



Request for Proposals (RFP)

**Development of RECP Toolkit infographic video for
(NCPC-SA KwaZulu-Natal Industrial Symbiosis Project.
The video aims to assist industry in the
implementation of RECP.**

RFP No.865/07/03/2019

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|---------------------|---|--|
| Date of Issue | Thursday, 21 st February 2019 | |
| Closing Date | Thursday, 07 th March 2019 | |
| RFP Number | 865/07/03/2019 | |
| 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 | |

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

The National Cleaner Production Centre South Africa (NCPC-SA) is a government programme, reporting to the Department of Trade and Industry (**the dti**), that drives the transition of South African industry towards a low carbon economy through appropriate resource efficient and cleaner production interventions. The NCPC-SA is hosted by the CSIR on behalf of **the dti**.

Through projects and services, the NCPC-SA assists industry to lower production costs and their environmental impact through reduced GHG emissions, energy, water and materials usage, and improved waste management by the industrial sectors.

2 BACKGROUND

The NCPC-SA promotes resource efficient methodologies in industry through the following projects – South African Energy Efficiency Project; the Industrial Water Efficiency Project; and the Industrial Symbiosis Project, which is implemented in Gauteng, KwaZulu-Natal and Mpumalanga.

In alignment with the mandate of the NCPC-SA, one of its key strategies is to provide technical support to industry through RECP methodologies and tools and also to facilitate the implementation of RECP in industry.

It is in pursuit of this objective that the NCPC-SA aims to commission the development of an instructional infographic video. This infographic will be added to the suite of NCPC-SA RECP toolkit videos that are used to give advice to end users on how to exchange excess resources such as waste, skills, water etc.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the development and supply of 1 (one) instructional infographic RECP toolkit video on Industrial Symbiosis for the CSIR's NCPC-SA. A number of videos for the same purpose have already been developed during 2017.

The new video must have the same/continue the standard, theme and look and feel of the existing videos. These can be viewed at the following link <http://ncpc.co.za/services-about-ncpc-2/ncpc-videos>

It must be noted however, that the envisaged video will use more stock footage, thus reducing the need for animation throughout.

4 PROPOSAL SPECIFICATION

The NCPC-SA is seeking to appoint a service provider to implement the entire development of the video. Service providers are requested to submit a proposal on how they will deliver the project, and cost on each item.

The proposal must include:

- Project management of the 1 video
- Compiling a script from the draft script content provided by the NCPC-SA the length of the script/video (4 mins / 600 words each). The existing scripts will be used as a benchmark.
- Designing and developing 1 animated video in line with the RECP Toolkit design
- Recording the voice over with NCPC-SA voice over artist (not to be supplied by the service provider)
- Rendering and provision of videos in formats suitable for web and larger format use

Video specifications:

- Approximately 4 minutes in length
- To include an estimated 2 min of stock footage inserted into the video
- Approximately 2 min of animated content to include a process flow
- Background stock music with recorded voice-over (VO artist will be provided)
-

Timeframes:

The development of the video has specific timeframes to meet a project deadline:

| | |
|------------|--|
| Week 1 | Development of script and storyboard based on content provided by the NCP-C-SA |
| Week 2 | Technical approval of the script and final changes |
| | Selection of stock footage for inserts |
| Week 3 – 4 | Animation and editing |
| Week 4 | Approval of draft |
| Week 5 | Voice over recording and final mix |
| Week 6 | Final changes and approval |

It is required that the video will be completed by Friday 5 April 2019.

Bidders must provide links to locations of previous videos produced for similar requirements.

5 FUNCTIONAL EVALUATION CRITERIA

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

| Functional Criteria | Weight |
|---|--------|
| <ul style="list-style-type: none">Proposal Quality and Content - Understanding of the context and brief | 10% |
| <ul style="list-style-type: none">Professional Experience & Track Record - Experience in the design and development Infographics (provide testimonials/references from clients and past videos created) | 30% |
| <ul style="list-style-type: none">Suitability of past video projects - Provision of a portfolio of similar videos | 60% |

5.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **60%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

5.2 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; and
- Cannot provide proof of previous infographics developed.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

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

9 TENDER PROGRAMME

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

- Issue of tender documents: 21st February 2019
- Closing / submission Date: 07th March 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: RFP No.: 865/07/03/2019

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

RFP No.: 865/07/03/2019

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 07th March 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 or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

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

A two-phase evaluation process will be followed.

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

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

13.2 Preference points system

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

14 PRICING PROPOSAL

14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

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

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

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

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

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **"RFP No 865/07/03/2019 Development of RECP Toolkit infographic video for (NCPC-SA KwaZulu-Natal Industrial Symbiosis Project. The video aims to assist industry in the implementation of RECP"** 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 ***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:

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

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

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

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

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

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

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

| | |
|-------------|-------|
| WITNESSES | |
| 1 | |
| 2 | |
| DATE: | |

| Functional Factors | Criteria Description | Weighting | SCORING | | | |
|--|---|-----------|--|--|---|--|
| | | | 0 | 3 | 6 | 10 |
| Proposal Quality and Content | Understanding of the context and brief | 10 | Proposal does not outline approach, experience or process | Proposal lists company credentials only | Proposal lists company credentials and proposed approach but limited process | Proposal shows clearly the expertise, approach and process to be applied |
| Professional Experience & Track Record | Experience in the design and development Infographics | 30 | Less than 5 years working experience and no list of previously managed projects with no contact details of the company | Less than 5 years working experience but a list of previously managed projects with contact details provided | 5 years working experience + List of 4 previously managed projects including contact details of the company | 10 years working experience + List of 6 previously managed projects including contact details of the company |
| Suitability of past video projects | Provision of a portfolio of similar videos | 60 | No examples of previous Infographics you developed in the past | Examples of previous Infographics developed in the past do not contain combination of info-graphic animation and cut-aways | Examples of previous Infographics developed in the past contain info-graphic animation and cut-aways but content is not of a scientific or technical nature | Examples of previous Infographics developed in the past contain info-graphic animation and high quality cut-aways and content of a scientific or technical nature is clearly explained |