



Request for Proposals (RFP)

The supply of an online GreenBook training course to CSIR

RFP No. 1041/28/10/2022

Date of Issue	Friday, 14 October 2022	
Closing Date	Friday, 28 October 2022 by 16h30	
Electronic submission	Email: tender@csir.co.za If the size of the documents exceeds 25MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing date for queries:	20 October 2022	
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 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 in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The GreenBook (www.greenbook.co.za) is a planning support system hosting several tools to support local government primarily, with adapting settlements to the impacts of climate change. The GreenBook, launched in 2019, introduced 11 story maps on themes such as urbanisation, climate change, and vulnerability, as well as two tools, namely a Risk Profile Tool that provides a current and futuristic (2050) climate risk and vulnerability profile for every local municipality in the country – down to a settlement-level; and an Adaptation Action Tool that provides 81 adaptation actions in the urban planning domain, for local municipalities to mainstream into their strategic and sector plans. Recently, metropolitan climate risk profiles, called the MetroView, were also added to the suite of tools available on the GreenBook.

Many users of the GreenBook in local, provincial, and national government have already received customised training on what the GreenBook entails, how to access the information, and how to integrate the evidence and adaptation actions into local plans. The need for training continues to grow. An online training course on the GreenBook will ensure more people can receive training within a shorter period.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of an online GreenBook training course to the CSIR.

4 PROPOSAL SPECIFICATION

4.1 Project specifications

The scope of work is two-fold: 1) to develop and deliver the digital content for an online GreenBook training course; and 2) to deliver the e-learning portal/platform.

Digital content development

The content to be developed must be based on the various tools (e.g., story maps, risk profiles and adaptation actions) and their content found on the GreenBook website. Each module needs to deal with the theory about that specific component, a high-level overview of the methodology used to develop or determine each component respectively, as well as how to use and apply the GreenBook in local municipal planning. The GreenBook content is to be augmented with theory from literature reviews by the service provider, as well as local or international examples and resources. At the end of each module, participants need to complete an exercise or assessment based on the work covered in the module.

It is envisaged that the online course will consist of the following components:

- A. A tutorial providing an overview of the GreenBook online planning tool: its purpose, what it entails, and how to navigate the website.
- B. Ten short modules on the following topics that consist of teaching material (e.g., tutorial video), and some form of assessment or exercise per module:
 - i. Climate change projections for South Africa (including the GreenBook story map on climate change);
 - ii. Population growth dynamics in South Africa (including the GreenBook story map on Urban Growth);
 - iii. Adaptation theory and importance of adaptation for South Africa;
 - iv. Determining risk and climate risk zones in local municipalities (including an overview of the GreenBook Risk Profile Tool and MetroView);
 - v. Climate variables and projections in local municipalities (including the GreenBook Risk Profile Tool);
 - vi. Vulnerability in local municipalities (including the GreenBook Risk Profile Tool indicators and story map on Settlement Vulnerability);

- vii. Likelihood of a hazard to occur in local municipalities (including the GreenBook Risk Profile Tool);
- viii. Adaptation actions (including the GreenBook Adaptation Actions Tool);
- ix. Mainstreaming the information contained in the GreenBook into local plans and budgets; and
- x. Embedding the GreenBook GIS data into local geospatial databases.

Examples of course material used previously can be found at: <https://greenbook.co.za/green-book-training.html>.

e-Learning portal/platform

The service provider should deliver an e-learning portal or platform (digital classroom) that is:

1. Owned and managed by the CSIR and not the service provider.
2. Accessible from the GreenBook website.
3. Free of charge to the user, though they must register to be able to access the course.
4. Accommodating of the digital content requirements.
5. Accommodating of the assessment requirements of the course.
6. Set up in such a way that the CSIR can easily make changes to the existing classroom, content, and modules (e.g., if the GreenBook tools are updated), as well as being able to add modules at a later stage (i.e., modular structure and design).
7. Collecting user analytics to be able to determine who completed the course or not, the duration of the training, etc.
8. Automatically issues certificates after completion of the required modules.
9. A collaborative space where participants can ask questions or leave messages.

4.2 Project outcome

The outcome of this project is an online GreenBook training course consisting of various modules, which can be completed independent of any facilitators, and that automatically generates a certificate once an individual completes the required course modules. The portal or platform must be accessible from the existing GreenBook website and be compatible with the GreenBook branding and design.

After a pilot training session, it is expected that the service provider will make small changes to the course, based on user feedback and our experience with offering the online course.

4.3 Project deliverables

The following project deliverables are envisaged for the online GreenBook training course:

- An e-learning platform/portal accessible from the GreenBook website.
- A GreenBook introductory video.
- Ten course modules.
- Automatic issuing of course certificate indicating credits (hours).
- A collaborative space where participants can ask questions or leave messages.
- Four days' support after the piloting of the course to address user feedback.

Service providers are requested to include examples of online course development they have developed.

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Functional/technical evaluation criteria	Weighting
Experience in online course development	40
Experience in: - developing climate change, disaster risk reduction, risk or adaptation content for government and local government (focus on local government in particular), or - developing environmental planning support content for government and local government (focus on local government in particular)	40
The technical solution offered (e-learning platform/portal)	20
	100%

- 5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 80% and less than 7 on any of the individual criteria will be eliminated from further evaluation.
- 5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Proposals submitted by service providers without presenting examples of online course development.
- Submission after the deadline.
- Proposals submitted at incorrect e-mail address.
- Bidders that are listed on the NT database of restricted suppliers.
- Bidders that are registered on the NT Register of Tender Defaulters.
- National Treasury restricted suppliers.
- Failure to submit a signed Bidder declaration form.
- Failure to submit a completed signed SBD 1.
- Failure to submit a completed signed Bidders Disclosure Form SBD 4.

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.
- Provide the CSIR of their CSD registration number.
- Provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

8 TENDER PROGRAMME

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

- Issue of tender documents: 14 October 2022
- Last date for submission of queries: 20 October 2022
- Closing / submission Date: 28 October 2022
- Estimated contract duration (in months/years) 2-3 months

9 SUBMISSION OF PROPOSALS

9.1 The CSIR requires that all tender submissions be submitted electronically to: tender@csir.co.za. Should tender file size exceeds 25 MB, tenderers can submit tender in multiple emails.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

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

- PART 1: Technical Proposals, Technical Compliance Matrix.
- PART 2: Pricing Proposals.

9.3 All proposals are to be clearly marked with the RFP 1041/28/10/2022 and the description of the tender “The supply of an online GreenBook training course to CSIR” (Part 1 or Part 2) included as the subject of each e-mail submission.

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

10 DEADLINE FOR SUBMISSION

Proposals shall be submitted to the email address mentioned above no later than the closing date of **Friday, 28 October 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 email address, it will be regarded as a late tender. Late tenders will not be considered.

11 AWARDING OF TENDERS

11.1 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 scoring.

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

12 EVALUATION PROCESS

12.1 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 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.

12.2 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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

13 PRICING PROPOSAL

- 13.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 13.2 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.
- 13.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 13.4 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.*

- 13.5 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 three (3) months calculated from the closing date.

15 APPOINTMENT OF SERVICE PROVIDER

- 15.1 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.
- 15.2 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 CSIR reserves the right to appoint an alternative supplier.
- 15.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

16 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 1041/28/10/2022 - The provision of an online GreenBook training course to CSIR”** 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.

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

19.1 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.

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

20 VERIFICATION OF DOCUMENTS

20.1 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.

20.2 The CSIR requires that all suppliers submit proposals electronically to CSIR at tender@csir.co.za

20.3 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.

21 SUB-CONTRACTING

21.1 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.

21.2 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 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

23 TRAVEL EXPENSES

- 23.1 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:
 - 23.1.1 Only economy class tickets will be used.
 - 23.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
 - 23.1.3 No car rentals of more than a Group B will be accommodated.

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 Verify any information contained in a proposal;

25.3 Request documentary proof regarding any tendering issue;

25.4 Give preference to locally manufactured goods;

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

25.6 Award this RFP as a whole or in part;

25.7 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 regarding its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

27 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.

As a minimum the bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS			
PART 1: TECHNICAL RETURNABLES:			
Returnable Schedules required only for Tender Evaluation Purposes			
No.	Description	Please indicate Yes/	No
1.	Company profile and CVs		
2.	Completed and duly signed Standard Bidding Form (SBD 1) - Invitation to bid and SBD 4		
3.	Completed and duly signed Tender's Declaration of Interest Form		

PART 2: PRICING PROPOSAL:			
Returnable Schedules required only for Tender Evaluation Purposes			
No.	Description	Please indicate Yes/	No
4.	Price Schedule and Financial Plan, Annexure C		
5.	Valid B-BBEE certificate or affidavit		
6.	CSD registration report		

28 DECLARATION BY TENDERER

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

RFP No:

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..... 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.

RFP No:

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

ANNEXURE “A” SCORING SHEET TO EVALUATE FUNCTIONALITY

Criteria	Level	Overall score	Weightings (%)
Experience in online course development	No experience	0	40
	Some experience (examples of 1-3 courses)	7	
	Experienced (examples of more than 3)	10	
Experience in: - developing climate change, disaster risk reduction, risk or adaptation content for government and local government (focus on local government in particular), or - developing environmental planning support content for government and local government (focus on local government in particular)	No experience	0	40
	Some experience (documented evidence of up to 7 modules, journal articles, book chapters, etc.)	7	
	Experienced (documented evidence of more than 7 modules, journal articles, book chapters, etc.)	10	
The technical solution offered (e-learning platform/portal)	Proposed technical solution does not address needs and specifications	0	20
	Proposed technical solution addresses many needs and specifications (addresses 5-7 of the e-learning platform requirements)	7	
	Proposed technical solution fully addresses needs and specifications (addresses all the e-learning platform requirements)	10	
	Total weighted score		100