



Request for Proposals (RFP)

For the development of comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information at the CSIR.

RFP No. 985/21/01/2022

Date of Issue	Friday, 10 December 2021
Compulsory Briefing Session	Date: 13 January 2022 Venue: Virtual–Microsoft Teams Time: 10H00 – 11H00 Access link: Click here to join the meeting
Closing Date	Friday, 21 January 2022 at 16:30 – Late bids will not be considered
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (<i>Please use RFP No. as subject reference</i>)

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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 located in Pretoria while it is represented in other provinces of South Africa through a number of regional offices.

2 BACKGROUND

The CSIR's Institutional Planning, Monitoring and Evaluation (IPME) office is responsible for guiding and coordinating CSIR's strategic planning processes for Divisions/Clusters and Portfolios, and institutional compliance reporting processes. The office does not have comprehensively documented processes and standard operating procedures for Performance Information Management. The increase in complexity of the operating and regulatory environment has made developing and maintaining guidelines, processes, and procedures crucial.

3 INVITATION FOR PROPOSAL

Comprehensive proposals are hereby invited for developing comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information. The purpose of this Request for Proposal (RFP) is to seek out potential, suitably qualified service providers to support the CSIR in this initiative. The initiative is intended to provide CSIR Institutional Planning, Monitoring and Evaluation (IPME) with sound business processes and business rules that better enable the delivery of services by the office, as well as enable its customers with standardised means of collecting, verifying, reviewing, storing, and reporting of Key Performance Indicators (KPIs).

The project should not take more than one hundred and twenty (120) business days to complete from the date of appointment.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted as specified in this document.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Technical Proposal

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

- a) An executive summary providing a brief overview of all the required aspects of the proposal.
- b) A description of the relevant qualifications and experience of the team leader in implementing similar assignments in other organizations
- c) A description of organisation experience with similar projects.
- d) References in writing of three or more similar initiatives successfully implemented and managed with proven and measured success by the bidder within the last five years.
- e) A description of the proposed overall approach, methodology and deliverables.
- f) The overall project work plan outlining the proposed cycles during the 120 days' project cycle.
- g) Names and resumes of the proposed project team members.

4.2 Financial Proposal:

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

- Cover letter
- 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.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.
- Provide a valid original copy of a B-BBEE certificate or valid sworn affidavit confirming B-BBEE status level. The B-BBEE certificate must be SANAS accredited. (Only applicable to RSA companies).

4.3 SCOPE OF SERVICE

The service provider is expected to develop comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information at the CSIR that takes into consideration its business environment.

The initiative should cover the following as part of its scope:

- Performance Information Management, specifically relating to reporting on Key Performance Indicators: AS-IS, and TO-BE processes and procedures are developed as per ISO 9000 (Level 1-4).
- Develop a Performance Information Guideline document.
- Identify gaps and refine Key Performance Indicators.
- Implement a processing standard such as Business Process Model and Notation (BPMN) to develop the business processes
- Provide standard naming conventions and taxonomy.
- Document process risks and controls.
- Processes should be developed in Microsoft Visio, procedures in agreed templates.

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional/technical detail of the proposal will be based on the scoring criteria provided in Appendix A.

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criterion will be eliminated from further evaluation.

5.3 Refer to Appendix A for the scoring sheet that will be used to evaluate functionality.

It is critical that you examine how the points will be allocated per item to avoid your team being marked down or disqualified if the information required is not explicit.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the closing date.
- Submission at the incorrect email address.
- Bidders who are restricted by National Treasury.
- Non-attendance of the compulsory briefing session.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION AND TAX CLEARANCE CERTIFICATE

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;
- provide the CSIR of their CSD registration number; and
- have its tax affairs in good standing with the South African Revenue Service (SARS).

Failure to register on the National Treasury's Central Supplier Database or resolve tax affairs within a period of 7 (seven) days following request to do so will lead to elimination.

SECTION B – TERMS AND CONDITIONS

8 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1 All proposals must be submitted electronically to tender@csir.co.za
- 8.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 8.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 8.4 The naming/labeling syntax of files or documents must be short and simple
- 8.5 All documents submitted electronically via e-mail must be clear and visible.
- 8.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.
- 8.7 Proposals submitted by companies must be signed by a person or persons duly authorised to do so.
- 8.8 The CSIR will not consider submissions on any other platform(s), including cloud not provided for in this RFP document.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9 DEADLINE FOR SUBMISSION

- Proposals shall be submitted to the email address mentioned above no later than the closing date of **21 January 2022** at 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 be disqualified.

10 TENDER PROGRAMME

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

- | | |
|--|------------------|
| • Issue of tender documents: | 10 December 2021 |
| • Compulsory briefing session: | 13 January 2022 |
| • Last date for submission of queries: | 14 January 2022 |
| • Closing / submission Date: | 21 January 2022 |

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 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.: 985/21/01/2022
- PART 2:** Pricing Proposal RFP No.: 985/21/01/2022
- 11.4 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.
- 11.5 Proposals submitted must be in the following file formats:
- PDF

12 AWARDING OF TENDERS

- 12.1 Awarding of the tender will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 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 a contract to the successful tenderer.

A two-phase evaluation process will be followed.

- The first phase includes the **elimination** of tenders based on the elimination criteria and evaluation on **functionality requirements**, local production, and content, if applicable.

- The second phase includes the evaluation of tenders based on **price** and **B-BBEE** status.

Pricing Proposals will only be considered after the 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.

13.2 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.

14 PRICING PROPOSAL

- 14.1** Pricing proposal must be cross-referenced to the sections in the Technical Proposal.
- 14.2** 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.
- 14.3** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4** 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.*

14.5 Payment will be made according to the CSIR Payment Terms and Conditions.

15 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of five (05) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDERS

16.1 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.

16.2 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, the CSIR reserves the right to appoint an alternative supplier.

17 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 985/21/01/2022– Developing of comprehensive Processes, Standard Operating Procedures and Guidelines for organisational Performance Information”*** 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.

18 MEDIUM OF COMMUNICATION

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

19 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.

20 CORRECTNESS OF RESPONSES

- 20.1** 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.
- 20.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1** 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 regarding anything arising from the fact that pages are missing or duplicated.
- 21.2** 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.

22 SUB-CONTRACTING

- 22.1** 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.
- 22.2** 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.
- 22.3** Where the tenderer intends to sub-contract a portion of the contract, the capabilities of the subcontractor will be evaluated in accordance with the criteria defined in the RFP. The tenderer must provide a sub-contract agreement indicating the split of work and duly signed by parties thereto.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 23.1** Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2** Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3** Prescribed by the body - regulating the profession of the consultant.

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** Extend the tender validity period.
- 25.3** Verify any information contained in a proposal.
- 25.4** Request documentary proof regarding any tendering issue.
- 25.5** Give preference to locally manufactured goods.
- 25.6** 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.

27 DECLARATION BY TENDERER

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

RFP No: 985/21/01/2022

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 **RFP No. 985/21/01/2022** 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 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 ANNEXURE A: FUNCTIONALITY SCORING SHEET

No	Criteria	Proof required	Points allocation	Weight
1	<p>Qualification and Experience of Organisation and Team The team must demonstrate experience in successfully developing comprehensive Processes, Standard Operating Procedures and Guidelines for organisational Performance Information in organisations similar to the CSIR (government, research councils, private sector, or parastatals).</p> <ul style="list-style-type: none"> The team leader must have <u>not less</u> than 5 years' experience in developing comprehensive Processes, Standard Operating Procedures and Guidelines for organisational Performance Information in organisations similar in nature to the CSIR in the past 5 years The team leader must hold at least an appropriate Honours Degree or equivalent. Experience of the organisation in developing comprehensive Processes, Standard Operating Procedures and Guidelines for organisational Performance Information as it relates to CSIR wide KPIs. 	<p>CV of lead individual <u>explicitly</u> indicating the number of years leading business process development and to which organisations. Level of experience of the leader to be clearly articulated.</p> <p>Experience to include:</p> <p>Examples of success stories demonstrating experience and successful outcomes.</p> <p>Qualification(s) of project leader must be indicated.</p> <p>Organisation's experience in Processes, Standard Operating Procedures, and Guidelines.</p>	<p>0 points – Team leader has no experience in developing comprehensive Processes, Standard Operating Procedures and Guidelines for organisational Performance Information as it relates to CSIR wide KPIs</p> <p>3 points – Team leader has less than five years' experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information as it relates to CSIR wide KPIs.</p> <p>5 points - Team leader has five-seven years' experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information as it relates to CSIR wide KPIs. The team leader has project management certification.</p> <p>7 points - Team leader has eight-ten years' experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information as it relates to CSIR wide KPIs. The team leader has project management certification.</p> <p>10 points - Team leader has over ten years' experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines for organisational Performance Information as it relates to CSIR wide KPIs. The team leader has project management certification and BPMN experience.</p>	10%

			<p>0-points – Lead individual is not qualified with an appropriate Honours Degree or equivalent.</p> <p>5-points – lead individual holds an appropriate Honours Degree or equivalent.</p> <p>10-points – lead individual holds an appropriate Master’s degree or higher.</p>	10%
			<p>0 points – The organisation has no experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines</p> <p>5 points – The organisation has five -nine years’ experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines.</p> <p>7 points – The organisation has ten-fifteen years’ experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines .</p> <p>10 points – The organisation has over fifteen years’ experience in developing comprehensive Processes, Standard Operating Procedures, and Guidelines.</p>	10%
2	<p>Proposed Design Approach, Tools and Implementation Plan The bidder must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this</p>	<p>Detailed Methodology, Approach, and Gantt Chart/timeline</p> <p>Methodology to provide for:</p>	<p>0 points - non-submission or proposal does not address the scope of the assignment</p>	50%

	<p>document. An in-depth understanding of the CSIR and its role and mandate is required. A detailed approach, methodology, and tools on how they will assist CSIR in achieving the objectives of this request, must be provided, including an outline of the project deliverables, indicating key milestones and turnaround times. Detailed costing is critical.</p>	<ul style="list-style-type: none"> • Performance Information / KPI Process Management • Resource plan strategy; • Process to consult and obtain approval; • Overall project work plan outlining the proposed cycles during the 120 days' project cycle; • Portfolio of evidence (POE) of similar work in support of their proposed approach; 	<p>5 points - Approach is very generic. The bidder's proposal addresses and meets minimum or basic project requirements. The work plan and timeframes meet the requirements of the assignment; the sequencing of activities indicates the bidder understands the requirements.</p>	
			<p>7 points - Approach is specifically tailored to suit the requirements of this RFP. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities demonstrate that the bidder clearly understands the requirements and has a good understanding of the needs of the CSIR.</p>	
			<p>10 points -The approach is innovative and more than exceeds the expectations of the CSIR. The work plan and timeframes meet or beat the requirements of the assignment, the sequencing of activities indicate the bidder has an excellent or demonstrated in-depth understanding of the requirements of the CSIR.</p>	
4	<p>References The company must not have less than 3 references confirming successful business process assignments in organisations of a similar stature/nature to CSIR, in the past 5 years</p>	<p>Reference Letters, with the following information as a minimum</p> <ul style="list-style-type: none"> • Client • Contact Person • Contact Number • Email <p>Bidder to furnish previous success stories.</p>	<p>0 points - < 3 references 5 points - 3 - 5 references 7 points - 6 - 8 references 10 points - >8 references</p>	20%

	Total			100%
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29 ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
Description	Included	
	Yes	No
Qualification(s) of team leader		
CV of Team leader		
<p>Company References – (Client reference letters or Completed reference form- Annexure C)</p> <p>References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided.</p> <p>Annexure C to be completed by the referee and not the bidder.</p> <p>The references letters must have the following details:</p> <ul style="list-style-type: none"> • The reference letter must be in official client company letterhead. • The reference letter must be from different entities • The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract. • The reference letter must have an email address and telephone number. <p>In support of the reference letters, the bidder must provide previous success stories.</p>		
<p>Methodology and Approach including Work plan/timelines – (Detailed Methodology, Approach and Gantt Chart)</p> <p>The service provider must explain their understanding of the objectives of the assignment, approach to the assignment and the methodology for carrying out the assignment. The main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports.</p>		
PART B: PRICING PROPOSAL		
Pricing Proposal		
B-BBEE Certificate		
Completed SBD1 Form		

30 ANNEXURE C REFERENCE FORM

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: **Project End Date:**

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature:

Date:

31 ANNEXURE D – PRICING SCHEDULE

No.	Task / Deliverable	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
1.	Development of Detailed Processes and Standard Operating Procedures	Sum	1		
2.	Development of detailed KPI Guidelines.	Sum	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	

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.

32 ANNEXURE E INVITATION TO BID

SBD 1 FORM - PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFP: 985/21/01/2022	CLOSING DATE:	21 January 2021	CLOSING TIME:	16h30
DESCRIPTION	Request for Proposal (RFP) For the development of comprehensive Processes, Standard Operating Procedures and Guidelines for organisational Performance Information at the CSIR.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS					
Bid response documents are to be submitted to this e-mail address: tender@csir.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mmatlabane Hlapisi		CONTACT PERSON	Mmatlabane Hlapisi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
32.1.1.1	ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	32.1.1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: