

## Request for Proposals (RFP)

**The provision of Media Training services to CSIR for a Period of two (2) months, on an "as and when required" basis.**

**RFP No. 941.1/25/05/2021**

Date of Issue	Tuesday, 11 May 2021
Last date for submission of intent to bid form (Appendix A)	Wednesday, 19 May 2021 at 16h30
Closing Date and Time	Tuesday, 25 May 2021 at 16:30 – Late bids will not be considered
Enquiries and submission of proposals	<b>All responses must be submitted to:</b> <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b>Submissions cannot be submitted to any other address, as this will lead to elimination</b>
Contact details	All enquiries must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . This email is only for submission of enquiries. <i>(Please use the RFP number as the subject reference)</i>
CSIR business hours	08h00 – 16h30

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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 main purpose of the CSIR's media strategy is to favourably position the organisation within the media and public industry as the leader in science, technology and innovation. The strategy focuses on creating platforms in the media in order for the CSIR to share its work with society. Therefore it is important that CSIR employees, especially scientists and researchers, are familiar with how the media operates, how to use the media to their own advantage and how to handle interviews to ensure that the right and relevant message is conveyed.

It is in this case that the CSIR requires the services of a company that can offer online media and science communication training to its staff. Science communication techniques will help our science, engineering and technology base to simplify and communicate their messages to a variety of audiences and not just the media.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of online media training services to the CSIR. Service providers are required to submit proposals on how they will conduct media training for 50 people from all five of the CSIR offices; mainly in Pretoria, Cape Town, Stellenbosch, Johannesburg and Durban.

The service provider must:

- Be able to demonstrate competence in media training, issue and reputation and crises management.
- Provide trainees with reading material/notes for use in real situations.
- Provide certificates of attendance to the trainees.
- Produce a report on the training and recommendation at the end of the training.
- Outline the training plan/ what the training will cover.
- The service provider must quote for the following separately:

- Costs of Media training session of 50 people in total from all five CSIR sites (Pretoria, Cape Town, Stellenbosch, Johannesburg and Durban)
- Cost for certificates.
- Workshop materials – printed handouts.
- Report compilation and recommendation five days after all training sessions have concluded.

#### 4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional/alternative proposals over and above the initially specified format.

#### 5 FUNCTIONAL EVALUATION CRITERIA

	EVALUATION ELEMENT	WEIGHTED SCORE
1	<b>Media training plan:</b> A clear outline of what the media training will cover.	50
3	<b>Media training report:</b> The service provider must be able to indicate what the media training report will cover and provide two examples of the media training report they did before.	20
4	<b>Experience:</b> 3 reference letters in the letterhead of the company the service provider did work for.	30

- 6.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.
- 6.2 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:

- Submission after the deadline;
- Proposals submitted at incorrect location;

#### 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 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 INTENT TO BID**

Prospective bidders are requested to complete the intent to bid form (Appendix A) published with this RFP and confirm their intention to submit a bid. All interested bidders **MUST** submit the completed intent to bid form by not later than **Wednesday, 19 May 2021 @ 16:30** to [tender@csir.co.za](mailto:tender@csir.co.za). The RFP Number must be used on the email subject.

### **9 PROCEDURE FOR SUBMISSION OF PROPOSALS**

- 9.1 All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za).
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

### **10 TENDER PROGRAMME**

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

- Issue of tender documents: Tuesday, 11 May 2021
- Last date for submission of queries: Wednesday, 19 May 2021
- Closing / submission Date: Tuesday, 25 May 2021

### **11 SUBMISSION OF PROPOSALS**

- 11.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto: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.: 941.1/25/05/2021
- PART 2:** Pricing Proposal RFP No.: 941.1/25/05/2021
- 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 DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Friday, 21 May 2021**, 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

## **13 AWARDING OF TENDERS**

- 13.1 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.

## **14 EVALUATION PROCESS**

### **14.1 Evaluation of proposals**

An evaluation team will evaluate all proposals 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 tenderer/s.

A two-phase evaluation process will be followed:

14.1.1 The first phase includes the evaluation of elimination and functionality criteria.

14.1.2 The second phase includes the evaluation of 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.

#### 14.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

### 15 PRICING PROPOSAL

15.1 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.

15.2 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 indicated.

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

15.4 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.

15.5 Bidders must quote as per the pricing schedule.

*\*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 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.*

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

## 16 PRICING PROPOSAL

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- 16.2 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 indicated.
- 16.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4 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.
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- 16.6 Payment will be according to the CSIR Payment Terms and Conditions.

## 17 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

## 18 APPOINTMENT OF SERVICE PROVIDER

- 18.1 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.
- 18.2 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.
- 18.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.



## **19 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: 941.1/25/05/2021 – “The provision of CSIR Media Training Services to the CSIR”** 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.

## **20 MEDIUM OF COMMUNICATION**

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

## **21 COST OF PROPOSAL**

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder 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.

## **22 CORRECTNESS OF RESPONSES**

- 22.1 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.
- 22.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **23 VERIFICATION OF DOCUMENTS**

- 23.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 23.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

## **24 SUB-CONTRACTING**

- 24.1 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.
- 24.2 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.

## **25 TRAVEL EXPENSES**

- 25.1 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:
- 25.1.1 Only economy class tickets will be used.
- 25.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 25.1.3 No car rentals of more than a Group B will be accommodated.

## **26 ADDITIONAL TERMS AND CONDITIONS**

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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;

- 26.4 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.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

## **27 CSIR RESERVES THE RIGHT TO**

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

## **28 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.

Description	Overall Total Excl Vat
<p>Service providers are required to submit proposals to conduct media training for 50 people from all five of the the CSIR offices; mainly in Pretoria, Cape Town, Stellenbosch, Johannesburg and Durban.</p> <p>The service provider must:</p> <ul style="list-style-type: none"> <li>- Be able to demonstrate competence in media training, issue and reputation and crises management.</li> <li>- Provide trainees with reading material/notes for use in real situations.</li> <li>- Provide certificates of attendance to the trainees.</li> <li>- Produce a report on the training and recommendation at the end of the training.</li> <li>- Outline the training plan/ what the training will cover.</li> <li>- The service provider must quote for the following separately: <ul style="list-style-type: none"> <li>o Costs of Media training session of 50 people in total from all five CSIR sites (Pretoria, Cape Town, Stellenbosch, Johannesburg and Durban)</li> <li>o Cost for certificates.</li> <li>o Workshop materials – printed handouts.</li> <li>o Report compilation and recommendation five days after all training sessions have concluded.</li> </ul> </li> </ul>	
<b>Sub Total (Excl Vat)</b>	<b>R</b>
<b>Total 15% Vat</b>	<b>R</b>
<b>Total (Incl Vat)</b>	<b>R</b>

## 29 DECLARATION BY TENDERER

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

**RFP No: 941.1/25/05/2021**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP **No. 941.1/25/05/2021** at the price(s) quoted. My offer(s) remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

### WITNESSES

1 .....

2 .....

DATE: .....

## 30 ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

Competence	Criterion	Key Aspects of Criterion	Points
<b>Media training plan</b> <b>[50%]</b>	Clearly defined and detailed plan of what the media training will cover including activities.	Detailed and well-articulated proposal which describes the approach that the bidder will use to implement this project. The proposal must be clear, practical, and structured. It must also be in line with the scope of work.	10
		The media training plan is not well articulated and does not cover adequate details of how the project will be implemented.	5
		The media training plan is non-existent/unclear/unstructured or not in sync with the scope of work.	0
<b>Media training report</b> <b>[20%]</b>	A description of how the report will be compiled and possible examples. <b>N.B Sample reports of a media training project also provided.</b>	The description is clear and realistic. It has enough details to understand how the report will be compiled.	10
		The description lacks some information and it is not clear on how the report will be compiled.	5
		Unclear description at all	0
<b>Experience</b> <b>[30%]</b>	The service provider's ability to conduct media training will be measured by examples of where such work was completed. The reference must include work done, date training conducted, contact person, contact details including email.	3 or more previously managed <b>media training</b> projects with contactable references for work done in the past <b>4 years</b>	10
		2 previously managed <b>media training</b> projects with contactable references for work done in the past <b>4 years</b>	5
		List of less than 2 previously managed <b>media training</b> projects with contactable references for work done in the past <b>4 years</b>	0

### 31 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:

<b>PART A: TECHNICAL PROPOSAL RETURNABLES</b>			
<b>ONE ELECTRONIC COPY</b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Cover letter		
2	Company profile stipulating the number of years rendering similar services		
3	Detailed Proposal		
4	Samples		
5	High-level project plan and detailed methodology and production process on the execution of the works		
6	Contactable references, minimum Four (4)- Completed reference information (section 29 of RFP) must be submitted		
7	Completed SBD 1 form		
8	Completed Declaration form		
9	B-BBEE certificate or valid affidavit and registration report		
<b>PART B: PRICING PROPOSAL RETURNABLES</b>			
<b>ONE ELECTRONIC COPY</b>			
7	Cover letter		
8	Pricing on official company letterhead		

## **32 ANNEXURE C SBD1 DOCUMENT**