

**19 November 2021**

## ERRATUM

**(RFP 977/30/11/2021)**

### The provision of services to develop an industrial enterprise guideline for the Cement sub-sector

On the 15 November 2021, the Council for Scientific and Industrial Research (CSIR) invited suitably qualified and experienced service providers to submit proposals for the above-mentioned RFP. The original closing/submission date for the tender is 30 November 2021

**Kindly replace Annexure A (Company Experience of the advertised RFP with the information below:**

<b>Criteria and Percentage Allocation</b>	<b>Specific Description of Criterion</b>	<b>Key Aspects of Criterion</b>	<b>Points</b>
Company Experience (25%)	<p>The company must have at least five (5) years of experience in the energy industry in the following areas: energy management, energy auditing, data collection, data management, monitoring and evaluation.</p> <p>*Please note that 4 years of experience will result in a score of 4, 2 years of experience in a score of 2 etc.</p>	Company possesses ten (8-10) years of experience in energy industry and in the specified areas.	10
		Company possesses seven (6 - 7) years of experience in energy industry and in the specified areas.	7
		Company possesses five (4 -5) years of experience in energy industry and in the specified areas.	5
		Company possesses three (2 - 3) years of experience in energy industry and in the specified areas.	3
		Company possesses (1) years of experience or less in energy industry and in the specified areas.	1
	<b>Qualifications (10%)</b> <ul style="list-style-type: none"> <li>A minimum of a Bachelors degree/ National Diploma in Engineering, Environment, Natural Science, Finance, Business Administration or Economics</li> <li>Completion of at least two (2) additional courses in Energy, Resource Efficiency, Cement courses/workshops and/or Sustainability.</li> </ul>	PhD or Masters degree or equivalent in Engineering, Environment, Natural Science, Finance, Business Administration or Economics AND; Five (5) or more courses attended in Energy, Resource Efficiency and/or Sustainability, Cement courses/workshops	10
		Honours degree or equivalent in Engineering, Environment, Natural Science, Finance, Business Administration or Economics AND; Four (4) courses attended in Energy, Resource Efficiency and/or Sustainability, Cement courses/workshops	7

Criteria and Percentage Allocation	Specific Description of Criterion	Key Aspects of Criterion	Points
<p>Qualifications, skills and experience</p> <p>35%</p> <p>(Project team can comprise of more than one individual but points will only be awarded based on Team Leaders qualifications, skills and experience)</p>	<p><b>Copies of all certificates for degrees and courses completed must be attached to the proposal. All relevant sector workshops/ conferences attended must be listed, especially at forums where presentations were delivered</b></p>	<p>Bachelor's degree/ National Diploma in Engineering, Environment, Natural Science, Finance, Business Administration or Economics AND; Two (2) courses attended in: Energy, Resource Efficiency, Cement courses/workshops and/or Sustainability</p>	5
		<p>Bachelor's degree/ National Diploma in Engineering, Environment, Natural Science, Finance, Business Administration or Economics AND; One course attended in: Energy, Resource Efficiency, Cement courses/workshops and/or Sustainability</p>	3
		<p>No Bachelor's Degree/National Diploma with no additional courses in energy, resource efficiency and/or sustainability</p>	1
	<p><b>Skills (10%)</b></p> <p>Team Leader must possess the following skills:</p> <ul style="list-style-type: none"> <li>➢ Research skills</li> <li>➢ Data collation and analysis skills</li> <li>➢ Monitoring and evaluation skills</li> <li>➢ Communication skills</li> <li>➢ Stakeholder engagement</li> <li>➢ Technical Report writing</li> </ul> <p><b>Provide details of research projects previously undertaken</b></p>	<p>Highly skilled at research (quantitative and/or qualitative) Highly proficient in data collation and analysis and technical report writing.  Evidence of 5 or more research studies conducted with final deliverable being industry reports and/or guidelines developed</p>	10
		<p>More than adequately skilled at research (quantitative and/or qualitative) More than sufficiently proficient in data collation and analysis, monitoring and evaluation and technical report writing.  Evidence of 3 or more research studies conducted with final deliverable being industry reports and/or guidelines developed</p>	7
		<p>Adequately skilled at research (quantitative and/or qualitative) Sufficiently proficient in data collation and analysis, monitoring and evaluation and technical report writing.  Evidence of 2 or more research studies conducted with final deliverable being industry reports and/or guidelines developed</p>	5
		<p>Less than adequately skilled at research (quantitative and/or qualitative) Less than sufficiently proficient in data collation and analysis, monitoring and evaluation and technical report writing.  Evidence of less than 2 research studies conducted with final deliverable being industry reports and/or guidelines developed</p>	3
		<p>Little to no research previously undertaken or not enough evidence presented. Limited or no experience in developing research-based reports. No guidelines developed</p>	1
		<p>Team leader possesses 10 or more years of practical work experience in the energy industry (as listed in description) and 6 or more years of related experience in the Cement Sector</p>	10
		<p>Team leader possesses at least 7 years of practical work experience in the energy industry (as listed in description) and at least 4 years of related experience in the Cement Sector</p>	7
	<ul style="list-style-type: none"> <li>• Team leader must have a minimum of at least 5 years relevant and practical work experience in the areas of energy management, energy auditing, data collection &amp; management, monitoring and evaluation and technical report writing.</li> <li>• Team leader must have at least 3 years related experience in the Cement sector.</li> </ul> <p><b>Brief CV of the Team Leader must be attached to the technical proposal and should reflect the number of projects executed by the individual.</b></p>	<p>Team leader possesses at least 5 years of practical work experience in the energy industry (as listed in description) and at least 3 years of related experience in the Cement Sector</p>	5
		<p>Team leader possesses at least 3 years of practical work experience in the energy industry (as listed in description) and 1 year of related experience in the Cement Sector</p>	3
		<p>Team leader possesses under 1 year of practical work experience in the energy industry (as listed in description) and under 1 year of related experience in the Cement Sector</p>	1
<p>Approach&amp; Methodology</p> <p>20%</p>	<p>Proposed Methodology detailing the approach on the provision of the required service</p>	<p>Methodology and sequencing of all phases and activities (why, when, where, what and how the objectives will be achieved) is clearly shown and described. Detailed description of approach to ensure that interim and final deliverables are met.</p>	10
		<p>Methodology and sequencing of all phases and activities (why, when, where, what and how the objectives will be achieved) is clearly shown. More than sufficient description of approach to ensure that interim and final deliverables are met</p>	7
		<p>Methodology and sequencing of all phases and activities (why, when, where, what and how the objectives will be achieved) is clearly shown. Sufficient description of approach to ensure that interim and final deliverables are met.</p>	5
		<p>Methodology and sequencing of all phases and activities (why, when, where, what and how the objectives will be achieved) is not clearly shown. Description of approach to ensure that interim and final deliverables are met- lacks sufficiently in detail.</p>	3

<b>Criteria and Percentage Allocation</b>	<b>Specific Description of Criterion</b>	<b>Key Aspects of Criterion</b>	<b>Points</b>
		<i>Little to no details on approach or methodology. No clear explanation of activities or description of how deliverables will be met</i>	1
Project Planning 15%	<p>Clear project plan with accurate scoping and key milestones (explaining how the project will be conducted)</p> <p>Project Plan should have the following:</p> <ul style="list-style-type: none"> <li>Project implementation timeline with all activities to be implemented, milestones and hard-stop dates for interim and final deliverables.</li> <li>Risk mitigation plan</li> </ul>	Project Plan provided and scope includes all activities in great detail (Gant chart with clear project milestones, realistic timeframes aligned with budgeted man-days)	10
		Very well laid out and extremely detailed risk mitigation plan included	
		Project Plan provided with more than sufficient detail on scope and activities (Gant chart with project milestones, timeframes given)	7
		Risk mitigation plan is shown/described – with more than sufficient detail	
		Project Plan provided with sufficient detail on scope and activities (Gant chart with project milestones, timeframes given)	5
		Risk mitigation plan is shown/described - with sufficient detail	
Extra credit awarded for unique ideas 5%	Extra credit for unique idea/s that meet and exceed the stipulated deliverables	Project Plan provided with less than sufficient detail on scope and activities (Gant chart with project milestones, timeframes given)	3
		Risk mitigation plan included but lacks sufficiently in detail	
		Minimal detail on activities, no project plan provided	1
		No risk mitigation plan	
		Greatly detailed account and description of uniquely packaged ideas that offer additional value to the earmarked target audiences whilst remaining firmly within the project scoping framework.	10
		More than sufficient detail around uniquely packaged ideas that offer additional value to the target audiences whilst remaining firmly within the project scoping framework.	7
		Sufficient explanation and description of uniquely packaged ideas that offer additional value to the target audiences whilst remaining firmly within the project scoping framework.	5
		Additional ideas provided but lacks sufficiently in detail and/or uniqueness	3
		No additional ideas presented as part of proposal	1

The CSIR wishes to encourage you to submit a response to this tender, and to apologise for any inconvenience that might be caused.

Enquiries may be directed to [tender@csir.co.za](mailto:tender@csir.co.za)