



Request for Proposals (RFP)

The provision of consulting services for defect reduction program in Aluminium castings produced by Zealous Foundry

RFP No. 808/23/11/2017

Date of Issue	9 November 2017	
Closing Date	23 November 2017	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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 Foundry Technology Network (NFTN) is a Cluster Initiative, funded by the Department of Trade and Industry (the dti), and housed at the Council for Scientific and Industrial Research (CSIR). The NFTN has a mandate to manage, coordinate and facilitate transformation and development in the casting industry sub-segment, in the product supply chains, and at manufacturing companies, through focused interventions, designed to enable the Foundries.

The NFTN's vision is to increase the global competitiveness of the South African foundry industry through the provision of appropriate services, in order to reduce import leakage, increase local production, and increase investment in the sector.

The NFTN main mandate is to manage, coordinate, and facilitate economic development towards the establishment of a globally competitive South African Foundry industry through appropriate skills training, technology transfer, and diffusion of state of the art technologies.

The aim of the project is to reduce defects on aluminium castings produced by Zealous foundry

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of consulting services for defect reduction program in Aluminium castings produced by Zealous Foundry.

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.

4.1. Scope of Work

The defect reduction program will entail a review of the current production processes, equipment, die design, interpretation of the current simulation results used at Zealous foundry, technical expertise and transfer skill knowledge. The overall objective of this project is to:

- Assist the foundry by identifying sources of cast defects(e.g. porosity defects)
- Review and collect sufficient process data, machinery and skill expertise of personnel that can lead to aluminium cast defects
- Identify all parameters causing the defects
- Simulate the physical model of castings
- Advise on the current die design
- Optimization per casting after simulation iteration
- Die modification if required
- Progress report on causes and possible eradication of aluminium cast defects
- Output and delivery timeframes to undertake the project.

4.2. Key Outputs

It is anticipated that the following outputs will be key to the successful completion of this project. All bidders MUST indicate the following in their quotation and proposal

- Deliver as per the agreed objectives above
- Identification of all parameters causing the defects
- Simulation results (i.e. flow and solidification) of the physical model of castings identifying defect prediction
- Provide recommendation in order to optimize the casting, casting practices, die design and processes
- Skill knowledge transfer either through mentoring or training to key quality, technical process control and production personnel
- The project to be completed and with successful implementation in three (3) months (*kindly note this is not a research and development project, it's a very specific time bound project with immediate requirements and deliverables in three months*)
- Advising and guiding the foundry on best practices to produce the castings
- Final closure report or case study etc

4.3 Implementation

It is anticipated that the consultant will assist the foundry with implementing its recommendations, be able to gauge the progress of the implementation, work closely with the foundry and advise the NFTN accordingly.

4.4 Project Schedule and Proposal Requirements

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate specialist appointed by the CSIR, and it is expected that the project will be completed within three (3) months of commencement of the project.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work – including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)
- Outputs and deliverables
- Exclusions
- Cost – including any specialist cost, equipment rental and travel etc.
- Curriculum Vitae's and applicable certificates of personnel that will be responsible for conducting any sort of work in the above mentioned foundry if appointed.

NOTE to the BIDDERS:

The Bidder will provide the CSIR (NFTN) with a projected schedule of the proposed activities with projected time scales and reporting deadlines to keep the NFTN informed of progress e.g. Gantt Chart. The NFTN is to be informed of all meetings scheduled with the company, stakeholders and arrangements should be made to ensure that the NFTN is present during the initial project outline meetings, progress and milestone report meetings (optional) and closure report meetings.

5 FUNCTIONAL EVALUATION CRITERIA

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

- Methodology **(10%)**
- Experience for project leader **(20%)**
- Company experience **(40%)**
- Foundry sector Experience in permanent mould casting processes **(20%)**
- Project Risk Plan **(10%)**

The following are an added advantage:

- Product and development expertise
- Product and development expertise in permanent mould cast producers
- Industrial engineering and processes improvement expertise in permanent mould casting processes
- Skill Knowledge transfer and training of technical personnel
- Good interpersonal skills between shop floor people and junior and senior personnel
- Knowledge of Aluminium cast product, die development and manufacturing

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of less than **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation. The tenderer shall prepare for a possible presentation should CSIR require such and the tenderer shall be notified timeously.

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

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline; and
- Proposals submitted at incorrect location.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

9 TENDER PROGRAMME

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

- Issue of tender documents: 9 November 2017
- Closing / submission Date: 23 November 2017

10 SUBMISSION OF PROPOSALS

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

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No.: 808/23/11/2017

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 808/23/11/2017

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

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

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **23 November 2017** 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. 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 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 six (6) 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: 808/23/11/2017 - The provision of consulting services for defect reduction program in Aluminium castings produced by Zealous Foundry***

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

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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

20 CORRECTNESS OF RESPONSES

20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

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

21 VERIFICATION OF DOCUMENTS

21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

21.2 ***One hard copy and one electronic copy (CD or USB memory key)*** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

- 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.
- 25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

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

27 DISCLAIMER

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

DECLARATION BY TENDERER

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

RFP No:

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

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

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

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

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

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

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

28 ANNEXURE A

SCORING SHEET THAT WILL BE USED TO EVALUATE FUNCTIONALITY

Competence	Criterion	Key Aspects of Criterion	Points
Methodology (10%)	Clear project work plan and key milestones (explain on how the project will be conducted)	Project Plan – Clear project milestones and deliverables with a timeframe aligned to line item budget	10
		Project Plan – summary of project milestones and deliverables with a timeframe and summary budget	5
		Project Plan – No project milestones and deliverables with a timeframe and budget	0
Experience Of the project Leader (20%)	Number of years' experience in non-ferrous especially Aluminium casting techniques and expertise	Minimum 5 years working experience in a non-ferrous/aluminium of permanent mould foundry environment or related non-ferrous casting managed projects, provide reference with contacts	10
		Less than 5 years and minimum of 3 years working experience in a non-ferrous/ aluminium in permanent mould casting foundry environment or managed non-ferrous/aluminium casting defect reduction project, provide reference with contacts	5
		No working experience in the non-ferrous/aluminium permanent mould foundry environment or foundry related non-ferrous defect reduction project	0
	Registration with a recognised professional body (submit proof)	Proof of registration with a recognised professional body	5
		No proof of registration with a recognised professional body	0
	Qualifications (submit proof in the technical evaluation proposal not in the	Proof of qualifications	5
		No proof of qualifications	0

	pricing proposal)		
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Competence	Criterion	Key Aspects of Criterion	Points
Company Experience (40%)	Company years in existence	5 years minimum in existence	10
		Less than 5 years and minimum 3 years in existence	5
		Less than one year in existence	0
	List of past managed layout projects in permanent mould processes (indicating cost, contact persons and duration)	List minimum of 3 past projects on layout optimisation for permanent mould processes with contacts and reference indicating cost	10
		List of past 1 minimum past projects on layout optimisation for permanent mould processes indicating cost with contacts and reference	5
		No past projects	0
	Innovative/creative solutions (simulation expertise and experience)	Past simulation package projects results (of 3 minimum simulation results) for permanent mould defect prediction in aluminium or non-ferrous casting alloys (also stipulate which simulation package was used)	10
		Past simulation package project results (of 2 minimum simulation results) for permanent mould defect prediction in aluminium or non-ferrous casting alloys (also stipulate which simulation package was used)	5
		No simulation package projects for permanent mould defect prediction in aluminium or non-ferrous casting alloys (stipulate which simulation package will be used)	0

	Experience of the team members (List all the team members and kindly supply proof with the technical evaluation proposal not in pricing proposal)	Attach of CV of team members and qualifications	10
		Attach of CV of team members without qualifications	5
		No CV and no qualifications	0
Foundry sector expertise and experience (20%)	Past permanent mould foundry related projects and experience	List of 5 past permanent mould foundry projects, with contacts and reference	10
		List of 3 past permanent mould casting foundry project with contacts and references	7
		No past foundry projects = 0	0
	Past foundry aluminium defect reduction projects, indicating cost improvement and/ or yield improvement and reference	List minimum of 3 aluminium defect reduction on cast products produced from permanent casting procedure	10
		List of minimum 1 aluminium defect reduction on cast products produced from permanent casting procedure	5
		No foundry defect reduction on permanent mould cast products project	0
Project Risk Plan (10%)	Project Risk plan attached		10
	No project risk		0

29 ANNEXURE B

Company Profile: Zealous Foundry

Zealous is a progressive company whose focus is on the manufacture of semi-finished automotive components. The foundry was established in 1970. The foundry utilizes high pressure die casting techniques to manufacture castings with the machining facilities in-house. The foundry employs 150 direct staff support to the foundry operations. The foundry capabilities allows them to serve in a niche market for certain automotive components. Their biggest automotive clients are VW, Gud, Branobel, Ford and Toyota.

Market and product Type: The foundry supply near net shaped intricate machined castings weighing up to 20kg made from either aluminium or zinc metal grade. Most of the company's business is into the automotive sector, followed by building, construction, electrical and general engineering industries.

The foundry has ISO9001:2008 quality management system in place.

Location: The foundry is based in Gauteng – Springs