

## Request for Proposals (RFP)

**The provision of services to develop and produce a set of info-graphic instructional energy efficiency videos to CSIR**

### RFP No. 955/28/06/2021

Date of Issue	Monday, 14 June 2021	
Closing Date	Monday, 28 June 2021	
Submission of Tenders	All submission be submitted to <a href="mailto:Tender@csir.co.za">Tender@csir.co.za</a> <b><i>(Please use RFP No as subject reference)</i></b> <b><i><u>The email and fil sizes should not exceed a total of 30MB per email. If more than 30MB more than one email</u></i></b>	
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	

## **TABLE OF CONTENTS**

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>4</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>8</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b>	<b>8</b>
<b>6 ELIMINATION CRITERIA</b>	<b>10</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION</b>	<b>10</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>10</b>
<b>8 VENUE FOR PROPOSAL SUBMISSION</b>	<b>10</b>
<b>9 TENDER PROGRAMME</b>	<b>10</b>
<b>10 SUBMISSION OF PROPOSALS</b>	<b>10</b>
<b>11 DEADLINE FOR SUBMISSION</b>	<b>11</b>
<b>12 AWARDING OF TENDERS</b>	<b>11</b>
<b>13 EVALUATION PROCESS</b>	<b>11</b>
<b>14 PRICING PROPOSAL</b>	<b>12</b>
<b>15 VALIDITY PERIOD OF PROPOSAL</b>	<b>13</b>
<b>16 APPOINTMENT OF SERVICE PROVIDER</b>	<b>13</b>
<b>17 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>13</b>
<b>18 MEDIUM OF COMMUNICATION</b>	<b>13</b>
<b>19 COST OF PROPOSAL</b>	<b>14</b>
<b>20 CORRECTNESS OF RESPONSES</b>	<b>14</b>
<b>21 VERIFICATION OF DOCUMENTS</b>	<b>14</b>
<b>22 SUB-CONTRACTING</b>	<b>14</b>
<b>23 ENGAGEMENT OF CONSULTANTS</b>	<b>15</b>
<b>24 TRAVEL EXPENSES</b>	<b>15</b>
<b>25 ADDITIONAL TERMS AND CONDITIONS</b>	<b>15</b>
<b>26 CSIR RESERVES THE RIGHT TO</b>	<b>16</b>
<b>27 DISCLAIMER</b>	<b>16</b>
<b>DECLARATION BY TENDERER</b>	<b>17</b>

28	<b>ANNEXURE A</b>	<b>18</b>
29	<b>ANNEXURES A</b>	<b>18</b>

## **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.

The National Cleaner Production Centre South Africa (NCPC-SA), is a government programme hosted by the CSIR on behalf of the Department of Trade, Industry and Competition (**the dtic**).

The NCPC-SA's mandate is to drive the transition of South African industry towards a greener, low carbon economy through appropriate resource efficient and cleaner production interventions. Through projects and services, the NCPC-SA assists industry to lower production costs and their environmental impact through reduced GHG emissions, energy, water and materials usage, and improved waste management by the industrial sectors.

### **2 BACKGROUND**

In alignment with the mandate of the NCPC-SA, one of its key strategies is to provide technical support to industry to implement industrial energy, water and materials efficiency in industrial plants.

It is in pursuit of this objective that the NCPC-SA has already produced a range of tools and guides outlining steps to be taken when implementing resource efficient and cleaner production (RECP). The existing eleven (11) videos can be viewed here:

[RECP videos - Industrial Efficiency](#)

The NCPC-SA now wishes to produce another set of **five toolkit video** similar to the existing videos. The Centre also wishes to develop two promotional videos, one for the NCPC-SA itself and one for its IEE Project.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the supply of complete service solution for the development and production of these seven videos. The new videos must continue the standard, theme and look and feel of the existing videos.

Due to the fact that the first phase of the RECP Toolkit videos has already been completed, and a total of 11 videos have already been finalised, the general look and feel of the videos is already established. However, for this set, the NCPC-SA wishes to include new footage and capture a number of interviews or tutorials as well.

Specifically, the project team has found that having an expert explain often speeds up the process of developing a script on a technical subject. So the next five toolkit videos will include a video tutorial by NCPC-SA experts / trainers. For an example of a similar tutorial, visit:

<https://www.industrialenergyaccelerator.org/efficiency-solutions/>

**It is the aim of the NCPC-SA development team to combine the info-graphic feel of phase 1 with the interview / tutorial approach of the above videos.** Only one expert will be used per video, standard plant footage will be used, and graphics similar to the RECP toolkit will be added. The bidder should expand on the best way to achieve this in their proposal.

A total of seven (7) videos will be delivered in this phase:

- Four energy videos (measurement and savings verification / biogas / power quality / energy finance)
- One video on Life Cycle thinking tools
- One NCPC-SA corporate video
- One IEE Project highlights video

The proposals should indicate the suggested time flow of the project, and should end with the video on the IEE Project.

Please note that the CSIR and NCPC-SA reserve the right to reduce the number of videos should budget dictate; and to change the topics of the videos.

The bidder will be expected to deliver the following services:

<b>a. Development of a project plan and overall project management</b>	<p>The service provider will be required to allocate a project manager to the video project who has sufficient experience to oversee the development of all videos, interface with the NCPC-SA communications team and interact with the technical experts if and when necessary.</p> <p>The project management service must include the development of a project plan with deliverables and deadlines for all of the seven videos in timeframes to be agreed upon by both parties.</p>
<b>b. Script writing</b>	<p>For each video, an NCPC-SA technical expert will provide content in the form of both text and diagrams / graphs to be included.</p> <p>The script writer / editor will be required to interview the technical expert.</p> <p>The service provider will then be required to align the technical content with the flow and tone of the existing RECP Toolkit videos and edit the text to plain speech.</p> <p>The NCPC-SA communication team will make all final approvals and will get the approval of the technical experts.</p>
<b>c. Expert “tutorials”</b>	<p>The script writer / editor will facilitate a filing session (can be done via webcam if the required expert is not in Gauteng) where the expert will explain certain steps of the video content.</p> <p>This content and the VO script will be worked together into a whole.</p>
<b>d. Design and animation</b>	<p>The service provider will develop a suitable story board with custom animations to best convey the message in line with the</p>

	script and the existing RECP Toolkit videos. Each video will be approximately 4 – 4.5 minutes long, including the standard intro and closing blurb about the NCPC-SA.
<b>e. In-plant shoots</b>	The NCPC-SA has some stock footage to include in cut-always, but it may be necessary to conduct special in-plant (factory) shoots to show the energy systems and processes at work. The service provider must allow for five plant shoots, each around 4 hours, on different days.
<b>f. VO recording</b>	The RECP Toolkit videos make use of the voice of an in-house voice talent at the NCPC-SA. Therefore, the service provider will work with this lady to record the VO with suitable background music. The staff member concerned is based at the CSIR head office on Pretoria, so all recording will need to take place in Gauteng.
<b>g. Final video product</b>	The service provider will provide a cloud link in order for the client to view and make changes to the videos once the final mix has been done. After all changes are made, videos can be downloaded by the NCPC-SA, but all videos must also be provided on a DVD at the end of the project.
<b>h. Design of pdf and provision of elements</b>	<p>The NCPC-SA will also want the contents of the video in a printable / downloadable pdf. The service provider will make use of the graphics and text in the video to make a A3 poster graphic for each of the five tutorial videos.</p> <p>Again, you may view an example here:  <a href="https://www.industrialenergyaccelerator.org/efficiency-solutions/energy-management-systems/">https://www.industrialenergyaccelerator.org/efficiency-solutions/energy-management-systems/</a></p> <p>In addition, the NCPC-SA will require all the graphics used in the videos saved in jpg format to use in future PowerPoint slides and similar.</p>



## 4 PROPOSAL SPECIFICATION

The proposal must include:

- Development of a project plan and overall project management
- Script writing of five technical scripts including an interview with the tutorial expert
- Filming and editing of five expert “tutorials”
- Filming of one interview for the NCPC-SA corporate video
- Filming five online interviews for the IEE Project impact video
- Design and animation for all seven videos
- Five in-plant shoots
- VO recording for all seven videos with the NCPC-SA voice artist
- Rendering and provision of videos in formats suitable for web and larger format use
- Design of pdf and provision of elements

### **All proposals are to be submitted in the following format**

An MS Word document outlining the bidder’s proposal with links to a portfolio of evidence embedded within the document. The proposal should include:

1. A brief overview of the approach to the project and the bidder’s understanding of the scope and requirements for its successful execution.
2. A summary profile of the key staff to be allocated to the project, including the script writer/s, the designers and/or animators and the project manager.
3. Embedded links to highlights of previous work, with a brief explanation of the role the bidder played in the product (e.g. script only / graphs and animation / entire video etc). Specifically, the bidder **must include** some examples of scripts and some examples of animation and graphics. Please note that scripts containing technical / process or scientific content will be preferable.
4. A comprehensive list of previous work in the past five years, where the bidder completed the entire project.
5. A list of contactable references (minimum 2, maximum 8 to be provided)

## 5 FUNCTIONAL EVALUATION CRITERIA

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



1. Feasibility and quality of the project management approach to the project.	Project plan to show an understanding of the work of the NCPC-SA, as well as the capacity, skills and timelines required for the scope and requirements for successful execution	25%
2. Depth of expertise and experience of the key staff to be allocated to the project	Through past work and professional profile, demonstrate that the script writer/s, the designers and/or animators and the project manager have the required skills and experience to provide a quality product.	25%
3. Highlights of previous work	Use of previous examples to demonstrate the bidders' ability to deliver a technically sound, well-communicated and aesthetically pleasing end product.	30%
4. A comprehensive list of previous work in the past five years, where the bidder completed the entire project.	Demonstrate that the bidder has sufficient experience in turn-key solutions to produce the videos and supporting work (interviews, scripts, pdf designs).	10%
5. A list of contactable references (minimum 2, maximum 8 to be provided)	Should a bidder make the shortlist, each reference will be contacted for a positive comment. It will assist the process if written references are provided.	10%

5.2 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.

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:

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

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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 VENUE FOR PROPOSAL SUBMISSION**

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

### **9 TENDER PROGRAMME**

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

- |  |              |
|--|--------------|
| • Issue of tender documents:           | 14 June 2021 |
| • Last date for submission of queries: | 25 June 2021 |
| • Closing / submission Date:           | 28 June 2021 |

### **10 SUBMISSION OF PROPOSALS**

10.1 All proposals are to be sealed. No open proposals will be accepted.

All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts

**PART 1:** Technical Proposal: RFP No.: 955/28/06/2021

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 955/28/06/2021

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

10.3 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 at the address mentioned above no later than the closing date of ***Monday, 28 June 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 place, it will be regarded as a late tender. Late tenders will not be considered.

## 12 AWARDING OF TENDERS

12.1 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.

## 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 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.

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

## 14 PRICING PROPOSAL

- 14.1 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.
- 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 according to the CSIR Payment Terms and Conditions.

## **15 VALIDITY PERIOD OF PROPOSAL**

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

## **16 APPOINTMENT OF SERVICE PROVIDER**

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 CSIR reserves the right to appoint an alternative supplier.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **17 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 955/28/06/2021 - The provision of services to develop and produce a set of infographic instructional on energy efficiency videos 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.

## **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 in regard to 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.

## **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 TRAVEL EXPENSES**

- 24.1 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:
- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

## **25 ADDITIONAL TERMS AND CONDITIONS**

- 25.1 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.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 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.

25.4 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.

25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **26 CSIR RESERVES THE RIGHT TO**

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

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

26.6 Award this RFP as a whole or in part;

26.7 Cancel or withdraw this RFP as a whole or in part.

## **27 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.



## 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.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

### WITNESSES

1 .....  
2 .....  
DATE: .....

## 28 ANNEXURE A

	0	3	6	10	
Feasibility and quality of the project management approach to the project.	Proposal has no implementation plan	Proposed approach shows staff and steps to be taken.	Proposed approach shows team, methodology, timelines and understanding of NCP-C-SA scope / needs.	Proposed approach all elements already mentioned, as well as an overview on the new integrated design approach.	25%
Depth of expertise and experience of the key staff to be allocated to the project	No dedicated script writer and/or project manager and / graphics designer	Team has only two of the following key staff: script writer, project manager, designer, editor.	Team has expertise allocated as: script writer, project manager, designer.	Team includes experts / expertise allocated as: script writer, project manager, animation designer, graphic designers, video editor.	25%
Highlights of previous work	No suitable previous work provided or links to examples do not work	Highlight samples provided but no scientific/ process flow / tutorial / technical videos	2-4 samples of quality videos that contain tutorials / technical processes / scientific or technical terms	5 or more samples of quality videos that contain tutorials / technical processes / scientific or technical terms	30%
A comprehensive list of previous work in the past five years, where the bidder completed the entire project.	No suitable previous work provided or links to examples do not work	A list of less than 5 previous contracts	A list of between 5 and 10 previous contracts to produce videos	A list of more than 10 previous contracts to produce videos	10%
A list of contactable references (minimum 2, maximum 8 to be provided)	No working contact details provided for references.	2-3 contactable references provided official letters or relevant and positive feedback.	4-5 contactable references provided official letters or relevant and positive feedback.	6-8 contactable references provided official letters or relevant and positive feedback.	10%

## 29 ANNEXURES A

SBD 1 Form