



Request for Proposals (RFP) for

**Writing of review articles and sundry contents for the
AISI Impact report and brochure 2018/2019 to the CSIR**

RFP No.868/29/04/2019

Date of Issue	Monday, 15 April 2019	
Closing Date	Monday, 29 April 2019	
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	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
2 BACKGROUND	3
3 INVITATION FOR PROPOSAL	3
4 PROPOSAL SPECIFICATION	3
5 FUNCTIONAL EVALUATION CRITERIA	6
6 ELIMINATION CRITERIA	7
7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION	7
8 VENUE FOR PROPOSAL SUBMISSION	7
9 TENDER PROGRAMME	8
10 SUBMISSION OF PROPOSALS	8
11 DEADLINE FOR SUBMISSION	8
12 AWARDING OF TENDERS	8
13 EVALUATION PROCESS	8
14 PRICING PROPOSAL	9
15 VALIDITY PERIOD OF PROPOSAL	10
16 APPOINTMENT OF SERVICE PROVIDER	10
17 ENQUIRIES AND CONTACT WITH THE CSIR	10
18 MEDIUM OF COMMUNICATION	10
19 COST OF PROPOSAL	11
20 CORRECTNESS OF RESPONSES	11
21 VERIFICATION OF DOCUMENTS	11
22 SUB-CONTRACTING	11
23 ENGAGEMENT OF CONSULTANTS	12
24 TRAVEL EXPENSES	12
25 ADDITIONAL TERMS AND CONDITIONS	12
26 CSIR RESERVES THE RIGHT TO	13
27 DISCLAIMER	13
28 ANNEXURE A	15

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 Aerospace Industry Support Initiative (AISI) is an initiative of the Department of Trade and Industry (**the dti**), hosted and managed by the CSIR. The AISI falls under the Advanced Manufacturing Directorate within **the dti**. The AISI is contractually bound to publish an annual overview that showcases its deliverables to a largely non-technical, but influential, audience. The AISI Impact Report and Brochure are published both in print and electronically, and cover a range of projects undertaken in the various programmes of the AISI.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the writing of review articles and sundry content for the Aerospace Industry Support Initiative (AISI) Impact Report and Brochure 2018/2019.

4 PROPOSAL SPECIFICATION

Tenderers to submit tenders in a format they deem fit, as per below guidelines.

DELIVERABLE 1: IMPACT REPORT

The AISI supports ±22 projects at various organisations across South Africa. These projects are in the aerospace and advanced manufacturing industries. The benefiting organisations are required to submit a technical Work Plan, Interim Report and Final Report to the AISI.

The appointed writer will be required to:

1. Peruse these technical reports (of varying lengths) to get a sense of the projects and write a “review article” of each project.
2. Conduct at least one interview with the relevant company to get an understanding of the project, the benefit derived from it, as well as other information that might not be contained in the reports, but would be relevant and could be included in the Impact Report and Brochure. The AISI will introduce the appointed writer to the various organisations via email. The writer will be responsible for setting up the interviews with the organisations and must give the AISI regular status updates regarding progress.
3. Work closely with the design agency and ensure integrity of the content.

Quotation to Include:

1. Copy writing of 87 pages, including accommodating client changes.
2. Providing all text, graphics, images, etc. sourcing of high-resolution images from the benefitting organisations.
3. Final check of all content before sending it to the design agency for layout.
4. Cross-referencing of text within the document.
5. Client meetings and project management with design agency.
6. Interviews with respective organisations (9 projects are in Cape Town, 3 projects are in Potchefstroom, 3 projects are in Durban and 7 projects are in Gauteng).
 - a. The expectation is that the organisations in the same geographical location will be interviewed in one trip to save travelling costs.
 - b. Travel expenses should be paid by the writer and should be included in the quotation.
7. Proof reading of final layout to ensure text integrity.
8. Content of approximately 87 pages:
 - Cover Page (4 pages)
 - AISI Vision and Mission (1 page)
 - Table of Contents (1 page)
 - Infographic (1 page)
 - Executive Summary (2 pages)
 - Technology Based Supplier Development:
 - Technology Enhancement
 - 5 Completed Projects (20 pages – 4 page spread per project)

- 8 Projects in Progress (16 pages – 2 page spread per project)
 - Standards and Accreditation (4 pages)
 - Supply Chain Optimisation (2 pages)
- Industry Development and Technology Support
 - 6 Completed Project (24 pages – 4 page spread per project)
 - 3 Projects in Progress (6 pages – 2 page spread per project)
- Sector Strategic Support Initiatives (1 page)
- Governance (1 page)
- Summary of Organisations Benefitting from AISI Support (2 pages)
- Abbreviations (2 pages)

Narrative sections include, but not limited to:

- Open with picture – A4
- 100-150 words introduction
- Theme-led discussion of projects
- Lead on from introduction
- Include key concepts contained in the vision and mission of the AISI:
 - Job creation
 - Industry transformation
 - Enabling industry
 - Industrialisation
 - Collaboration
- Cross referencing between sections
- Integrate impact charts, photos, pull quotes and statistics

DELIVERABLE 2: BROCHURE

The Brochure will contain content and images taken from the Impact Report (Executive Summary), adapted to the medium (consultation with AISI team required). The writer will be required to work closely with the design agency and ensure integrity of the content. The Brochure is 6 pages - concertina-fold (including cover) and will contain graphics and images. Text should be succinct so as not to create a text-heavy publication. The target audience for the Brochure is the general public.

Quotation to include:

1. Copy-writing of 6 pages by identifying and extracting key information from the Impact Report (Executive Summary) (including accommodating client changes).
2. Proof reading of final layout to ensure text integrity.

5 FUNCTIONAL EVALUATION CRITERIA

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

PORTFOLIO OF WRITING AND SKILLS ASSESSMENT

In order to evaluate your ability effectively, please submit a proof of concept and examples as follows:

At least three (3) examples of recent articles written on a technical topic for a non-technical audience. Articles should not be older than three years. Examples of writing for the advanced manufacturing industries are preferred. If possible, include the draft articles that were sent to the client/publication for approval, as well as the final approved, published versions of the same articles. Please also include references. Only digital copies are required (DVD/CD/flash drive/URL).

The functionality evaluation criteria will be based on the following:

EVALUATION CRITERIA	SCORE (/10)	WEIGHTING %
Experience <ul style="list-style-type: none">• Writing Articles in the Advanced Manufacturing Industries (assigned score: 10)• Writing Articles in other High Technology Industries (maximum assigned score: 5/10)		20
Portfolio of Writing and Skills Assessment – Examples		
Creativity		20
Language Usage		30
Messaging and Alignment with the Medium		30
Total		100

- 5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.
- 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
- Proposals submitted at incorrect location

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations 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: **15 April 2019**
- Closing / submission Date: **29 April 2019**

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: 868/29/04/2019

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 868/29/04/2019.

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 **Monday, 29 April 2019** 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. 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 868/29/04/2019 - Writing and review articles and sundry contents for the AISI Impact report and brochure 2018/2019 to the CSIR."**

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-imburements, 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: 868/16/04/2019

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. **868/16/04/2019** 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

Functional Factors	Criteria Description	Weighting	0	5	7	10	Individual score
Experience (20%)	Writing articles in the Advanced Manufacturing industries (assigned score 10).	20				Experience in writing Articles in the Advanced manufacturing industries	
	Writing Articles in other High Technology industries (assigned score 5)			Experience in Writing articles in other high technology industries			
Portfolio of Writing – Examples (At least 3 Examples) 80%.	Creativity.	20%	Poor : The portfolio of writing are inadequately creative and/or there are serious inherent weaknesses	Good: The portfolio of writing addresses creativity well, but with a fair number of limitations	Very Good: The portfolio of writing addresses creativity thoroughly , but with a small number of limitations	Excellent: The portfolio of writing successfully addresses creativity and have minor or no limitations.	
	Language usage	30%	Poor: The language usage is inadequate and/or there are serious inherent weaknesses.	Good: The examples addresses the subject areas well, but with a fair number of limitations	Very Good: The example addresses the subject areas thoroughly , but with a small number of limitations	Excellent: The examples successfully addresses the subject areas and have minor or no limitations	

	Messaging and Alignment with the medium	30%	Poor: The messaging and alignment with the medium have serious inherent weaknesses	Good: The messaging and alignment with the medium have a fair number of limitations	Very Good: The messaging alignment with a medium have a small number of limitations	Excellent: The messaging and alignment with the medium have minor or no limitations	
--	---	-----	--	---	---	---	--