMISSION OF PROPOSALS	9
11 DEADLINE FOR SUBMISSION	10
12 AWARDING OF TENDERS	10
13 EVALUATION PROCESS	10
14 PRICING PROPOSAL	11
15 VALIDITY PERIOD OF PROPOSAL	11
16 APPOINTMENT OF SERVICE PROVIDER	11
17 ENQUIRIES AND CONTACT WITH THE CSIR	12
18 MEDIUM OF COMMUNICATION	12
19 COST OF PROPOSAL	12
20 CORRECTNESS OF RESPONSES	12
21 VERIFICATION OF DOCUMENTS	12
22 SUB-CONTRACTING	13
23 ENGAGEMENT OF CONSULTANTS	13
24 ADDITIONAL TERMS AND CONDITIONS	13
25 CSIR RESERVES THE RIGHT TO	14
26 DISCLAIMER	14
27 ANNEXURE A – SCHEDULE OF THE BIDDER’S PROJECT INFORMATION	15
28 ANNEXURE B - DECLARATION BY TENDERER	16
29 ANNEXURE C – PRICE SCHEDULE	17
30 ANNEXURE D – PRICING PROPOSAL FORM	18
31 ANNEXURE E - FUNCTIONALITY EVALUATION (SCORE SHEET)	19

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

CSIR is currently certified for ISO 9001: 2015 and ISO 14001: 2015 as well as ISO 45001: 2018. The requirement is for an accredited service provider to provide the organisation, 3rd party / certification audits against the same standards above at all its sites. The CSIR employs approximately 2 190 employees with regional presentation as follows.

Location	Number of employees
Scientia Campus, Meiring Naude Road, Pretoria (Head Office)	1847
Cnr Menton and Frost Avenues, Johannesburg, Gauteng	30
Cnr Rustenburg and Carlow Roads, Johannesburg, Gauteng	24
Paardefontein, Gauteng	6
Kloppersbos, Gauteng	6
King George Avenue, Durban, Kwa-Zulu Natal	47
Lower Hope Road, Rosebank, Cape Town	60
Jan Cilliers Street, Stellenbosch	170

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of ISO 9001: 2015; ISO 14001: 2015 and ISO 45001: 2018 certification services to the CSIR for a period of five years.

The service provider must be accredited by SANAS or any other relevant quality accreditation body. In addition, ISO 17025: 2017 accreditation provision will be advantageous.

All proposals are to be submitted in a format specified in this RFP (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format. The service provider will be expected to complete the required certification audits within a period of three (3) years upon contracting with the CSIR. Post certification surveillance audits will be conducted every twelve (12) months, and re-certification should be done at the end of the 3rd year audit cycle. The service provider shall provide CSIR with the certificates within three (3) months of completion of the certification audit.

Below is the schedule of the audits.

1	2023	Surveillance Audit
2	2024	Certification Audit
3	2025	Surveillance Audit
4	2026	Surveillance Audit
5	2027	Certification Audit

Proposals should include all costs and fees, including possible re-assessments, follow up visits and supplier audits, taking into account inflation increases over the five (5) year term.

Bidder's Note:

- A minimum of six (6) Auditors is required per cycle.
- It is recommended that regionally based Auditors be utilised for the remote sites (considering the CSIR travel cost policy).

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the 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.

Note: Bidders must be willing to undergo for a top-secret security clearance process.

4.1 Technical Proposal (Part A)

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

- Covering letter on company letterhead.
- The bidder must submit their company profile.
- The bidder must submit proof of valid accreditation by SANAS or equivalent body as a certification body for ISO 9001, ISO 14001 and ISO 45001
- The bidder must submit a list of similar current and completed projects between 2016 and 2021, inclusive of project value, project period, contractor name with contact details (telephone number and e-mail address) and scope of work. A minimum of ten (10) completed projects **similar** in nature is to be submitted. Bidders **may** use Annexure A for submission of their list or may submit the list on their company letterhead.
- The bidder must submit six (6) relevant **reference letters** where ISO 9001, ISO 14001 and ISO 45001 certifications were conducted, between 2016 and 2021.
 - A minimum of two (2) relevant reference letters where ISO 9001 certification was conducted must be submitted.
 - A minimum of two (2) relevant reference letters where ISO 14001 certification was conducted must be submitted.
 - A minimum of two (2) relevant reference letters where ISO 45001 certification was conducted must be submitted.
- The bidder must submit a detailed organogram indicating the experience of the staff in ISO 9001, ISO 14001, and ISO 45001 certifications.
 - A detailed CV of Lead Auditor(s) must be submitted indicating the number of years of experience and (SAATCA registered or equivalent) qualifications.
- The bidder must submit a project methodology that includes project timelines and milestones.

4.2 Financial Proposal (Part B)

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

- Financial offer on official company letterhead
- The pricing must be firm for a minimum period of 90 days and inclusive of all costs to render the required service
- Valid copy of B-BBEE Certificate or sworn affidavit
- CSD registration report (RSA suppliers only)

4.3 Mandatory / Returnable Documents

The following documents must be submitted as part of the mandatory requirement:

4.3.1 A valid SANAS accreditation or equivalent body as a certification body for

- ISO 9001
- ISO 14001
- ISO 45001

4.3.2 Technical Proposal (Part A)

4.3.3 Financial Proposal (Part B)

4.3.4 Signed Bidders' Declaration Form, Annexure B

4.3.5 Completed and signed SBD Form, Annexure D

5 FUNCTIONAL EVALUATION CRITERIA

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

#	Description	Weight %
1	Company experience in conducting ISO 9001, ISO 14001, and ISO 45001 Certification services. <ul style="list-style-type: none">• A project list with a minimum of 10 (10) similar projects must be submitted for services rendered between 2016 and 2021.	35%
2	Reference letters where ISO 9001, ISO 14001 and ISO 45001 certifications were conducted. <ul style="list-style-type: none">• A minimum of two (2) reference letters per ISO accreditation must be submitted for services rendered between 2016 and 2021.	15%
3	Capacity to perform – <ul style="list-style-type: none">• The bidder must submit a detailed CV of the Lead Auditor indication the number of years of experience and qualifications in ISO 9001, ISO 14001, and ISO 45001 certifications.	30%
4	Proposed Project Methodology with project timelines and milestones	20%
	Total	100%

- 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.
- Refer to **Annexure C** for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline
- Proposals submitted at incorrect email address
- Failure to submit proof of valid accreditation by SANAS or equivalent body as a Certification Body for
 - ISO 9001
 - ISO 14001
 - ISO 45001
- Failure to submit completed and signed Bidders' Declaration Form

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION & B-BBEE CERTIFICATE

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 valid copy of their SANAS accredited B-BBEE certificate or sworn affidavit. If no certificate or affidavit 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
- 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 and time 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: | Fri, 25 February 2022 |
| • Closing / submission Date: | Mon, 14 March 2022 |
| • Estimated contract duration (years) | Five (5) years |

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.: 3515/14/03/2022

PART 2: Pricing Proposal RFP No.: 3515/14/03/2022

RFP No. 3515/14/03/2022

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 **Monday, 14 March 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

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

12 AWARDING OF TENDERS

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

13 EVALUATION PROCESS

13.1 Evaluation of proposals

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

A two-phase evaluation process will be followed.

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

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

13.2 Preference points system

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

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise
- 16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No. 3515/14/03/2022 - The Provision of ISO 9001, ISO 14001 and ISO 45001 Certification Services to the CSIR for a Period of Five (5) Years”*** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. 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.
- 21.3 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 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 ADDITIONAL TERMS AND CONDITIONS

- 24.1 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.
- 24.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

24.3 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.

24.4 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.

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

25 CSIR RESERVES THE RIGHT TO

25.1 Extend the closing date;

25.2 Verify any information contained in a proposal;

25.3 Request documentary proof regarding any tendering issue;

25.4 Give preference to locally manufactured goods;

25.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

25.6 Award this RFP as a whole or in part;

25.7 Cancel or withdraw this RFP as a whole or in part.

26 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.

27 ANNEXURE A – SCHEDULE OF THE BIDDER’S PROJECT INFORMATION

The bidder must list relevant projects completed between 2016 and 2021. Duplications of this schedule may be completed and attached to this document.

Client’ Company Name	Contact Person	Designation of Contact Person	Telephone Number and E-mail Address	Scope of Work	Value of Work (Inclusive of Vat)	Date Completed

28 ANNEXURE B - 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 C – PRICE SCHEDULE

Period	Description	Certification ISO 9001 Rate / year Excl. Vat	Certification ISO 14001 Rate / year Excl. Vat	Certification ISO 45001 Rate / year Excl. Vat	Certification Fees Excl. Vat	Travel & Accommodation Excl. Vat	Sub - Total Excl. Vat
2023	Surveillance audit						
2024	Certification audit						
2025	Surveillance audit						
2026	Surveillance audit						
2027	Certification audit						
Sub total							
VAT @ 15%							
Total							

30 ANNEXURE D – PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....
..... Rand (in words); R (in figures),
(firm)

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

For the Bidder

**Name and
signature of**

witness

Date

31 ANNEXURE E - FUNCTIONALITY EVALUATION (SCORE SHEET)

No.	Criteria	Proof required	Points allocation	Weight
1	Company Experience / Performance	<ul style="list-style-type: none"> The bidder must provide a list of completed and current projects in conducting ISO 9001, 14001, and 45001. Projects must be similar and relevant in scope. Project list must be for projects completed between 2016 and 2021. 	No submission – 0 point 1 – 4 projects submitted – 3 points 5 – 6 projects submitted – 5 points 7 – 9 projects submitted – 7 points >10 projects submitted – 10 points	35%
2	Reference Letters	<ul style="list-style-type: none"> Service provider must provide relevant reference letters where similar audits in ISO 9001, between 2016 and 2021. 	No submission – 0 point 1 reference letter submitted – 3 points 2 – 3 reference letters submitted – 5 points 4 – 5 reference letters submitted – 7 points >6 reference letters submitted – 10 points	5%
		<ul style="list-style-type: none"> Service provider must provide relevant reference letters where similar audits in ISO 14001, between 2016 and 2021. 	No submission – 0 point 1 reference letter submitted – 3 points 2 – 3 reference letters submitted – 5 points 4 – 5 reference letters submitted – 7 points >6 reference letters submitted – 10 points	5%
		<ul style="list-style-type: none"> Service provider must provide relevant reference letters where similar audits in ISO 45001, between 2016 and 2021. 	No submission – 0 point 1 reference letter submitted – 3 points 2 – 3 reference letters submitted – 5 points 4 – 5 reference letters submitted – 7 points >6 reference letters submitted – 10 points	5%

3	Capacity to Perform	<ul style="list-style-type: none"> Service provider must submit a detailed organogram indicating the experience of the staff in ISO ISO 9001, ISO 14001, and ISO 45001 certifications 	<table border="1"> <tr> <td>Non-submission of organogram.</td> <td>0 points</td> </tr> <tr> <td>Organogram submitted, excludes experience in ISO ISO 9001, ISO 14001, and ISO 45001 certification and qualifications of staff</td> <td>3 points</td> </tr> <tr> <td>Organigram submitted, included experience in ISO ISO 9001, ISO 14001, and ISO 4500, and qualifications of staff</td> <td>5 points</td> </tr> </table>	Non-submission of organogram.	0 points	Organogram submitted, excludes experience in ISO ISO 9001, ISO 14001, and ISO 45001 certification and qualifications of staff	3 points	Organigram submitted, included experience in ISO ISO 9001, ISO 14001, and ISO 4500, and qualifications of staff	5 points	10%	30%			
		Non-submission of organogram.	0 points											
Organogram submitted, excludes experience in ISO ISO 9001, ISO 14001, and ISO 45001 certification and qualifications of staff	3 points													
Organigram submitted, included experience in ISO ISO 9001, ISO 14001, and ISO 4500, and qualifications of staff	5 points													
<ul style="list-style-type: none"> A detailed CV of the Lead Auditor indicating their experience and qualifications in ISO ISO 9001, ISO 14001, and ISO 45001 certifications 	<p>No submission – 0 point 1 – 4 years' experience – 3 points 5 – 6 years' experience – 5 points 7 – 9 years' experience – 7 points >10 years' experience – 10 points</p>	20%												
4	Project Methodology with project timelines and milestones	<ul style="list-style-type: none"> The service provider must submit a detailed project methodology to satisfy the scope of the project, together with project timelines and milestones. 	<table border="1"> <tr> <td>Non-submission of project methodology</td> <td>0 points</td> </tr> <tr> <td>The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic</td> <td rowspan="2">3 points</td> </tr> <tr> <td>The approach and does not satisfy the objective of ISO certification and timeline requirements</td> </tr> <tr> <td>The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the Contract projects.</td> <td rowspan="2">7 points</td> </tr> <tr> <td>The service provider provided a summary of project milestones and deliverables with a timeframe and summary budge</td> </tr> <tr> <td>Besides meeting the "good" rating, the important issues are approached in an innovative and</td> <td>10 points</td> </tr> </table>	Non-submission of project methodology	0 points	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic	3 points	The approach and does not satisfy the objective of ISO certification and timeline requirements	The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the Contract projects.	7 points	The service provider provided a summary of project milestones and deliverables with a timeframe and summary budge	Besides meeting the "good" rating, the important issues are approached in an innovative and	10 points	20%
			Non-submission of project methodology	0 points										
			The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic	3 points										
			The approach and does not satisfy the objective of ISO certification and timeline requirements											
			The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the Contract projects.	7 points										
The service provider provided a summary of project milestones and deliverables with a timeframe and summary budge														
Besides meeting the "good" rating, the important issues are approached in an innovative and	10 points													

			<p>efficient way, indicating that the Tenderer has outstanding knowledge of ISO Regulations.</p> <p>The approach paper details ways to improve the Contract project outcomes and the quality of the outputs.</p> <p>Clear project milestones and deliverables with a timeframe aligned to line-item budget</p>				
						Total	100%

32 ANNEXURE F – SBD 1 FORM