

## Request for Proposals (RFP)

**The provision of consulting services to assist the NFTN beneficiary company with the S24G rectification and S22 A application process to receive the air emission licence (AEL).**

**RFP No.1017/15/08/2022**

Date of Issue	01/08/2022	
Closing Date	15/08/2022	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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 organizations 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 in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2 BACKGROUND**

The National Foundry Technology Network (NFTN) is a Cluster Initiative, funded by the Department of Trade and Industry (the dti), and housed at the Council for Scientific and Industrial Research (CSIR). The NFTN has a mandate to manage, coordinate and facilitate transformation and development in the casting industry sub-segment, in the product supply chains, and at manufacturing companies, through focused interventions, designed to enable the Foundries.

The NFTN's vision is to increase the global competitiveness of the South African foundry industry through the provision of appropriate services, in order to reduce import leakage, increase local production, and increase investment in the sector.

The NFTN main mandate is to manage, coordinate, and facilitate economic development towards the establishment of a globally competitive South African Foundry industry through appropriate skills training, resource and efficiency improvement, regulatory compliance, technology transfer, and diffusion of state of the art technologies.

The NFTN therefore requires qualified service providers who will assist in the fulfillment of the mandate and vision, by providing consulting services to assist the NFTN beneficiary company i.e. a foundry with the S24G rectification and the S22 A application processes to receive the air emission licence (AEL).

### 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of consulting services to assist the NFTN beneficiary company with the S24G rectification and S22 A application process to receive the air emission licence (AEL).

### 4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this RFP. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format. **Annexure A** gives an overview of the profile of the company to be assisted.

#### 4.1. Assessment and Objectives

The S22A and S24G rectification application processes project will entail the following:

##### ***S24G Rectification Process Application:***

- Assist the foundry by undertaking a Section 22A process and submitting all associated reports and plans
- Compilation of an Environmental Management program
- Public participation through newspaper adverts (Advert in two local newspapers and letters of notification)
- Compilation of the S24G Impact Assessment Report
- Compilation of the S22A Impact Assessment Report
- Output and delivery timeframes to undertake the project, e.g. Gantt Chart

##### ***S22A Application***

The overall objective of this project is to

- Assist the foundry by undertaking a Section 22A process and submitting all associated reports and plans
- Public participation through newspaper adverts (Advert in two local newspapers and letters of notification of 22A application)
- and draft the S22A Assessment Report
- Compilation of the S22A Impact Assessment Report
- Stack monitoring

- Compilation of an Air quality Management Program/Plan
- Notification of interested parties and affected parties and organs of the state
- Working closely with the current consultant that is currently conducting the AEL application for the foundry
- Monthly Progress report
- Risk plan
- Output and delivery timeframes to undertake the project, e.g. Gantt Chart

## **4.2. Key Outputs**

It is anticipated that the following outputs will be key to the successful completion of this project. All bidders MUST indicate the following in their quotation and proposal

- Deliver as per the agreed objectives above
- Conduct testing required in the S24G rectification process should a need arise, from the DFFE and GRDARD authorities
- Provide recommendation and advice on the entire project
- The project to be completed and with successful implementation in four (4) months (please note that there are strict tight time frames from the municipality to finish the S24 G project so that the the S22A can proceed to be able to lodge the AEL application hence the consultant must be able to conduct the project together with testing where needed
- Environmental Management program report
- 
- Public participation report(s)
- S22A Assessment Report
- Air quality Management program report
- Submission of the final S22A Assessment reports and the application to the Authority
- Final closure report(s) etc.

## **4.3 Implementation**

It is anticipated that the consultant will assist the foundry with implementing its recommendations, be able to gauge the progress of the implementation and advise the NFTN accordingly.

## **4.4 Project Schedule and Proposal Requirements**

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate specialist appointed by the NFTN, and it is expected that the project will be completed within four (4) months of commencement of the project.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work – including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)
- Outputs and deliverables
- Exclusions
- Cost – including any specialist cost, equipment rental and travel etc.
- Curriculum Vitae's and applicable certificates of personnel that will be responsible for conducting any sort of work in the above mentioned foundry if appointed.

**NOTE to the BIDDERS:**

The Bidder will provide the NFTN with a projected schedule of the proposed activities with projected time scales and reporting deadlines to keep the NFTN informed of progress e.g. Gantt Chart. The NFTN is to be informed of all meetings scheduled with the company and arrangements should be made to ensure that the NFTN is present during the initial project outline meetings, progress and milestone report meetings(optional) and closure report meetings.

## **5 FUNCTIONAL EVALUATION CRITERIA**

- Project Planning and Methodology **(10%)**
- Experience for a project leader **(30%)**
- Qualifications of the project leader **(20%)**
- Company experience **(30%)**
- Project Risk Plan **(10%)**

See **Annexure B** for the scoring sheet that will be used to evaluate functionality

Proposals with functionality points of less than the pre-determined minimum overall percentage of less than **70%** and **50%** on any of the individual criteria will be eliminated from further evaluation.

## **6 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- No EAP Professional registration Bidders that submit late bids will not be considered.
- Proof of qualifications in Air quality or Environmental Science or Waste (submit proof) SACNASP Registration
- Bidders that submit to the incorrect location or email address will be eliminated.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

## **7 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 valid copy of their B-BBEE certificate (SANAS approved or Affidavit on DTI template). If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)
- B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations

## **SECTION B – TERMS AND CONDITIONS**

### **8 VENUE FOR PROPOSAL SUBMISSION**

All proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za)

The CSIR requires that all tender submissions be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za).

Should tender file size exceed 30 MB, tenderers can submit tender in multiple emails.

Use the tender number 1017/15/08/2022 and description of the tender as the subject on your email.

### **9 TENDER PROGRAMME**

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

- Issue of tender documents: 01/08/2022
- Closing / submission Date: 15/08/2022

## **10 SUBMISSION OF PROPOSALS**

All proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za).

All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.

Proposals must consist of two (2) parts, each of which must be submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender:

**PART 1:** Technical Proposal: RFP No:--1017/15/08/2022

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP No:  
1017/15/08/2022

Proposals submitted by companies must be signed by a person or persons duly authorised.

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 DEADLINE FOR SUBMISSION**

Proposals shall be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) no later than the closing date of 15/0x/2022 during CSIR's business hours. The CSIR business hours are between 08h00 and 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 not be considered.

## **12 AWARDING OF TENDERS**

Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

## **13 EVALUATION PROCESS**

## 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 the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- 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.

## 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.

## PRICING PROPOSAL

Price needs to be provided in South African Rand (excl. VAT or Inc. VAT where applicable), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

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

A detailed pricing schedule must be provided.

Price should indicate the Rand/Dollar exchange rate and the cost of the forward cover valid for **SIX (6) Months** from the date of the proposal, if applicable.

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.

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

#### **14 VALIDITY PERIOD OF PROPOSAL**

Each **proposal** shall be valid for a period of six (6) months calculated from the closing date.

#### **15 APPOINTMENT OF SERVICE PROVIDER**

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.

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.

#### **16 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with **“RFP No 1017/15/08/2022 “The provision of consulting services to assist the NFTN beneficiary company i.e. a foundry with the S24G rectification and S22 A application processes to receive the air emission licence (AEL).”**

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.

#### **17 MEDIUM OF COMMUNICATION**

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

## **18 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.

## **19 CORRECTNESS OF RESPONSES**

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.

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

## **20 VERIFICATION OF DOCUMENTS**

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.

Pricing schedule and B-BBEE credentials should be submitted with the proposal

## **21 SUB-CONTRACTING**

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.

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 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

Prescribed by the body - regulating the profession of the consultant.

## **23 TRAVEL EXPENSES**

All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

Only economy class tickets will be used.

A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

No car rentals of more than a Group B will be accommodated.

## **24 ADDITIONAL TERMS AND CONDITIONS**

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.

Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

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 Compliance Status of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

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. 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**

Extend the closing date;

Verify any information contained in a proposal;

Request documentary proof regarding any tendering issue;

Give preference to locally manufactured goods;

Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

Award this RFP as a whole or in part;

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:1017/15/08/2022.**

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.1017/15/08/2022 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

### SCORING SHEET THAT WILL BE USED TO EVALUATE FUNCTIONALITY

Competence	Criterion	Key Aspects of Criterion	Points
Methodology <b>(10%)</b>	Clear project work plan and key milestones (explain on how the project will be conducted) <b>(10%)</b>	Project Plan – Clear project milestones and deliverables with a timeframe aligned to line-item budget	10
		Project Plan – summary of project milestones and deliverables with a timeframe and summary budget	5
		Project Plan – No project milestones and deliverables with a timeframe and budget	0
Experience of project Leader <b>(30%)</b>	Number of years' experience <b>(10%)</b>	5 years working experience	10
		Less than 5 years and a minimum of 3 years working experience	5
		No working experience or less than 3 years working experience	0
	List of managed S24G and or AEL application processes (indicating cost, contact persons and duration, references of the manufacturing companies) <b>(10%)</b>	List of minimum 3 managed S22A application processes (submit proof of past managed projects with company references, contacts, cost and references)	10
		List of less than 3 managed S22A application processes (submit proof of past managed projects with company references, contacts, cost and references)	5
		No past S22A application processes (submit proof of past managed projects with company references, contacts, cost and references)	0
	Understanding of the of scope of the S24G and S22 A application processes and assessments within the foundry industry <b>(10%)</b>	Indication of past minimum of 3 past managed S24G rectification, S22A and or AEL application processes within the foundry industry (either of the processes)	10
		Indication of past less than managed S24G rectification or AEL application processes within the foundry industry (either of the processes)	5
		No indication of past managed S24G, S22A and AEL process or Indication of within the foundry industry	0
Qualifications of the Project		Proof of EAP qualifications and registration	10

Leader (20%)	Qualifications relevant to the EAP legislation (submit proof) <b>(10%)</b>	No proof of EAP qualifications	0
	Proof of qualifications in Air quality or Environmental Science or Waste (submit proof) SACNASP Registration <b>(10%)</b>	Proof of Qualification	10
		No Proof of qualification	0
Company Experience <b>(30%)</b>	Experience in NEMA Act and list of past managed AEL processes (indicating cost, contact persons and duration) <b>(10%)</b>	5 years minimum experience in EAP and S24G processes and application experience (submit proof of past managed projects with contacts and cost)	10
		3 years minimum experience in EAP and S24G processes and application experience (submit proof of past managed projects with contacts and cost)	5
		No experience in EAP and S24G processes and application	0
	List of managed S24G and or AEL and or S22A application processes of the manufacturing companies (indicating cost, contact persons and duration, references) <b>(10%)</b>	List of 5 managed S22A application processes (submit proof of past managed projects with company references, contacts, cost and references)	10
		List of 3 managed S22A application processes (submit proof of past managed projects with company references, contacts, cost and references)	5
		No S22A application processes	0
	Experience of the team members (List all the team members including relevant qualifications) <b>(10%)</b>	Attach of CV of team members and qualifications	10
		Attach of CV of team members without qualifications	5
		No CV and no qualifications	0
	Project Risk Plan <b>(10%)</b>	Project Risk plan attached	10
No project risk		0	

## **ANNEXURE B**

### Beneficiary Company Profile: A Foundry

The beneficiary company is a foundry that manufactures aluminium and zinc castings. The company is a gravity casting foundry that supply into the lighting, automotive and general engineering industries. The foundry utilizes four (4) natural gas fired furnaces coupled to one extraction unit on the roof. The foundry size is approximately 2800 square meters

**Location:** The foundry is based in Gauteng - Springs