



Request for Quotation (RFQ) for the provision of management and implementation of the Experiential Training Programme (ETP) for a duration of three (3) years for the CSIR

RFQ No. 9346/17/01/2022

Date of issue	Monday, 10 January 2022
Closing Date and Time	Monday, 17 January 2022 @ 16:30pm (late submission will not be accepted)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)
CSIR Hours	08h00 – 16h30
Category	Professional Services

1 INVITATION FOR QUOTATION

Bidders are invited to submit a quote for the appointment of Professional Services Provider for the provision of management and implementation of the Experiential Training Programme (ETP) for a duration of three (3) years for the CSIR. Bidders must comply with the instructions and requirements of this RFQ. Non-compliance may lead to a quote not being considered by the CSIR.

2 BACKGROUND

The CSIR through Hosted National Programmes hosts and manages various programmes including the Technology Localisation Implementation Unit (TLIU), an initiative of the Department of Science and Innovation (DSI). The TLIU is mandated to implement various interventions in support of the DSI's Technology Localisation Plan (TLP). One of the programmes is an Experiential Training Programme (ETP) which involves the placement of students from Universities of Technology (UoTs) into industry to complete Practical 1 and Practical 2 (P1 and P2), a graduation requirement for a National Diploma.

The students are placed at either the Technology Stations, foundries and the engineering companies that are beneficiaries for the TLIU Technology Assistance Package (TAP) programme and related industry. In addition to the P1 and P2's the ETP also include placement of B-Tech and M-Tech students into industry for experiential learning.

The CSIR requires the services of a suitable service provider to manage and implement the recruitment, placement, mentoring, monitoring processes and students on behalf of the CSIR. The Programme will run for a three (3) year duration, subject to re-evaluation and confirmation of budget by the DSI on an annual basis.

The programme is financed by DSI through the Presidential Youth Employment Initiative. The stipend allowance for the students will be provided as a transfer from the CSIR to the successful bidder on a monthly basis.

Summary table for Monthly allowances per qualification

ENTRY QUALIFICATION AND ENROLLED/ REGISTERED	TITLE	ALLOWANCE PER MONTH PER STUDENT
P1/P2 registered for ND	Associate Intern (L2)	R3 000.00

NB: The monthly stipend per student is R3 000.00. The bidder must quote management fee percentage, this management fee percentage could either applied for overall number of learner or individual learner. The management fee percentage must be held firm/fixed for the duration of the contract. The targeted quantity of students to be placed and managed is estimated at 400 per annum and duration of placement is subject to approved funding allocation. The billing will be based on the actual number of students supported in a month.

3 QUOTATION REQUIREMENTS**3.1. Scope of Work**

. The Service providers is required to provide the following deliverables over a three-year period

1. Recruit students and have access to a national database of science, engineering and technology students from UoT's.
2. To coordinate with the TLIU FTAP beneficiary companies, foundry companies from Mintek, Technology Stations and other related industry hosting the students.
3. Conduct workplace approval at companies to ensure that the company is equipped to host and train students in the various disciplines.
4. Contract students in alignment to the rules defined for the placement of students from a UoTs, with a special emphasis on Work Integrated Learning (WIL).
5. Coordinate the payment of students through a structured payroll system on a monthly basis and provide the CSIR with payroll information on a monthly basis.
6. Conduct the mentoring, monitoring and evaluation of students on a monthly basis.
7. Provide the CSIR with monthly, quarterly and annual reports as per table below and timelines;

Report Type	Reporting Date
Quarterly Reports	5th day of the month preceding end of the quarter.
Monthly reports	5th day of the new month.
Annual reports	5th day of the TLIU financial year

The following content for the monthly, quarterly and annual reports is expected from the successful bidder;

a) The Executive Summary

This section should capture the summary of the internship programme and ongoing activities for the previous month or quarter and the project status including progress made against targets predefined between the TLIU and the service provider.

b) Achievements of the projects to date

A narrative report containing number of students supported through ETP, the gender analysis of beneficiaries, the number of students who have completed the internship, number of students graduated and the number of students absorbed by the hosting company or industry. Savings or new developments achieved through projects implemented by the interns.

c) Challenges Encountered

The following should be unpacked in this section;

- Number of resignations/ dropouts and withdrawals by UoT.
- Key drivers for the resignations/ withdrawals/ dropouts
- Action plans in place to prevent future events
- Lessons learned

d) Financial status

The payroll reports and the vendor account reconciliation for the month or the quarter being reported to validate number of students supported.

e) Verification Documents

Providing the TLIU with an update on key verification documents per beneficiary of the ETP. These include student contact, certified ID copies, an academic Record, proof of registration for experiential learning, workplace preparation checklist, Bank stamped letters. This will form part of the audit and verification process to validate beneficiaries of the ETP.

f) Internship Database

The ETP Database is a critical tool to validate number of students supported per month or per quarter. It also enables the TLIU to provide statistical data on the programme overall performance. The database should record, but not be limited to the following intern variables:

Running no.	
ID No.	
Student No.	
Surname	
First name(s)	
Gender	
Race	
Age	
Disability	
University / University of Technology	
Highest Qualification	
Qualification pursuing with Internship	
Intern category	
Placement category	
SME category if placed in industry	
Placement agent address	
Placement agent contact person / mentor	
Assigned mentor name and contact	
Commencement date	

Envisaged end date	
Monthly allowance amount	
Current Status	
If drop-out (reasons for drop-out)	
Home address	
Rural / non-rural	
Contact Phone	
Contact email	

g) Quarterly Reports Milestones

The successful bidder shall submit quarterly reports to the CSIR as per requirements as outlined above and ensure the milestones are met per quarter in the following manner:

Report No	Milestone/Delivery	Reporting Requirement
Quarter 1	Internship database	A completed internship database for the internship cycle
Quarter 2	Verification Documentation pre-audit	All verification documents must be collected from all UoT's and hosting companies for submission to the CSIR (these should include student contracts, Certified ID copies, Proof of Registration, Academic Records, banking details, worksite preparation checklist) Review Session must be held between the CSIR and the service provider. The output of this milestone would be the signed off document for the pre-audit process.
Quarter 3	Verification Documentation Audit	Review Session must be held between the CSIR and DSI
Quarter 4	Monitoring and Evaluation	Impact assessment based on the following KPI's, <ul style="list-style-type: none"> • No. of students enrolled • No. of students graduated • No. of students absorbed by the hosting companies • No of students absorbed by industry • Database on employment created • Internship Database • Industry and student testimonials • Proof of graduation

8. Provide the CSIR with audit and verification documents for beneficiaries of the programme i.e;
- Signed student contract
 - Certified copies of ID books
 - Proof of registration for Experiential Learning
 - Academic Record
 - Bank stamped letters
 - Completed EFT forms
 - Signed worksite preparation checklists
 - Proof of graduation
9. Management of student's activities (e.g. Inductions, workplace readiness workshops and Life skills orientation)
10. Demonstrate an established physical infrastructure to provide support and placement of students on a national basis
11. Provide information on the availability of required capacity and capability to manage the placement of at least +=400 students nationally per annum.

4 Compliance Requirement

Table 1

Management and implementation of the Experiential Training Programme (ETP)			
Item #	Management and Implementation Requirements	Compliance Requirements	
1	Access to a national database of science and engineering students who are seeking opportunities for Experiential Learning (Practical 1 and Practical 2, B-Tech and M-Tech)	COMPLY (<i>Provide Proof</i>)	NOT COMPLY
	Unlimited access to a database of students.		
2	Available infrastructure to implement the Experiential Training Programme (ETP)	COMPLY (<i>Provide Proof</i>)	NOT COMPLY
	Physical infrastructure and network to implement ETP covers all nine provinces.		

3	Knowledge and expertise of staff with respect to experiential training programmes (Work Integrated Learning)	COMPLY (<i>Provide Proof</i>)	NOT COMPLY
	More than 10 years' experience and expertise in respect to experiential training programmes. The bidder must provide at least two (2) resources that will be assigned to the task.		
4	Number of years of experience in the relevant field as defined in the project scope with contactable references, and examples of previous relevant projects	COMPLY (<i>Provide Proof</i>)	NOT COMPLY
	5 years' minimum experience and expertise in managing projects of similar nature		

NB: Bidder need to meet all the requirements on the compliance requirement table and proof of each criterion must be submitted with the RFQ.

5 **PRICING SCHEDULE**

- 5.1 The bidder must provide quotation on official company letterhead.
- 5.2 The management fee quotation must be quoted in **percentage** form.
- 5.3 The management fee percentage must be held firm/fixed for the duration of the contract.
- 5.4 The targeted quantity of students to be placed and managed is ± 400 per annum.
- 5.5 Payment will be according to the CSIR Payment Terms and Conditions.

6 **BID EVALUATION PROCESS.**

The RFQ will be evaluated as per the following:

a. Elimination Criteria

- The bidders will be evaluated on the elimination criteria as stated in Point 6.1. below
- Bidders who do not meet these criteria will not be evaluated further.

b. Price and B-BBEE

The tender responses will be evaluated on the 80/20 preferential point system.

6.1 Elimination Criteria

Bidders will be eliminated if they fail to provide the following information:

- Late submission of Quotes.
- Submission to an incorrect email address (Only electronic submission to tender@csir.co.za will be considered).
- If bidder is restricted by National Treasury.
- Bidder who does not fully meet Compliance Requirement table on paragraph 4 (Above). Bidder must submit proof of all compliance requirements in **table 1**.

6.2 Preferential Points System Evaluation Criteria

Selection of suppliers will be based on the 80/20 preference point system.

- Please provide detailed breakdown of all direct and indirect costs associated with the contract, including all fees if any for the full contract period.
- Provide a valid certified copy of a B-BBEE Certificate or valid sworn affidavit. No B-BBEE status will equal 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).
- Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- No order will be issued or no contract will be signed without a valid CSD number

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

7.1 All quotations must be submitted electronically to tender@csir.co.za

7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.

7.3 The email and file sizes must not exceed a total of 25MB per email.

7.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBEE Certificate).

8 REQUIREMENTS FOR TENDER SUBMISSION

The submitted documents must be signed by an authorized person representing the bidder. The quotation and accompanying documents shall be carefully emailed to tender@csir.co.za by **16:30pm on 17 January 2022**.

Failure to comply with these instructions may result in the tender being considered ineligible. No late tender shall be considered.

9 MANDATORY RETURNABLE DOCUMENT

Bidders must provide all required documents as per **Annexure A: Mandatory returnable Documents**.

10 CSIR RESERVES THE RIGHT TO

- Extend the closing date;
- Verify any information contained in the quotation
- Request documentary proof regarding any tendering issue;
- Meet with the service providers to clarify the competency of the suggested professional that will be allocated to the CSIR for this short-term contract.
- Award this RFQ as a whole or in part;
- Cancel or withdraw this RFQ as a whole or in part.

11 CONFIDENTIALITY

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this RFQ. This confidentiality clause extends to bidder partners whom you may decide to involve in preparing a response to this RFQ. Bidders must complete and sign **ANNEXURE B: Non-Disclosure Agreement**.

12 MEDIUM OF COMMUNICATION

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

13 COST OF QUOTATION

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

14 CORRECTNESS OF RESPONSES

- 14.1** The bidder 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 RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 14.2** The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

15 VERIFICATION OF DOCUMENTS

- 15.1** Bidders 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.
- 15.2** Pricing quotation and B-BBEE credentials should be submitted with the RFQ response,

16 OTHER TERMS AND CONDITIONS

- 16.1** The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such

an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

16.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

16.3 No goods and/or services must be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

17 DISCLAIMER

This RFQ is a request for quotation only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

Note: This is not a Purchase Order.

18 DECLARATION BY TENDERER

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

RFQ No. 9346/17/01/2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ No. 9346/17/01/2022 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

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