

Request for Proposals (RFP)

The Provision of Services for ISO 22301 Implementation for CSIR Supported Companies

RFP No. 1056/08/12/2022

Date of Issue	Thursday, 24 November 2022	
Compulsory briefing session	None	
Closing Date and Time	Thursday, 08 December 2022 @ 16h30 (Late bids will not be accepted)	
Submission of Queries and Tenders	All enquiries and bid submissions must be submitted to tender@csir.co.za (Please use the RFP number as the subject reference)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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 CSIR requires qualified, experienced management systems consultants who will assist in the fulfilment of the mandate and vision by providing consulting, and support services in the implementation of ISO 22301 business continuity management system for the supported companies. These management system implementations will include amongst others gap analysis, development of standard operating procedures, and compliance to the standard in relation to the scope and company activities.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the ISO 22301: implementation, training, and readiness for certification audits for 9 Companies. The scope extends to ensuring that companies that have benefitted from interventions can sustain delivery of good quality products and services thus ensuring business continuity. The companies need to develop the ability to deliver previously agreed products and services even under extremely negative situations e.g., during or after a natural disaster or massive process failure whilst sustaining profitability. This serves as the monitoring and evaluation process to measure the impact of the interventions implemented at companies supported.

Proposals are hereby invited for the ISO 22301 consulting, system implementation, provision of SETA accredited training and readiness for certification audit for the following companies: (contact details of the companies will be shared with the winning bidder).

No	Approx Company staff size	Company Activities	Location
1	10	Water management systems	Gauteng
2	20	Powertrain systems for mining vehicles	Gauteng
3	10	Corrosion control, plants, and pipe maintenance	Gauteng
4	20	Smart Meter systems	Gauteng
5	10	Manufacturing of conveyor systems	KZN
6	10	Manufacturing of flanges and piping for marine application	KZN
7	20	Steel Fabrication	KZN
8	15	Valve manufacturer and fabricator, refurbishments	KZN
9	18	Welding, coating, and metal steel fabrication	KZN

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format. The contract will span a period of 9 months with the companies listed.

ISO 22301 provides a framework to plan, establish, implement, operate, monitor, review, maintain and continually improve a business continuity management system (BCMS). It is expected to help organizations protect against, prepare for, respond to, and recover when disruptive incidents arise. Service Providers must demonstrate specific experience with regards to implementation of ISO 22301.

The service provider must either officially represent an ISO certification body within South Africa or be accredited to ISO 17021. This is to ensure that content, structure, and certification of Auditor training is aligned and endorsed by SAATCA, IRCA. Exemplar Global or a similar body.

The service provider must have senior staff compliment with requisite qualifications and expertise to demonstrate thinking and execution at an Executive /Corporate Level. Project Leader to have postgraduate degree in Commerce or Business Administration to demonstrate ability to assist with business risk identification and assist companies on how to prepare for and respond to unexpected and disruptive incidents that can affect business continuity.

NOTE to the BIDDERS:

The Bidder will provide the CSIR with a projected schedules of the proposed activities with projected time scales and reporting deadlines to keep the project team informed of progress e.g., Gantt Chart. The CSIR Project Manager is to be informed of all meetings scheduled with the company, and arrangements should be made to ensure that the management team 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:

- Previous ISO implementation experience.
- Recent examples of ISO implementation and case studies.
- Accreditation with MERSETA or an appropriate SETA.
- Staff experience in ISO – CV of Directors and human capital capacity, resources, qualifications, and expertise of personal to be used for training and implementation; and
- A detailed project plan with timelines and milestone.

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 of request for proposal after closing date and time stated above
- Failure to adhere to request for proposal specifications
- Submission at the incorrect email address – submissions must be made electronically to tender@csir.co.za
- If the bidder is listed on the NT database of restricted suppliers.
- If the bidder is registered on the NT Register of Tender Defaulters.

- If the bidder did not submit a fully completed and signed **SBD 1** (*Annexure B*) and **SBD 4** (*Annexure C*) Forms.

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 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 electronically @ tender@csir.co.za. The title and the RFP number must be clearly stipulated on the subject.

Mail size is 25MB, send multiple emails when exceeded. Submissions on cloud platforms will not be accepted.

9 TENDER PROGRAMME

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

- Issue of tender documents: **24 November 2022**
- Compulsory briefing session / site inspection: **None**
- Last date for submission of queries: **30 November 2022**
- Closing / submission Date: **08 December 2022**
- Estimated contract duration (in months/years): **12 months**

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.: 1056/08/12/2022

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

RFP No.: 1056/08/12/2022

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 **Thursday, 08 December 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

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

12 AWARDING OF TENDERS

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

13 EVALUATION PROCESS

13.1 Evaluation of proposals

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

A two-phase evaluation process will be followed.

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

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

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

Provide a valid copy of a B BBEE Certificate or valid sworn affidavit. No B BBEE status will equal to zero points. B BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).

B BBEE Verification Agency issued the B BBEE Certificate can be verified on SANAS website on Verification Agency (B BBEE) under Accredited Facilities (Quick Access Links): <https://www.sanas.co.za/Pages/index.aspx> to check validity of the B BBEE Certificate.

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. 1056/08/12/2022 -” The provision of services for ISO 22301 implementation for CSIR supported companies*** as the subject.

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

18 MEDIUM OF COMMUNICATION

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

19 COST OF PROPOSAL

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

20 CORRECTNESS OF RESPONSES

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

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 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.

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 R1400 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.

28 DECLARATION BY TENDERER

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

RFP No: 1056/08/12/2022

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. 1056/08/12/2022** 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.

29 ANNEXURE A

Functional Criteria	Criteria Description	Weighting	0	1	5	7	10
Experience with regards to implementation of ISO 22301 :2019 or ISO 22301: 2012	Track record of ISO 22301 system implementation services	35	Did not provide any information	Has at least one companies experience in implementation of ISO 22301: 2012 or ISO 22301:2019	Has at least five companies experience in implementation of ISO 22301: 2012 or ISO 22301:2019	Has at least five companies experience in implementation of ISO 22301: 2012 and five companies in the implementation of ISO 22301:2019	Has at least ten companies experience in implementation of ISO 22301: 2012 and ten companies in the implementation of ISO 22301:2019
Experience with regards to implementation of ISO 9001:2015, ISO 14001, ISO 45001, ISO 22301 and Process Optimisation (Lean Manufacturing) in years	Track record of ISO 9001:2015, ISO 14001, ISO 45001, ISO 22301 and Process Optimisation system implementation services	20	Did not provide any information	Has at least one years' experience in implementation of ISO 9001:2015, ISO 14001, ISO 45001, ISO 22301 and Process Optimisation (Lean Manufacturing)	Has at least five years' experience in implementation of ISO 9001:2015, ISO 14001, ISO 45001, ISO 22301 and Process Optimisation (Lean Manufacturing)	Has at least seven years' experience in implementation of ISO 9001:2015, ISO 14001, ISO 45001, ISO 22301 and Process Optimisation (Lean Manufacturing)	Has at least ten years' experience in implementation of ISO 9001:2015, ISO 14001, ISO 45001, ISO 22301 and Process Optimisation (Lean Manufacturing)
Representation of an ISO certification body within South Africa or accredited to ISO 17021 Approved to offer Lead Auditor and Internal Auditor training.	All courses offered are aligned to the requirements of ISO 17021. The Auditor examination and Auditor certification is endorsed by SAATCA, IRCA or Exemplar Global.	15	Did not provide any information	Response reflects a complete misunderstanding of the requirements.	Only internal auditor training offered. Certification by service provider. No representation of ISO Certification body	Accreditation with relevant SETA for National Certificate: Quality Management Systems SAQA ID 66189.	Represents an ISO certification body within South Africa or accredited to ISO 17021. All courses offered are aligned to the requirements of ISO 17021. The Auditor examination and Auditor certification is endorsed by SAATCA, IRCA or Exemplar Global.

<p>Staff experience in ISO – CV of Directors applicable to ISO 22301 which is the international standard for Business Continuity Management. Detailed description of qualifications and expertise of Project Leader to demonstrate thinking and execution at an Executive /Corporate Level. Suitable personal to be used for training and implementation</p>	<p>The descriptions of the personnel and expertise to be used to train and facilitate implementation. Demonstrate capacity and experience to fulfill the requirements of the scope. ISO 22301 is designed to help organizations prevent, prepare for, respond to and recover from unexpected and disruptive incidents.</p>	<p>20</p>	<p>Did not provide any information</p>	<p>Response reflects a complete misunderstanding of the requirements.</p>	<p>Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have five years' experience in implementation and five years in training. Degree in Business Administration or equivalent and at least 5 years' experience at Management level within a corporate company. Sound management accounting experience</p>	<p>Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have ten years' experience in implementation and ten years in training. Project leader to have a Degree in Business Administration or equivalent and at least 5 years' experience at Executive level within a Corporate company. Minimum five years management accounting and budgeting experience.</p>	<p>Extensive capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have fifteen years' experience in implementation and fifteen years in training. Project Leader to have a Master's Degree In Business Administration or equivalent and at least 10 years' experience at Executive level within a Corporate company. Minimum 10 years management accounting and budgeting experience with at least five years of which within a number of business units or divisions.</p>
<p>A detailed project plan with timelines and milestones</p>	<p>The proposed timelines for the implementation and training are practical and within the scope.</p>	<p>10</p>	<p>Did not provide any information</p>	<p>Response reflects a complete misunderstanding of the requirements.</p>	<p>The approach is generic and not tailored to address the specific project objectives and requirements</p>	<p>The approach is specifically tailored to address the specific project objectives and requirements. It is sufficiently flexible to accommodate changes that may occur.</p>	<p>Besides meeting the “good rating”, the important components are approached in an efficient manner that demonstrates that the tenderer has outstanding knowledge of subject matter and up to date training material.</p>

