



## Request for Proposals (RFP)

### The provision or supply of services for ISO implementation for the ISO 45001:2018

**RFP No. 3481/01/10/2021**

Date of Issue	Friday, 17 September 2021	
Compulsory briefing session	N/A	
Closing Date	Friday, 01 October 2021 @16:30	
Place	<a href="mailto:tenders@csir.co.za">tenders@csir.co.za</a>	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
Closing time	16:30	
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 ISO 45001:2018 implementation, provision of accredited Occupational Health and Safety training, Chemical Safety training and readiness for certification audits.

### **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 implementation of ISO 45001: 2018 for twelve companies of varying sizes located nationally. Occupational Health and Safety site audits, development of an Occupational Health and Safety Management system, provision of accredited regulatory training for Management and staff and readiness for certification audit.

### **4 FUNCTIONAL EVALUATION CRITERIA**

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

- Previous ISO implementation experience
- Knowledge of and recent examples of provision of Occupational Health and Safety services including statutory training.
- Accreditation with MERSETA and CHIETA or an appropriate SETA

- Staff experience in ISO – CV of Directors/Lead Manager and human capital capacity, resources, qualifications and expertise of personal to be used for training and implementation.
- A detailed project plan with timelines and milestone

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](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

### 7 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted electronically at the following email address:  
tender@csir.co.za

### 8 TENDER PROGRAMME

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

- Issue of tender documents: 17 September 2021
- Compulsory briefing session / site inspection etc: N/A
- Last date for submission of queries: 28 September 2021
- Closing / submission Date: 01 October 2021

### 9 SUBMISSION OF PROPOSALS

9.1 All proposals are to be clearly marked with the RFP number and the title of the tender on the subject of the email. Proposals must consist of two parts, clearly marked:

**PART 1: Technical Proposal: RFP No.: 3481/01/10/2021**

**PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 3481/01/10/2021**

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 address mentioned above no later than the closing date of *01 October 2021* 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.

## 11 AWARDING OF TENDERS

11.1 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.

## 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/ 120 days 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 3481/01/10/2021. The provision for the ISO 45001:2018 implementation, provision of accredited Occupational Health and Safety training, Chemical Safety training and readiness for certification audits.*** 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 *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.



- 20.3 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.
- 20.4 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.

## **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-imburements, 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
Experience of main team member(s) with regards to identification of business risks and implementation of ISO 45001/ OHSAS 18001 and ISO 9001 in years	Occupational Health and Safety training and implementation  Track record of ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services.  (Bidders to provide reference letters and CV)	25	Has at least five years' experience in implementation ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services.  Plus 3 reference letters  Experience and understanding of providing consultation services to large, small and macro enterprises in different sectors such as foundries, metal fabrication, welding and chemical and engineering manufacturing,	Has at least ten years' experience in implementation of ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services.  Plus 5 reference letters  Experience and understanding of providing consultation services to large, small and macro enterprises in different sectors such as foundries, metal fabrication, welding and chemical and engineering manufacturing,	Has at least fifteen years' experience in implementation of ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services  Plus 7 reference letters  Experience and understanding of providing consultation services to large, small and macro enterprises in different sectors such as foundries, metal fabrication, welding and chemical and engineering manufacturing,
Knowledge of and recent examples of provision of Occupational Health and Safety services including statutory training	Proof that the service provider has experience conducting ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services. This should include developing evacuation floor plans, emergency evacuation routes ISO system implementation and or process re-engineering or process optimization interventions.	20	The proposal offered presents at least five companies  ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services  Occupational Health and Safety regulatory training as a part of the consulting service,  Example of site layouts, evacuation plans, health and safety training interventions conducted	The proposal offered presents at least ten companies  ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services  Occupational Health and Safety regulatory training as a part of the consulting service,  Example of site layouts, evacuation plans, health and safety training interventions conducted.	The proposal offered presents at least fifteen companies  ISO 45001/OHSAS 18001, ISO 9001 and/or ISO 22301 system implementation services  Occupational Health and Safety regulatory training as a part of the consulting service,  Have accredited training as a part of the consulting service includes. Duties of Health and Safety Committee Health and Safety Representative Duties of 16.1 Duties of 16,2 Firefighting  Example of site layouts, evacuation plans, health and safety training interventions conducted.

<p>Accreditation with MERSETA, CHIETA or an appropriate SETA and evidence of previous training</p>	<p>All courses offered are unit standard aligned and the service provider is accredited by a SETA to offer Occupational Health and Safety regulatory unit standards. Has previous experience in training at companies both in regulatory Health and Safety courses as well as Chemical safety related unit standards eg. handling and storage of hazardous chemicals and environmental protection.</p>	<p>25</p>	<p>Accreditation with MERSETA or appropriate SETA.</p> <p>Has conducted Occupational Health and Safety training at a minimum of three companies.</p> <p>Has conducted Chemical safety related training to minimum 10 people in the last year,</p> <p>Proof of training for organisation sites within one province to demonstrate capacity to train</p> <p>Senior staff registered assessor with relevant SETA for health and safety unit standards as well as with CHIETA for Chemical safety related unit standards are qualified</p>	<p>Accreditation with MERSETA or appropriate SETA.</p> <p>Has conducted Occupational Health and Safety training at a minimum of five companies.</p> <p>Has conducted Chemical safety related training to minimum 15 people in the last year,</p> <p>Proof of training for organisation sites nationally to demonstrate capacity to train</p> <p>Senior staff registered assessor with relevant SETA for health and safety unit standards as well as with CHIETA for Chemical safety related unit standards are qualified</p>	<p>Accreditation with MERSETA and CHIETA essential.</p> <p>Has conducted Occupational Health and Safety training at a minimum of ten companies.</p> <p>Has conducted Chemical safety related training to minimum 20 people in the last year,</p> <p>Proof of training for organisation sites nationally as well as an organisation with multiple sites nationally to demonstrate capacity to train</p> <p>Senior staff registered assessor with relevant SETA for health and safety unit standards as well as with CHIETA for Chemical safety related unit standards are qualified</p>
<p>Staff experience in ISO – CV of Directors/Project Lead applicable to ISO. Detailed description of resources, qualifications and expertise of 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 Project Leader (PL) number of years in practical working experience in the engineering, manufacturing, systems implementation, management systems development, conformity assessment, locally (SOE,OEM) and or internationally Project Leader (PL) relevant qualifications such as (Metallurgical or Chemical Industrial or Mechanical Engineering) plus continuous improvement with in-depth understanding of conformity assessments (submit proof)</p>	<p>20</p>	<p>Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have at least five years' experience in implementation and five years in training.</p> <p>Senior staff registered assessor with relevant SETA for health and safety unit standards as well as with CHIETA for Chemical safety related unit standards are qualified.</p> <p>Director/Project lead with Technical qualification</p>	<p>Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have at least ten years' experience in implementation and ten years in training.</p> <p>Senior staff registered assessor with relevant SETA for health and safety unit standards as well as with CHIETA for Chemical safety related unit standards are qualified</p> <p>Director/Project Lead with Technical/Engineering qualification and registration with SAIOSH or equivalent body</p>	<p>Extensive capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have at least fifteen years' experience in implementation and ten years in training.</p> <p>Senior staff registered assessor with relevant SETA for health and safety unit standards as well as with CHIETA for Chemical safety related unit standards are qualified</p> <p>Director with Engineering qualification, a post graduate qualification in Management and registration with SAIOSH or equivalent body</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>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>