

## Request for Proposal (RFP)

### The Provision of Flight Services to CSIR's Radar and Electronic Warfare Impact Area

**RFP No. 971/02/11/2021**

Date of Issue	Tuesday, 19 October 2021	
Compulsory briefing session	No briefing session	
Closing Date	Tuesday, <b>02 November 2021</b> at <b>16h30</b>	
Place	Online only submission at <a href="mailto:tender@csir.co.za"><b>tender@csir.co.za</b></a> If the size of the documents exceed 25MB, send multiple emails. Use the RFP number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za"><b>tender@csir.co.za</b></a>
CSIR business hours	08h00 – 16h30	
Category	Engineering	

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## Glossary

<b>Abbreviation</b>	<b>Term</b>	<b>Description</b>
B-BBEE	Broad-Based Black Economic Empowerment	A term describing South African Government Policy regarding the economic upliftment of persons previously excluded from involvement in the economy of South Africa
CSIR	Council for Scientific and Industrial Research	A statutory body established in terms of Scientific Research Council Act 46 of 1988, as amended

## List of Acronyms

Acronym	Site Name
CSIR	Council for Scientific and Industrial Research
SAR	Synthetic Aperture Radar

## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

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

### **2 BACKGROUND**

The Radar and Electronic Warfare (REW) Impact Area annually executes a number of projects that require "Flight Services" from time to time from a suitable aircraft company that can supply an airworthy and well-maintained Cessna 208B aircraft as well as a suitably qualified pilot to operate the Cessna 208B aircraft with an open door with the CSIR's airborne SAR facility installed and operated onboard.

The CSIR's Airborne SAR facility is being certified for airworthiness to be installed and operated onboard a Cessna 208B aircraft for experimental R&D measurement campaigns.

In order to simplify the procurement of Flight Services, the CSIR would like to have a suitable supplier available who is pre-contracted. This supplier would be required to have a pilot available that has the required qualifications and necessary experience and skills to perform experimental R&D type flight trials with a Cessna 208B aircraft, as well as have the required Cessna 208B Aircraft available to deliver the services to CSIR requirements.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from suppliers that have a proven track record for the supply of the following Services:

1. Provision of a well maintained and airworthy Cessna 208B Aircraft for the duration of a specific flight trial operating from Wonderboom Airport, or other airport close to Pretoria.
2. Provision of technician(s) to assist with:

- a. the safe installation of the CSIR's airborne SAR Facility onboard the Cessna 208B Aircraft,
  - b. safe attachment / mounting of the SAR Facility's GPS antennas,
  - c. removal of the cargo door,
  - d. fitting a wind deflector,
  - e. moving / removing / installing any seats required by the CSIR
  - f. removing the CSIR's airborne SAR facility after a flight trial.
3. Provision of an experienced and qualified Test Pilot that is certified to fly the Cessna 208B aircraft for the duration of the experimental R&D trial.
  4. If required by the CSIR, the provision of an experienced and qualified pilot to be the co-pilot during the Flights.
  5. The operator will ensure that all required and applicable safety precautions and procedures will be followed to ensure safety of own and CSIR personnel.

**Note: At least one CSIR Engineer/Technician are required to fly with the SAR Airborne facility to operate the facility during the measurement campaign.**

## **4 PROPOSAL SPECIFICATIONS**

All proposals are to be submitted in a format the tenderers deem fit.

The proposal to be submitted will be based on an average hourly rate for indicated tasks. This hourly rate serves as guideline to the CSIR.

A contract will be entered into with the successful supplier(s) for a maximum number of hours or ceiling price, but tasks will be contracted with the selected and contracted supplier(s) on an Ad Hoc basis as the need for experimental flight trials develop. Such flights will be booked at least two weeks in advance to allow scheduling according to the availability of aircraft and test pilot as well as the CSIR team.

### **4.1 Technical Proposal**

The following must be submitted as part of the technical proposal:

- Covering letter;

- Proposal for the provision of Flight Services and motivation why the company is suitable to provide the requested Flight Services with the CSIR's Airborne SAR Facility installed onboard a Cessna 208B.
- Company profile clearly stipulating:
  - Main areas of business and expertise;
  - Aircraft Ownership (If any)
- Proof of airworthiness certification for the aircraft.
- CV of Test Pilot(s) indicating qualifications and experience.
- In the case where the supplier does not own the aircraft, a letter from the owner of the aircraft is required indicating permission for the use of such aircraft for experimental R&D flight trials with the CSIR's airborne SAR Facility as per suppliers proposal.
- References

#### 4.2 Financial Proposal

The following must be submitted as part of the financial proposal:

- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- Average hourly rate for specified tasks.
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit.

## 5 FUNCTIONAL EVALUATION CRITERIA

5.1 Refer to Annexure A for the evaluation and scoring criteria used in this process.

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% will be eliminated from further evaluation.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location (Bids must be submitted electronically at **tender@csir.co.za** );
- Suppliers listed on National Treasury list of restricted suppliers

## 7 PRICING SCHEDULE

No	Manufacturing Service or Process	Rate per hour (Excl VAT)
1	Rental cost of Cessna 208B aircraft per flight hour.	
2	Pilot cost per flight hour	
3	Support to get Cessna 208B ready for CSIR's R&D flights (removal of door, etc.)	
3	Support to install CSIR's airborne SAR Facility onboard Aircraft (Optional)	

### Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.

**NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work;**



## **9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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

### 10 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 10.1** All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za).
- 10.2** Respondents must use the RFP number as the subject reference number when submitting their bids.
- 10.3** The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 10.4** The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 10.5** All documents submitted electronically via e-mail must be clear and visible.
- 10.6** All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

### 11 TENDER PROGRAMME

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

- Issue of tender documents: **19/10/2021**
- Last day of submission of queries **27/10/2021**
- Closing / submission Date: **02/11/2021 at 16h30**

### 12 SUBMISSION OF PROPOSALS

- 12.1** All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.
- 12.2** Responses submitted by companies must be signed by a person or persons duly authorised.
- 12.3** All e-mailed proposal submissions are to be clearly subject referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
  - PART 1: Technical Proposal RFP No: **971/02/11/2021**
  - PART 2: Pricing Proposal RFP No: **971/02/11/2021**

**12.4** 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.

**12.5** Proposals submitted must be in the following file formats:

- PDF

### **13 DEADLINE FOR SUBMISSION**

**13.1** Proposals shall be submitted at [tender@csir.co.za](mailto:tender@csir.co.za) no later than the closing date of **02/11/2021** at **16h30**. The CSIR business hours are between 08h00 and 16h30.

**13.2** Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

### **14 AWARDING OF TENDERS**

**14.1** Awarding of tenders will be published on the CSIR website. No regret letters will be sent out.

### **15 EVALUATION PROCESS**

**15.1** Evaluation of proposals

An evaluation team will evaluate all proposals 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 tenderer/s.

**A two-phase evaluation process will be followed:**

**15.2** The first phase includes evaluation of elimination and functionality criteria,

**15.3** 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

#### **15.4 Preference points system**

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

### **16 PRICING PROPOSAL**

- 16.1** 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.
- 16.2** 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.
- 16.3** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4** 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.

- 16.5** Bidders must quote as per the pricing schedule.
- 16.6** Payment will be according to the CSIR Payment Terms and Conditions.

### **17 VALIDITY PERIOD OF PROPOSAL**

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

## 18 APPOINTMENT OF SERVICE PROVIDER

- 18.1** 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.
- 18.2** 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.
- 18.3** Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## 19 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this tender shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with **RFP 971/02/11/2021** 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.

## 20 MEDIUM OF COMMUNICATION

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

## 21 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.**

## **22 CORRECTNESS OF RESPONSES**

- 22.1** 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.
- 22.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **23 VERIFICATION OF DOCUMENTS**

- 23.1** 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.
- 23.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to [tender@csir.co.za](mailto:tender@csir.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- 23.3** 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.

## **24 SUB-CONTRACTING**

- 24.1** 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.
- 24.2** 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.

## **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 971/02/11/2021**

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 971/02/11/2021** 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 SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

Company Name	Contact Person and contact details (email and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

## 29 ANNEXURE A

### Criteria for selection of supplier for flight trial services

Criteria	Score		Maximum Score	Tenderer's Score
Suitability of company to provide Flight Services through evaluation of proposal and company profile	Not suitable	0/20	20	
	Suitable	10/20		
	Very Suitable	20/20		
Test Pilot qualifications and experience	Pilot not qualified as test pilot	0/25	25	
	Qualified test pilot with less than 5 years experience	5/25		
	Qualified test pilot with 5 years or more experience	15/25		
	Qualified test pilot with 10 years or more experience	25/25		
Can supply a suitable and qualified co-pilot if required by the CSIR	Cannot supply a suitable co-pilot	0/5	5	
	Can supply a suitable co-pilot	5/5		
Own or has access to an airworthy Cessna 208B aircraft for operation from Wonderboom Airport or Airport close to Pretoria on which the CSIR's airborne SAR facility can be installed on and operated in flight with an open door.  (In the case where the supplier does not own the aircraft, a letter from the owner of the aircraft is required indicating permission for the use of such aircraft for experimental R&D flight trials with the CSIR's airborne SAR Facility)	Supplier does not own nor has access to a Cessna 208B aircraft operating from Airport close to Pretoria	0/25	25	
	Supplier owns or has access to a Cessna 208B aircraft operating from Airport close to Pretoria	25/25		
References	No references	0/25	25	
	3-4	15/25		
	5 and more	25/25		
<b>Total</b>			<b>100</b>	