

Request for Quotation (RFQ) for facilitation of Psycho-social webinars

RFQ: 5709/14/07/2021

Date of issue	Tuesday, 29 June 2021
Compulsory briefing session	None
Closing Date and Time:	14 July at 16:30
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (Please use RFQ No. as subject reference)

1. INVITATION FOR QUOTATION

As a caring employer, the CSIR has taken cognisance of the disruptions brought about by COVID -19 pandemic in the past year and new ways of work that must be adopted in order to thrive within a hybrid work environment. These disruptions have impacted on the lives and livelihoods of many individuals and in some instances resulted in increased levels of anxiety, insomnia and alcohol and drug abuse, to name but a few. The CSIR plans to hold webinar sessions which will be scheduled on Microsoft teams. These webinars will be designed to disseminate information and equip our employees with knowledge of how to navigate through the new normal. As such, we have identified a number of risks which we believe can be mitigated through webinar-based interventions coupled with a short, easy to read article.

Quotations are hereby invited from suitably qualified and experienced service providers for the facilitation of webinars that will address identified risk factors and short, easy to read articles that will be published on the CSIR intranet and staff magazine: .

#	Psycho-social Risk	Required Interventions	Mode of Delivery
1.	COVID-19 Vaccine Missconceptions	Debunking COVID-19 vaccination myths Webinar & Article	Webinar & Article
2.	Lack of Psycho-social support post COVID-19 diagnosis	COVID-19 Support Group	Virtual Facilitation x 12 over 6 months period
3.	Burnout	Self-care: Burnout prevention	Webinar & Article
4.	Anxiety	Resilience	Webinar & Article
5.	Social isolation	Connecting with others	Webinar & Article
6.	Poor work-life balance	Maintaining work-life balance	Webinar & Article
7.	Unsafe home workspace	Enhancing ergonomics of your home working space.	Webinar & Article
8.	Blurring of work-home boundaries	Managing home-work boundaries	Webinar & Article
9.	Work disengagement	Mindfulness Practices	Webinar & Article
10.	Stress	Mastering Stress Management Techniques	Webinar & Article
11.	Conflicting parenting and work demands	Balancing parenting and work demands	Webinar & Article
12.	Addictive/dysfunctional coping behaviours	Understanding and dealing with addictive behaviour	Webinar & Article
13.	Poor Nutrition	Understanding triggers of poor eating habits	Webinar & Article
14.	Depression	Making sense of depression	Webinar & Article

The service is required immediately from the date of appointment.

2. QUOTATION REQUIREMENTS

Bidder must provide a methodology which provides for the following:

- One hour webinar facilitation on each topic;
- One edited article on each article to be published on the CSIR intranet;
- CVs of the lead facilitator(s) who are subject matter specialists in topics being addressed; and
- Proof of HPCSA registration with relevant Professional Board.

2.1 Mandatory / Returnable Documents

- The bidder must submit a minimum of three (3) contactable references for similar previous work within the past 5 years (See Appendix B).

2.2 Bidders must quote based on the following pricing schedule and in line with the above scope of work:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
<i>The provision of Psycho-social webinar facilitation, article, and webinar marketing brief writing services:</i>					
1.	Debunking COVID-19 vaccine myths	Each	1		
2.	COVID-19 Support Group	Each	12		
3.	Self-care: Burnout prevention	Each	1		
4.	Self-care: Burnout prevention	Each	1		
5.	Resilience in the face of adversity	Each	1		
6.	Maintaining work-life balance	Each	1		
7.	Enhancing ergonomics of your home working space	Each	1		
8.	Managing home-work boundaries	Each	1		
9.	Mindfulness Practices	Each	1		
10.	Mastering Stress Management Techniques	Each	1		
11.	Balancing parenting and work demands	Each	1		
12.	Understanding and dealing with addictive behaviour	Each	1		
13.	Understanding triggers of poor eating habits	Each	1		
14.	Making sense of depression	Each	1		
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services.					
				Sub-total	
				VAT	
				Total	

2.3 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. The CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;

- if that bidder does not agree to a market-related price, the CSIR will negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, the CSIR will negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.

2.4 Additional Requirements:

- The supplier is required to submit quotation on their official company letterhead;
- The supplier is required to quote on all the items/services indicated in the above scope of work; and
- The pricing must be inclusive of all costs required to render the required services to the CSIR.

3. ELIMINATION CRITERIA

3.1 Quotation submissions will be eliminated under the following condition:

- Submission after the deadline
- Quotation submitted at incorrect e-mail address
- Failure to provide a minimum of 3 contactable references for similar previous work done
- Failure to provide a methodology which provides for all elements as outlined under quotation requirements
- Failure to provide proof of professional registration with relevant profession regulation body
- Failure to submit a completed SBD 1 Form
- Failure to provide CV of lead facilitator(s).

4. EVALUATION CRITERIA

4.1 Selection of suppliers will be based on evaluation of elimination criteria, the 80/20 preference point system and B-BEE.

4.2 Bidders are required to furnish a valid sworn affidavit or SANAS compliant B-BBEE certificate claiming B-BBEE point. No B-BBEE points will be claimed where either of the aforementioned is not submitted.

4.3 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.

5. PROCEDURE FOR SUBMISSION OF QUOTATIONS

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

- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 30mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder name and RFQ number – (E.g. Dell- RFQ No. 0000/12/06/2020 email 1 of 2)
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

6. PRICING QUOTATION

6.1 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.

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

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

7. OTHER TERMS AND CONDITIONS

7.1 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.

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

7.3 No goods and/or services should 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.

8. APPENDIX A – SBD 1 FORM

9. APPENDIX B – Schedule of experience & contactable references

Firm: Contact Person, email and Telephone Number	Client Contact Person and Telephone Number	Nature Of Work	Value of Work (Inclusive of Vat)	Completion Date

Signed _____ Date _____

Name _____ Position _____

Bidder _____

DECLARATION BY TENDERER

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

RFQ No: 5709/14/07/2021

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 **RFQ No. 5709/14/07/2021** 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	
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