

## Request for Proposals (RFP) for

***The provision of professional services for the development of a prospectus for top technologies, a prospectus for a private technology commercialisation enterprise, and an investment fund design for the technology commercialisation enterprise as part of the CSIR's commercialisation strategy***

**RFP No. 990/10/05/2022**

Date of Issue	Thursday 14 April 2022	
Closing Date	Tuesday, 10 May 2022 at 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

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>4</b>
<b>1 INTRODUCTION</b>	<b>4</b>
<b>2 BACKGROUND</b>	<b>4</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>10</b>
<b>4 PROPOSAL SPECIFICATION &amp; REQUIRED DOCUMENTATION</b>	<b>11</b>
<b>5 SCOPE OF WORK AND DELIVERABLES</b>	<b>11</b>
<b>6 DURATION OF SERVICES</b>	<b>14</b>
<b>7 SPECIFIC DELIVERABLES</b>	<b>14</b>
<b>8 BACKGROUND DOCUMENTATION</b>	<b>14</b>
<b>9 FUNCTIONAL EVALUATION CRITERIA</b>	<b>14</b>
<b>10 PRICING SCHEDULE:</b>	<b>15</b>
<b>SIGNED OFF TECHNOLOGY PROSPECTUS AND PROSPECTUS DEVELOPMENT APPROACH APPROVED BY CSIR EXCO</b>	<b>15</b>
<b>PROFESSIONAL PROSPECTUS FOR THE COMMERCIALISATION VEHICLE APPROVED BY CSIR EXCO, INCLUDING:</b>	<b>16</b>
<b>11 ELIMINATION CRITERIA</b>	<b>16</b>
<b>12 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b>	<b>17</b>
<b>13 PROCEDURE FOR SUBMISSION OF PROPOSALS</b>	<b>18</b>
<b>14 TENDER PROGRAMME</b>	<b>18</b>
<b>15 SUBMISSION OF PROPOSALS</b>	<b>18</b>
<b>16 DEADLINE FOR SUBMISSION</b>	<b>19</b>
<b>17 AWARDING OF TENDERS</b>	<b>19</b>
<b>18 EVALUATION PROCESS</b>	<b>19</b>
<b>19 PRICING PROPOSAL</b>	<b>20</b>
<b>20 VALIDITY PERIOD OF PROPOSAL</b>	<b>20</b>
<b>21 APPOINTMENT OF SERVICE PROVIDER</b>	<b>21</b>
<b>22 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>21</b>
<b>23 MEDIUM OF COMMUNICATION</b>	<b>21</b>
<b>24 COST OF PROPOSAL</b>	<b>21</b>
<b>25 CORRECTNESS OF RESPONSES</b>	<b>22</b>
<b>26 VERIFICATION OF DOCUMENTS</b>	<b>22</b>
<b>27 SUB-CONTRACTING</b>	<b>22</b>
<b>28 ADDITIONAL TERMS AND CONDITIONS</b>	<b>22</b>
<b>29 CSIR RESERVES THE RIGHT TO</b>	<b>23</b>

30	DISCLAIMER	23
	DECLARATION BY TENDERER	24
31	ANNEXURE A	25
32	SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- TO BE SUBMITTED WITH TECHNICAL PROPOSAL)	27
33	ANNEXURE B RETURNABLE CHECKLIST	28



## SECTION A – TECHNICAL INFORMATION

### 1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading African 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 know-how are key outputs of the CSIR's endeavours, which it translates into products, processes, and services. The valorisation of intellectual property and knowhow are critical to the realisation of the CSIR mandate, and the CSIR's strategy places great emphasis on technology commercialisation through creation of competitive enterprises or licensing to suitable existing companies.

### 2 BACKGROUND

The CSIR is in the third year of implementation of its vision, mission, strategic objectives and focus areas. 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.

#### 2.1 Strategic objectives

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, accelerates more intellectual property (IP) creation and protection, amplify commercialisation 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.

## 2.2 Approaches to commercialisation

The CSIR has historically used a variety of approaches to commercialisation. Table 1 below shows the various approaches used by the CSIR to valorise its technologies.

**Table 1: CSIR approaches to commercialisation**

Approach	Description
<b>Contract research and development</b>	<ul style="list-style-type: none"><li>• CSIR earns contract research and development income by developing solutions for clients</li><li>• CSIR retains its intellectual property</li></ul>
<b>Joint technology development</b>	<ul style="list-style-type: none"><li>• CSIR partners with other parties to jointly develop and commercialise technology</li><li>• CSIR and the party jointly own the IP jointly created</li></ul>
<b>Technology based Services</b>	<ul style="list-style-type: none"><li>• CSIR is contracted by parties to render services based on its technical expertise</li><li>• IP in the form of formally registered intellectual property and/or know how</li></ul>
<b>Licensing of intellectual property</b>	<ul style="list-style-type: none"><li>• CSIR licenses technology to new and existing companies</li><li>• Technology licenced exclusively or non-exclusive</li></ul>

**Technology based start-up companies**

- CSIR creates technology-based start-up company where it has shareholding
- CSIR licenses technology to start-ups without taking up shares

### 2.3 Commercialisation history

The CSIR has contributed significantly to South Africa's RD&I, supporting directed research in support of industry and a capable state, and resolution of societal challenges across many disciplines. It contributed and continues to contribute significantly to industrial development, through the setting up of other specialised research councils, rendering support to enterprises, setting up successful start-up companies, and enhancing significant parts of some original equipment manufacturers such as Denel Aerostructures, among others. To date, the CSIR has created 105 companies, of which 54 (51%) are still thriving. Some of the relatively recent high-level commercialisation statistics are listed below:

#### Licences

- 2004-2014: 105 licences
- About 65% know-how, 35% patent licences
- About 68% non-exclusive, 32% exclusive

#### Start-Ups

- 1990-2000: 32 companies formed and 7 still in existence 2014 (22% survival rate)
- 2000-2014: 22 companies formed and 10 still in existence 2014 (45% survival rate)
- From 1990-2014: 54 companies formed with 17 still in existence (31%)
- From 2015 – 2021: 5 Companies formed

#### Commercialisation vehicles

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 appropriately skilled 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.

## 2.4 Some key lessons from history

The CSIR undertook an in-depth analysis of key elements contributing to success or failure of its Commercialisation endeavours. Table 2 below outlines the key lessons from previous licensing endeavours.

**Table 2: CSIR lessons learned from previous commercialisation initiatives**

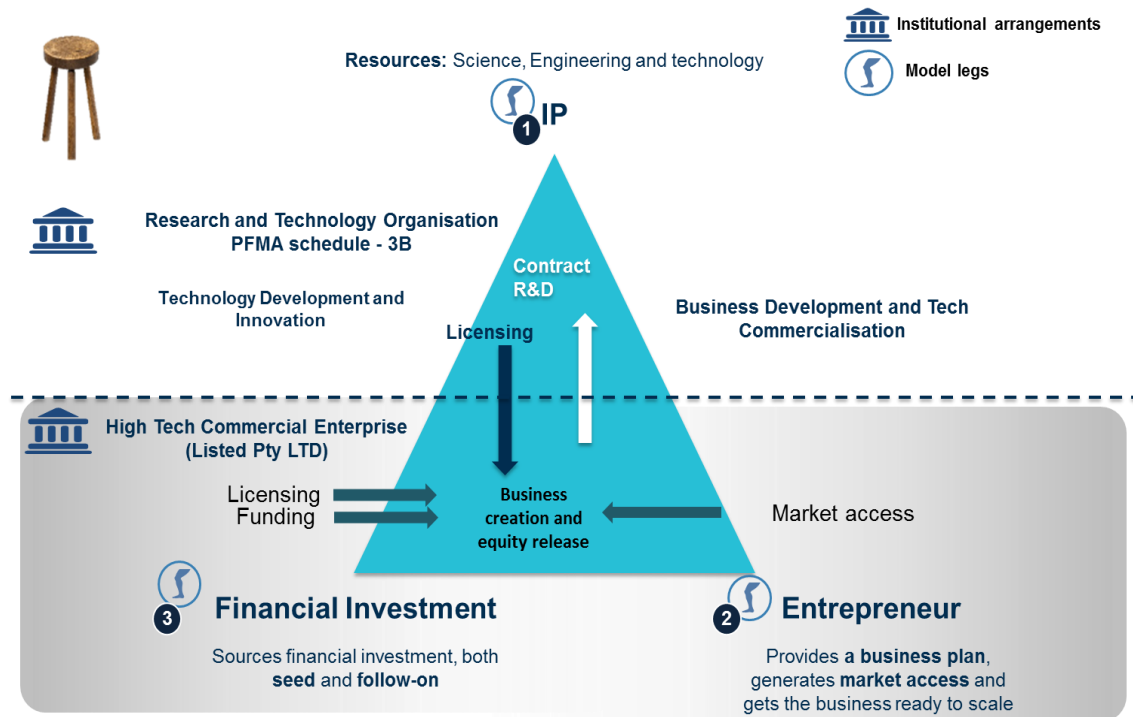
Theme	Lessons
<b>Access to capital</b>	<ul style="list-style-type: none"><li>• Start-ups are cash hungry initiatives, and they need to be resourced</li><li>• Special purpose vehicles mandated with commercialisation are only as good as they are resourced (financial and human resources)</li><li>• Guaranteed capital required to strengthen CSIR negotiating position</li></ul>
<b>Understanding the market</b>	<ul style="list-style-type: none"><li>• Market needs, technology, techno-economics around an innovation are critical to market access</li><li>• The licensing route is a limited way to get value from intellectual property, and the equity route must be explored</li></ul>
<b>Licensing strategies</b>	<ul style="list-style-type: none"><li>• Market readiness of technologies must be correctly, and professionally evaluated and suitable runway (time and money) provided</li><li>• Market readiness of technology is critical to supporting the negotiations with licensing partners</li><li>• Co-development is a good opportunity if the CSIR can negotiate from a position of strength, and can earn significant contract R&amp;D</li></ul>
<b>Capable team</b>	<ul style="list-style-type: none"><li>• Require seasoned/suitable management structures with the business and managerial acumen</li><li>• While scientists are encouraged to be entrepreneurial, not all scientists can be company CEOs, even if they are the inventors</li></ul>

## 2.5 The CSIR's proposed model

Against the background of lessons learned, the CSIR proposed a three-legged model in two independent but mutually reinforcing institutions. The first is the CSIR, a schedule 3B government enterprise as designated in the Public Finance Management Act (PFMA). The CSIR is a research and development institution tasked with research and development to generate intellectual property to support industry and society as well as a capable state. The CSIR also uses its parliamentary grant allocation to build strategic research and innovation capabilities and performs contract research and development for the public and private sector locally and internationally. It raises financial resources and valorises its intellectual property through the business development and commercialisation function. The second institution is the envisaged CSIR Commercial Enterprise

(Pty LTD), a private enterprise acting as an accelerator to license and incubate high tech start-ups developed from CSIR IP.

The two institutions are separated by the dotted line and interact dynamically as shown by the up and down arrows shown in figure 1 below.



**Figure 1: The CSIR three-legged model for technology commercialisation**

**Leg 1:** The first leg is **intellectual property**, generated by CSIR PFMA Schedule 3B research and development institution and licensed to the commercialisation vehicle through the business development and commercialisation function.

**Leg 2:** The second leg sits in the commercialisation vehicle and is **the entrepreneur**, who is supposed to be business savvy, providing sound and bankable business plans, generate market access and positions the business developed on the licensed technology to scale up. The entrepreneur is expected to have knowledge of the technology and networks in the sectors in which the technology finds application, and a track record of success, among other things.

**Leg 3:** The third leg, also in the commercialisation vehicle, is **financial investment**, reliable source of seed funding to adequately de-risk the technology and get it market ready, as well as follow on funding to ensure successful establishment, market penetration and full commercialisation.

**The Model was endorsed by an external third party.**



## 2.6 Feasibility of the proposed model

With the above intent, the CSIR set up several work streams to explore the feasibility of the proposed model. This exercise was in two parts, an in-depth analysis of the CSIR internal and external operating environment and a benchmarking analysis to establish best practice globally.

## 2.7 CSIR internal and external operating environment

The intent of each work stream and its findings are summarized in Table 3 below.

**Table 3: CSIR internal workstreams and their recommendations**

Workstream	Objectives	Recommendations
<b>History and learning</b>	A reflection on the journey the CSIR has walked in commercialising its technologies and lessons learned	See Table 2 above
<b>Intellectual property and knowhow</b>	Establish the types and quality of the CSIR's intellectual assets and how these could be assessed by the vehicle	<ul style="list-style-type: none"><li>• Different forms of IP ranging from formerly registered and non-registered, which lends itself to different commercialisation approaches</li><li>• CSIR can generate significant value from all forms, with the trademarks so far generating the least value</li><li>• The CSIR has adequate assets to initiate and sustain the commercialisation vehicle in the short to medium term (and is continuously generating new IP)</li><li>• Selected IP will be assigned to the vehicle based on clearly defined criteria</li><li>• A prospectus of the top10/20 technologies to be developed leading up to the launch of the commercialisation vehicle needed to be refined</li></ul>
<b>Financing landscape</b>	Assessment of the various possible sources of funding organisations and partners	<ul style="list-style-type: none"><li>• South Africa is experiencing growth in VC and PE investments that align with the timing to initiate a commercialization vehicle and a supportive fund</li><li>• There is a relatively low number of deals in the technology domains that the CSIR is acting in, and the CV may just be the right vehicle to catalyse activity in these sectors</li><li>• The private sector, notably corporate investors, play an important part in investments, which bodes well for raising private sector funding</li><li>• Recommended that the CSIR will need to create a seed fund to de-risk the technologies to be commercialised, and to establish a separate professionally managed fund to provide follow on investment</li></ul>

		<ul style="list-style-type: none"> <li>• A prioritised list of potential investment houses to work with the CSIR in establishing the follow-on fund, including private capital, development finance institutions, and global investment vehicles (e.g., Sovereign and social impact funds)</li> </ul>
<b>Legal and regulatory</b>	Evaluation of the legal and regulatory environment as it might impacts the aspiration to create a vehicle for technology commercialisation	<ul style="list-style-type: none"> <li>• The key relevant legislation included the Scientific Research Council Act, the PFMA, the IPR Act, among others</li> <li>• There are no legal hurdles to the CSIR setting up a commercialisation vehicle, however.</li> <li>• Any company that the CSIR forms and has ownership control of will be a public research institution – thus the CSIR must seek the relevant exemptions from PFMA requirements the appropriate authorities to provide agility to this new entity</li> <li>• At the setup phase, CSIR must take lead and seek exemptions in the short term</li> <li>• Plan for minority shareholding in the long term to free the CV from the PFMA and allow it to compete on equal footing with peers globally</li> <li>• Negotiate and ensure the inclusion of minority shareholding protection</li> <li>• The CSIR has a commercialisation vehicle called Technifin, which it could potentially repurpose for the intent outlined herein</li> </ul>
<b>Internal operating environment</b>	An evaluation of the internal elements which impact innovation and the ability to commercialise technologies	<ul style="list-style-type: none"> <li>• Stage gate model recommended for PG investment</li> <li>• Innovation communities of practice in the CSIR to share learning (that involve SET)</li> <li>• Enhanced commercialization capacity at CSIR and Cluster level</li> <li>• Portfolio management underpinned by the relevant skills</li> <li>• Etc.</li> </ul>
<b>The model</b>	New high impact model for technology commercialisation/	<ul style="list-style-type: none"> <li>• The premise of a 3-legged model as proposal to be independently evaluated</li> <li>• <b>Model endorsed by external independent party</b></li> </ul>
<b>The roadmap</b>	Plan for implementation	

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of an investment prospectus for the top CSIR technologies, a prospectus for the technology commercialisation enterprise and for the design of an investment fund as part of the CSIR's commercialisation strategy.

## **4 PROPOSAL SPECIFICATION & REQUIRED DOCUMENTATION**

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

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

### **4.1 Technical Proposal**

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

- Covering letter.
- Company profile 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.
- CVs and/or profiles of the designated team who will work on the assignment
- Provide a clear methodology and approach with timelines 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 copy of a B-BBEE certificate or valid sworn affidavit (RSA suppliers only).

## **5 SCOPE OF WORK AND DELIVERABLES**

The specific requirements and accountabilities for the service provider are as follows:

## **5.1 Investment prospectus**

The CSIR requires the development of a prospectus of the best CSIR technologies that will attract interest and commitment of private sector investors and will be used for generating such investment prospectuses in future. The selected service provider must:

### **a. Provide a framework for developing an investment prospectus**

The framework will be used by the CSIR teams now and in the future to position technologies for investment and should provide.

- Clear evaluation and prioritisation criteria for selection of technologies.
- Critical elements for market positioning.

### **b. Apply the criteria to identify the top technologies**

- Review the basket of the CSIR top 30 technologies
- A deliberate selection of the most attractive/suitable technologies for the investment

### **c. Develop a prospectus for each of the selected technologies**

Compilation of a professionally put together prospectus/book on the top 10 CSIR technologies in a format that puts the CSIR's best foot forward in launching its commercialisation vehicle as well as attracting funding. This should include:

- The positioning of individual technologies.
- The mix of technologies in the book that is likely to appeal to a broad range of private and public sectors investors.
- Positioning with the potential investors and stakeholders during the de-risking phase.
- Any other advice deemed critical for success.

## **5.2 The setup of a commercialisation (special purpose) vehicle**

The selected service provider must develop a technology commercialisation enterprise prospectus covering all elements of the special purpose vehicle from designing, launching, and scaling a corporate accelerator programme positioned to attract the best possible partners and investors.

The complete prospectus/brochure of the special purpose vehicle will include the following:

- Clarity of definition of the incubator, accelerator, or both.
- Clarity of objectives for the vehicle.
- Functions of the vehicle according to professional standards, taking into cognizance the South African context, and best practice with similar vehicles.

- Structuring of portfolio(s), including thematic focus, given the breadth of technologies that the CSIR works in.
- Modalities for value creation, infrastructure and support services required.
- Critical elements required to attract entrepreneurs
- Approaches to building networks and credibility in a rapidly growing start-up ecosystem, within a competitive investor environment.
- Insights into partnerships incl. other vehicles with similar aspirations in the country
- Proposed operational structure and positioning of the commercial vehicle.
- Resourcing of the vehicle, including a team with the right mix of background and experience, including the ideal leadership.
- Timing of resourcing.
- Capital requirements and the adequacy thereof.
- The critical path leading up to the launch of the vehicle.
- Requirement for and nature of advisory board.
- Proposed structuring of the launch event and the way forward; and
- Any other advice deemed critical for success.

### **5.3 Design the Investment Fund for CSIR technologies**

The CSIR will provide seed funding for the de-risking of the top technologies to improve their market readiness and to attract investors. However, the CSIR, in keeping with global best practice, would like to set up a follow-on investment fund to avoid dilution in the subsequent rounds of investment as the technologies advance towards the market. The advisors should provide:

- The overall design/structure of the fund.
- Relevant regulatory and any other requirements.
- Fund management options and services provided therein.
- Clear criteria for selection of partners/investors into the fund.
- A list of the top 5 potential investors into the fund and the basis of their selection.
- Role/expectations of the CSIR in the fund, given that it will provide the intellectual property – potential basis for its equity position in the emergent companies.
- Critical steps towards set up of the fund.
- How the fund will relate to the CSIR, the parent 3B organisation, if any at all.

## 6 DURATION OF SERVICES

This service is required to last 6 months, with a possibility for continuation, during which the deliverables listed below must be completed and accepted by the CSIR.

## 7 SPECIFIC DELIVERABLES

The CSIR believes it only has one shot at putting out a technology prospectus and to launch its commercialisation vehicle successfully. Thus, we need:

1. A **framework** for the development of an investment prospectus
2. A solid, **professional investment prospectus** profiling the top technologies attracting private sector investment
3. A solid commercialisation vehicle prospectus (positioning for now and setting the tone for future technology commercialisation) to facilitate the successful commercialisation of CSIR technologies.
4. **Clear recommendations on the investment fund**, with clarity of design and structure, selection criteria for investors, the top possible partners, and a clear recommended option for fund management.

## 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 of the CSIR.
- Review the CSIR's historic and current commercialisation approaches.
- Analyse the CSIR internal workstream reports on the Commercialisation Vehicle.

## 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	<b>Team Experience:</b> The team must have a demonstrated experience, in working with clients, investors, partners and stakeholders to build, establish and launch innovation intensive organisations, including knowledge of taking concepts and transforming them into operational successful enterprises, start-up creation and incubation, commercialisation	40

No:	Evaluation Criteria	Weighting
	services/strategies that have been implemented successfully and developing documents such as a prospectus. The team must be multidisciplinary in nature, and the team leader must have not less than 10 years managing strategic IP commercialisation, venture capital investment interventions/ processes and projects of a similar nature, evidence of investment fund establishment/management experience. Experience in setting up innovation intensive organisations/incubators and/or accelerators in the past 5 years would be a strong advantage.	
2	<b>References</b> The company must have not less than 5 references where similar strategic IP commercialisation, venture capital investment interventions/ processes and outcomes were successfully rendered to organisations of a similar stature/nature to CSIR.	20
3	<b>Methodology/approach and overall technical proposal</b> 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. Examples of prospectus developed would be an added advantage. Detailed costing and project schedule is critical.	40
Total		100

**9.1** 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.

**9.2** Refer to Annexure B for the scoring sheet that will be used to evaluate functionality.

## 10 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	Signed off Technology Prospectus and prospectus development approach approved by CSIR Exco	Each	1		

2.	Professional Prospectus for the Commercialisation Vehicle approved by CSIR Exco, including: <ul style="list-style-type: none"> <li>• Critical path to launch</li> <li>• Launch Format</li> <li>• Clear Establishment Plans</li> </ul>	Each	1		
				<b>Sub-total</b>	
				<b>VAT</b>	
				<b>Total</b>	

#### 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.**

#### 11 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](mailto:tender@csir.co.za));
- Non-submission or incomplete SBD 1 form.
- Non-submission of Bidder Declaration Form

## **12 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](http://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

### 13 PROCEDURE FOR SUBMISSION OF PROPOSALS

**13.1** All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za).

**13.2** Respondents must use the RFP number as the subject reference number when submitting their bids.

**13.3** The e-mail and file sizes should not exceed a total of 25MB per e-mail.

**13.4** The naming/labelling syntax of files or documents must be short and simple (e.g., Product Catalogues).

**13.5** All documents submitted electronically via e-mail must be clear and visible.

**13.6** All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

### 14 TENDER PROGRAMME

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

- Issue of tender documents: 14 April 2022
- Last date for submission of queries: 03 May 2022
- Closing / submission Date: 10 May 2022

### 15 SUBMISSION OF PROPOSALS

**15.1** All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.

**15.2** Responses submitted by companies must be signed by a person or persons duly authorised.

**15.3** 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.: 990/10/05/2022

**PART 2:** Pricing Proposal RFP No.: 990/10/05/2022

**15.4** 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.

**15.5** Proposals submitted must be in the following file formats:

- PDF

## **16 DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of ***Tuesday, 10 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

## **17 AWARDING OF TENDERS**

**17.1** 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.

## **18 EVALUATION PROCESS**

### **18.1 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:

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

18.1.2 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.

### **18.2 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.

## 19 PRICING PROPOSAL

- 19.1 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.
- 19.2 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.
- 19.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 19.4 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.
- 19.5 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.*

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

## 20 VALIDITY PERIOD OF PROPOSAL

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

## **21 APPOINTMENT OF SERVICE PROVIDER**

- 21.1** 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.
- 21.2** 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.
- 21.3** Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

## **22 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: 990/10/05/2022 – “The provision of an investment prospectus for the top CSIR technologies, a prospectus for the technology commercialisation enterprise and for the design of an Investment fund as part of the CSIR’s 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.

## **23 MEDIUM OF COMMUNICATION**

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

## **24 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.

## **25 CORRECTNESS OF RESPONSES**

- 25.1** 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.
- 25.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **26 VERIFICATION OF DOCUMENTS**

- 26.1** 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.
- 26.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to [tender@csir.co.za](mailto: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.

## **27 SUB-CONTRACTING**

- 27.1** 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.
- 27.2** 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.

## **28 ADDITIONAL TERMS AND CONDITIONS**

- 28.1** 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.

- 28.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 28.3** 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;
- 28.4** 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.
- 28.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

## **29 CSIR RESERVES THE RIGHT TO**

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

## **30 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: 990/10/05/2022**

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. 990/10/05/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

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

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

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

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

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

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

### WITNESSES

1 .....  
2 .....  
DATE:.....



## 31 ANNEXURE A

No.	Criteria	Proof required	Points allocation	Weight
1	<p><b>Team Experience:</b> The team must have a demonstrated experience, in working with Research and drafting IP commercialisation services/strategies that have been implemented successfully developing documents such as a prospectus. The team leader must have not less than 10 years managing strategic IP commercialisation, venture capital investment interventions/ processes and projects of a similar nature. 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"> <li>Company/Team Leader Profile explicitly indicating the number of years they have been providing similar benchmark studies similar to the scope of this RFP.</li> <li>Detailed CVs of the team leader as well as the proposed team.</li> </ul>	<p><i>Company/Team leader experience in managing strategic IP commercialisation, venture capital investment interventions/ processes:</i></p> <p>&lt; 10 years' experience – <b>0 points</b>  10 years' experience – <b>5 points</b>  11-14 years' experience – <b>7 points</b>  &gt;15 or more years – <b>10 points</b></p>	40%
2	<p><b>References (Only relevant references)</b>  The company must have not less than 5 references where similar strategic IP commercialisation, venture capital investment interventions/ processes and outcomes were successfully rendered to organisations of a similar stature/nature to CSIR.</p>	<ul style="list-style-type: none"> <li>List of contactable references, with the following information as a minimum: <ul style="list-style-type: none"> <li>- Client</li> <li>- Contact Person</li> <li>- Contact Number</li> <li>- Email</li> <li>- Description of services rendered</li> </ul> </li> </ul> <p>Please complete and submit reference information table on page 27 of RFP.</p>	<p>&lt; 3 references – <b>0 points</b>  3 to 4 references – <b>5 points</b>  5 - 8 references – <b>7 points</b>  &gt; 8 references – <b>10 points</b></p>	20%

3	<b>Methodology/approach and overall technical proposal</b> 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.	Detailed Methodology, Approach and Gantt Chart/time-line	Non-submission or proposal does not address the scope of the assignment  <b>– 0 points</b>	40%
			Approach <b>is generic</b> . 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.  <b>– 5 points</b>	
			Approach is <b>specifically tailored</b> 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.  <b>– 7 points</b>	
			The approach is <b>innovative and more than exceeds</b> 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.  <b>– 10 points</b>	
Total			100	

**32 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)

### 33 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:

<b>RETURNABLE DOCUMENTS –</b>			
<b>PART A: TECHNICAL RETURNABLES</b>			
<b>ONE ELECTRONIC COPY</b>			
Description:		Included	
		Yes	No
Cover Letter			
<b>Company / Team Leader Experience</b> <ul style="list-style-type: none"> <li>Number of years the company has been providing similar services</li> <li>Team Leader's experience (number of years) in managing assignments similar to the scope of this RFP</li> <li>CVS of proposed Team.</li> </ul>			
<b>References</b> <ul style="list-style-type: none"> <li>A minimum of 5 references are required</li> <li><b>Complete the reference information section on page 27, section 32</b></li> </ul>			
Methodology / Approach and overall technical proposals.			
<b>PART B: PRICING PROPOSAL</b>			
<b>ONE ELECTRONIC COPY</b>			
32	Pricing Proposal		
33	B-BBEE Certificate		
34	Completed SBD1 Form		

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