



Request for Quotation (RFQ) for appointment of service provider for interim management of the Natural Fibre Hub facility located in Zone 3 of the Coega Special Economic Zone (SEZ) in Gqeberha (Port Elizabeth) for a period of twelve (12) months on a part-time basis.

RFQ: 5815-03-05-2022

Date of issue	Wednesday, 20 April 2022
Closing Date and Time	Tuesday, 03 May 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

Quotations are hereby invited for the appointment of a service provider for interim management of the Natural Fibre Hub facility located in Zone 3 of the Coega Special Economic Zone (SEZ) in Gqeberha (Port Elizabeth) for a period of twelve (12) months on a part-time basis.

2 BACKGROUND

The CSIR Fibre Processing and Development Facility (FPDF) in Port Elizabeth consists of a nonwoven pilot plant and short staple fibre processing line. The nonwoven equipment comprises of a carding and cross lapper from Beefamatex, Poland, needle punching from DILO Germany, hydro-entanglement, chemical/adhesive, thermal bonding with a winder from Fliessner Germany. Pictures of the equipment appear later in this document.

It is envisaged that the FPDF will form part of the newly created Coega based Fibre Hub. It is aimed at becoming a national centre of excellence for research, development and industrialization of fibre production and processing. The nonwoven line is capable of producing technical textiles used in different application areas, such as filtration, geo and agro-textiles; insulating and barrier materials; hygiene, personal care, medical textiles, building and automotive industries. The nonwoven plant comprises a custom-made combination of several technologies for the production of a wide range of nonwoven fabrics from natural (hemp, flax, kenaf), synthetic (polypropylene) and biopolymer (poly lactic acid) fibres. The pilot production line has the following capabilities: fibre blending and opening; carding and cross lapping for fibre web formation; needle-punching; hydro-entanglement; foam impregnation; thermal bonding; hot calendaring and winding. The facility enables the transition from laboratory to semi-industrial scale and ultimately industrialization of products and technologies.

The natural fibre processing and non-woven factories of the CSIR have recently been relocated to the newly created Natural Fibre Hub located on the Coega SEZ. The facility is to be operationalised during the next couple of months whilst a Special Purpose Vehicle (SPV) is created in which to run the facility in the long term. The purpose of the

position is to bridge the gap between the conclusion of the relocation project and prior to the establishment of the SPV.

3 SCOPE OF WORK

The interim management services are required in the Natural Fibre Hub facility located in Zone 3 of the Coega Special Economic Zone (SEZ) in Gqeberha (Port Elizabeth), with daily operational activities that include, but not limited to the following:

- a) The service is required daily, for half days from 08:00 to 12:30.
- b) All work/services must be delivered to CSIR's rules, policies and procedures.

Overall management of the facility including:

- Formation of the Natural Fibre Hub operational team with representatives from the CSIR, Coega and independent contractors,
- Work with the Coega led hemp fibre team to start introducing the fibre into the Eastern Cape,
- Budget development and financial control including working within the PFMA constraints of a government agency such as the CSIR,
- To develop an industrial strategy which includes import replacement within, amongst others, the automotive industry,
- Client liaison and negotiation of natural fibre as well as non-woven off-take agreements with industry based locally and abroad.
- Establish links with the composites industry especially towards the adoption of biocomposites,
- Support discussions with farmers as led by the Hemp fibre team's agronomist,
- Attend and present at local conferences,
- Exhibit at local industry shows,
- Attend relevant international events,
- Liaison with Landlord – Coega Development Corporation,
- Support of the Special Purpose Vehicle (SPV) creation, establishment and initial board composition,
- Government liaison (national, provincial and local),
- Technology scouting globally

3.1. Technical competence and knowledge base:

- Global fibre industry linkages,
- Knowledge of natural fibre agricultural practice,
- Fibre processing technologies (especially non-wovens),
- Working knowledge of Industrial off-take technologies especially in biocomposites,

4 SUBMISSION REQUIREMENTS

- 4.1 Examples with references of similar work done.
- 4.2 Official quotation on company letterhead.
- 4.3 Company profile with relevant experience.

5 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 5.1.
- 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.

5.1. 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).
- Non- submission of at least one references of similar work done.
- If bidder did not meet the specification on paragraph 3 above.
- Non- submission of at least one CV of personnel responsible for interim management of the Natural Fibre Hub facility.
- No evidence of facility management skills
- No evidence of technical skills and knowledge required
- Non submission of completed SBD 1 and SBD 4.

5.2. 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

6 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 6.1 All quotations must be submitted electronically to tender@csir.co.za
- 6.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 6.3 The email and file sizes must not exceed a total of 25MB per email.
- 6.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).

7 CSIR RESERVES THE RIGHT TO

- 7.1 Extend the closing date;
- 7.2 Verify any information contained in a proposal;
- 7.3 Request documentary proof regarding any tendering issue;
- 7.4 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.
- 7.5 Award this RFQ as a whole or in part;
- 7.6 Cancel or withdraw this RFQ as a whole or in part.

8 PRICING QUOTATION

- 8.1 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.
- 8.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 8.3 See Annexure A: Term of reference for pricing matrix.
- 8.4 Payment will be according to the CSIR Payment Terms and Conditions.

9 OTHER TERMS AND CONDITIONS

- 9.1 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.
- 9.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

10 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.

11 Note: This is not a Purchase Order.

DECLARATION BY TENDERER

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

RFQ No.: 5815-03-05-2022

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 5815-03-05-2022 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 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:	

ANNEXURES