

Request for Proposals (RFP)

The provision or supply of services for Company Technology Readiness Analysis for the CSIR

RFP No. 3517/12/05/2022

Date of Issue	28 APRIL 2022	
Compulsory briefing session	N/A	
Closing Date	12 MAY 2022	
Electronic Submissions	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

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

2 INVITATION FOR PROPOSAL

Proposals are hereby invited for the **the provision of Company Technology Capability assessments for the CSIR**

3 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. Proposals are hereby invited for the supply of Technology Capability Assessments for companies supported by the CSIR.

Geographical spread of companies to be assessed

The CSIR requires assessments to be conducted on a total of 20 companies per year across several provinces. Due to confidentiality the names of the companies cannot be disclosed in this tender document and will only be released to the successful bidder. The period over which the assessments need to be completed is 24 months.

4 FUNCTIONAL EVALUATION CRITERIA

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

- Technology assessment experience of manufacturing and start-up companies experience in years
- Examples of technology mapping conducted

- Demonstration of knowledge and use of manufacturing systems and setting up of production systems
- Demonstrate knowledge to identify technology gaps in the manufacturing sector and start up projects
- Has the necessary skilled resources to identify resource and training gaps in the manufacturing sector
- Demonstrate knowledge to identify maximum capacities and utilization of machinery, equipment and resources with an advanced understanding of production systems
- Provide details of certification and/or association to a registered Engineering body relevant to Manufacturing Sectors
- Demonstrate knowledge of automated reporting platforms such as Power BI
- Experience in market research and business development for start-up businesses

4.2 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.

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

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

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

6 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

7 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted electronically at tender@csir.co.za:

8 TENDER PROGRAMME

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

- Issue of tender documents: 28 April 2022
- Compulsory briefing session / site inspection etc: N/A
- Last date for submission of queries: 05 MAY 2022
- Closing / submission Date: 12 MAY 2022
- Estimate appointment date of successful tenderer: 01 JUNE 2022
- Estimated contract duration (in months/years) 24 Months

9 SUBMISSION OF PROPOSALS

9.1 All proposals are to be clearly marked with the RFP number on the subject line of the email.

Proposals must consist of two parts - clearly marked:

PART 1: Technical Proposal:

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

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

9.3 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.

10 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of **Thursday, 12 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 email address, it will be regarded as a late tender. Late tenders will not be considered.

11 AWARDING OF TENDERS

11.1 Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

12 EVALUATION PROCESS

12.1 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.

12.2 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.

13 PRICING PROPOSAL

13.1 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.

13.2 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.

13.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

13.4 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.*

13.5 Payment will be according to the CSIR Payment Terms and Conditions.

14 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of six (6) months calculated from the closing date.

15 APPOINTMENT OF SERVICE PROVIDER

15.1 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.

15.2 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.

15.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

16 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 3517/12/05/2022 - The provision or supply of services for Company Technology Readiness Analysis for the CSIR”*** 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.

17 MEDIUM OF COMMUNICATION

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

18 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.

19 CORRECTNESS OF RESPONSES

19.1 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.

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

20 VERIFICATION OF DOCUMENTS

20.1 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.

20.2 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.

21 SUB-CONTRACTING

21.1 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.

21.2 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.

22 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

22.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

- 22.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 22.3 Prescribed by the body - regulating the profession of the consultant.

23 TRAVEL EXPENSES

- 23.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
- 23.1.1 Only economy class tickets will be used.
- 23.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 23.1.3 No car rentals of more than a Group B will be accommodated.

24 ADDITIONAL TERMS AND CONDITIONS

- 24.1 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.
- 24.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 24.3 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.
- 24.4 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.
- 24.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

25 CSIR RESERVES THE RIGHT TO

- 25.1 Extend the closing date;
- 25.2 Verify any information contained in a proposal;
- 25.3 Request documentary proof regarding any tendering issue;
- 25.4 Give preference to locally manufactured goods;
- 25.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 25.6 Award this RFP as a whole or in part;
- 25.7 Cancel or withdraw this RFP as a whole or in part.

26 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:

27 ANNEXURE A

Functional Criteria	Criteria Description	Weighting	5	7	10
Technology Assessment experience in years, of manufacturing and start-up companies experience in years	Track record of technology assessments – experience in years	10	Has at least two years in experience in technology assessments	Has at least five years in technology assessments	Has at least ten years experience in technology assessments
Examples of technology mapping conducted	Proof that they are currently conducting technology mapping and examples of case studies	10	The proposal offered presents 5-9 technology mapping assessments in the manufacturing sector in the last year	The proposal offered presents 10-29 technology mapping assessments in the manufacturing sector in the last year	The proposal offered presents at least 30 technology mapping assessments in the manufacturing sector in the last year
Demonstration of knowledge and use of manufacturing systems and setting up of production systems	Service offering covers all the business processes encountered in a manufacturing plant. This is based on the tenderers demonstration of implementation of manufacturing systems via Case Studies in the proposal	20	Basic knowledge of manufacturing systems. Respondent provides case study indicating use and knowledge of at least 2 manufacturing systems (e.g. Lean Systems, Planning Systems etc.)	Advanced knowledge of manufacturing systems. Respondent provides case study indicating use and knowledge of 4 manufacturing systems (e.g. Lean Systems, Planning Systems etc.)	Expert Knowledge of manufacturing systems Respondent provides case study indicating use and knowledge of 5 or more manufacturing systems (e.g. Lean Systems, Planning Systems, etc)
Demonstrate knowledge to identify technology gaps in the manufacturing sector and start up projects	Provide an illustration of exposure of technology mapping systems	10	Demonstration of knowledge and use of two (2) Technology Mapping Systems	Demonstration of knowledge and use of three (3) Technology Mapping Systems	Demonstration of knowledge and use of four (4) Technology Mapping Systems

Has the necessary skilled resources to identify resource and training gaps in the manufacturing sector The training gaps and needs must be aligned to SETA standards. By having a trained SETA assessor/s,	The tenderer demonstrates that they have the necessary resources required to identify training needs in the manufacturing sector	10	The company has at least one (1) trained assessor with a recognized SETA	The company has at least three (3) trained assessors with a recognised SETA	The company has at least five (5) trained assessor with a recognised SETA
Demonstrate knowledge to identify maximum capacities and utilisation of machinery, equipment and resources with an advanced understanding of production systems	Provide an illustration of simple methods used in calculating capacity and utilisation	10	Demonstrate experience of using two (2) types of methodologies to measure capacity utilisation in a manufacturing environment	Demonstrate experience of using at least three (3) types of methodologies to measure capacity utilisation in a manufacturing environment	Demonstrate experience of using five (5) or more types of methodologies to measure capacity utilisation in a manufacturing environment
Provide details of certification and/or association to a registered Engineering body relevant to Manufacturing Sectors	Provide details of certifications and association	10	Certification to one (1) or two (2) registered bodies	Certification to three (3) registered bodies	Certification to four (4) or more registered bodies
Demonstrate knowledge of automated reporting platforms	Provide details of automated reporting platforms that have been utilised	10	Knowledge of two (2) automated reporting system	Knowledge of at least three (3) automated reporting systems	Knowledge of five (5) automated reporting systems
Experience in market research and business development for start-up businesses	Company must demonstrate expertise to assist in start-up	10	Experience in business development and market research for one (1) company	Experience in business development and market research for two (2) companies	Experience in business development and market research for (3) three or more companies