



Request for Proposals (RFP)

The provision of services to conduct a motor systems optimisation assessment at a company in the Logistics Sector in the KZN region

RFP No.848 /27/09/2018

Date of Issue	12/09/2018	
Closing Date	27/09/2018	
RFP Number	848/27/09/2018	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

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

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 National Cleaner Production Centre-South Africa is the country's' leading resource efficiency programme funded by the South African Government through the Department of Trade and Industry. In 2016 the NCPC-SA embarked on Phase II of its flagship Industrial Energy Efficiency Project (IEE Project), with international stakeholders like The Global Environment Facility (GEF) UNIDO and the Govt. of Italy. A key focus of the Phase II Project is to accelerate and expand the introduction of Energy Management Systems (EnMS), Industrial Energy Systems Optimization (ESO), and the Energy Management Standard (ISO 50001) within the South African industrial (and selected commercial) sectors. As a result, the NCPC-SA has engaged various South African industry sectors and secured selected sites to participate in assessments targeted at identifying opportunities to reduce energy consumption.

The objective of the motor systems optimisation assessment is to assist the company to quantify the electricity consumption of selected motors on site (selection will include but not limited to those provided in Table 1) and identify energy performance improvement opportunities through detailed assessment and measurement activities in order to provide detailed recommendations for energy optimisation and reduction thereof.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for service providers to undertake a motor systems optimisation (MSO) assessment at a company in the Logistics sector based in the Richards Bay area in the KZN region.

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 originally specified format.

All technical proposals must include the following mandatory information as a minimum (these form part of the evaluation matrix and therefore will be used for scoring purposes):

- a. Background of company, details of company experience (no of years in existence, overall energy experience, relevant experience in Motor System)
 - List of previous MSO assessments conducted by the company (include brief summary of assessment, budget, duration, reference).
 - List of actual energy savings from implemented MSO energy reduction projects.
- b. Project leader for the MSO assessment to be undertaken
 - Project leader qualifications and relevant experience in MSO assessments (provide CV and include information on all previous energy assessments and MSO Specific Assessments)
 - Training undertaken by project leader in the field of energy efficiency, energy systems optimisation (all disciplines) and energy management
- c. Project plan: Provide a detailed project plan of all activities of the MSO assessment from inception to close-out and handover of the assessments report
 - Risk management – Identification of risk areas and associated mitigation responses

All pricing proposals should include the related costs for the no of man days specified as well as, travel and accommodation, if required

Project Outcome: The overall expected outcome shall be the completion of motor system optimisation assessment and the delivery of a detailed report that documents quantified recommendations for electrical usage reduction.

Project Deliverables: The deliverables will be:

1. Presentation of the agreed project plan at the inception meeting with Company management.
2. A Preliminary feedback PowerPoint presentation (Via webinar)
3. A high-quality assessment report detailing but not limited to, the following elements:
 - Quantification and cost of annual electricity consumption on site
 - An energy consumption baseline for motors (using absolute consumption and regression analysis with relevant variables
 - Existing Plant and Observations
 - Measured Data and Data Analysis /Trend
 - Detailed Recommendations (with qualified opportunities)
 - Implementation plan with priority ranking
 - Cost of inaction graph and summary
 - PowerPoint Presentation at the close-out meeting (to the company management)
 - All collated data, supporting calculations and spreadsheets To be submitted to NCPC-SA)

Please note: A motor system scoping assessment has been conducted at this company and the report will be made available to service provider once the project commences.

Project Specifications:

The following project activities are to be implemented as part of the energy assessment:

Deliverable/Task List	Expected Results Location	
<u>Phase 1: Project Briefing session (2 hours)</u>		
Meet with NCPC-SA Project Manager (webinar/face-to-face) to discuss project brief and details	Inception note	HB/CSIR, Durban

<p><u>SITE VISIT #1: Project Inception and Familiarisation with Scoping Assessment (3 days)</u></p> <p>a. Present project programme- Discuss scope and boundaries, deliverables, expectations from both parties and project timeline.</p> <p>b. Explore the plant to gain solid understanding of the process and operations on site.</p> <p>c. Review scoping report from previous scoping assessment (the assessment should not however be limited to this if there are other opportunities).</p> <p>d. Identify and become familiar with motors on site.</p> <p>e. Determine company energy-specific objectives and targets and those relevant to motors.</p> <p>f. Review sub-metered data for motors and collate required historical data</p> <p>g. Identify focus areas for detailed assessment/measurement.</p> <p>h. Provide preliminary feedback to company on focus areas/measurements to be taken, discuss and agree(via webinar).</p>	<p>Documented areas of focus and high level opportunities for detailed assessment- 2 page report.</p> <p>Preliminary feedback presentation slides</p>	<p>On-Site at Company</p>
<p><u>Phase 2- SITE VISIT #2: Detailed Assessment (3 days)</u></p> <p>a. Review sub-metered data for motors</p> <p>b. Install any required measurement equipment (to be discussed and agreed with the company), including kW transducers and data loggers to measure electrical energy consumption on motors (minimum period of 7 working days) who present the biggest/easiest/quickest potential for improvement (low-hanging fruit).</p> <p>c. Conduct any instantaneous measurements that are required.</p> <p>d. Question and photograph (if allowed) the operation and maintenance of significant motors and observe energy use behaviour patterns.</p>		

e. Establish, meet and interview the people who influence significant energy use.		
<u>SITE VISIT #3: Detailed Assessment (1 day)- This phase maybe excluded at a later stage if there is sufficient sub-metered data</u> a. Uninstall measurement equipment and download/convert raw data into useable format. b. Develop energy consumption baseline (to be agreed with NCPG-SA) for each of the biggest potential motors, using logged/sub-metered data and relevant variable/s data. c. Develop Energy Performance Indicators for motors. f. Identify energy performance improvement opportunities and quantify the implementation cost and saving benefits of each. Conduct research into optimisation opportunities and use metered data as far as possible to calculate savings (no anecdotal references and ball park assumptions). g. Review measurement plan and provide recommendations for improvement (with regard to optimal location of sub-metering for motor systems).	Data spreadsheet file of logged parameters	
<u>Phase 3: Data Analysis and Report Drafting (4 days)</u> e. Draft detailed report with recommendations (including feasibility analysis and life cycle costing) and high level action plan (It is expected that the draft report will be commenced at the start of the project and therefore run in parallel with all preceding phases)	Draft assessment report All calculations	HB
<u>Report Finalization(3 days)</u> a. Refine the assessment report after comment and feedback from all relevant parties. b. Sign off final report after all changes are effected	Final assessment report All supporting documents	HB

Phase 4: SITE VISIT #4: Assessment Close out Meeting (3 hours) a. Present assessment findings and quantified energy performance improvement opportunities together with implementation plan to company management [strongly encourage implementation by focusing on the benefits to be derived and utilising the cost of inaction projection as well as support frameworks (incentive mechanisms, funding schemes, NCP-CA implementation support) as tools].	Powerpoint presentation	On-Site at Company
Expected Working Days	15	

Energy usage information for the pre-identified motors is provided in the table below (please note that the assessment will focus on selected motors from the list in addition to any other that may present opportunity for improvement during the assessment):

Table 1: Motors Inventory for Selected Motors at Company

List of Major Motors at Plant						
	Plant System	Motor Application	Operating Load			
			Motor Type	No of Motors	Rated Power per motor	Voltage
	Conveyor No.			[Units]	[kW]	[V]
1	10	Conv drive motor	AC induction	1	75	550
2	11	Conv drive motor	AC induction	1	75	550
3	12	Conv drive motor	AC induction	4	225	3300
4	13	Conv drive motor	AC induction	1	110	550
5	14	Conv drive motor	AC induction	1	110	550
6	15	Conv drive motor	AC induction	2	375	3300
7	16	Conv drive motor	AC induction	2	375	3300
8	30	Conv drive motor	AC induction	2	225	3300
9	31	Conv drive motor	AC induction	4	225	3300
10	33	Conv drive motor	AC induction	4	225	3300
11	34	Conv drive motor	AC induction	4	225	3300
12	36	Conv drive motor	AC induction	4	225	3300
13	37	Conv drive motor	AC induction	1	75	550
14	38	Conv drive motor	AC induction	1	75	550
15	40	Conv drive motor	AC induction	1	110	550
16	41	Conv drive motor	AC induction	1	110	550

17	42	Conv drive motor	AC induction	1	110	550
18	43	Conv drive motor	AC induction	1	110	550
19	44	Conv drive motor	AC induction	4	225	3300
20	45	Conv drive motor	AC induction	4	225	3300
21	46	Conv drive motor	AC induction	1	110	550
22	47	Conv drive motor	AC induction	1	110	550
23	50	Conv drive motor	AC induction	3	450	3300
24	52	Conv drive motor	AC induction	4	450	3300
25	110	Conv drive motor	AC induction	1	75	550
26	111	Conv drive motor	AC induction	1	75	550
27	112	Conv drive motor	AC induction	4	225	3300
28	120	Conv drive motor	AC induction	2	225	3300
29	130	Conv drive motor	AC induction	2	225	3300
30	131	Conv drive motor	AC induction	4	225	3300
31	133	Conv drive motor	AC induction	2	225	3300
32	136	Conv drive motor	AC induction	2	375	3300
33	220	Conv drive motor	AC induction	2	225	3300
34	230	Conv drive motor	AC induction	2	225	3300
35	231	Conv drive motor	AC induction	4	225	3300
36	233	Conv drive motor	AC induction	2	225	3300
37	330	Conv drive motor	AC induction	2	225	3300
38	333	Conv drive motor	AC induction	2	225	3300
39	334	Conv drive motor	AC induction	4	366	3300
40	401	Conv drive motor	AC induction	1	110	550
41	402	Conv drive motor	AC induction	1	110	550
42	403	Conv drive motor	AC induction	1	110	550
43	404	Conv drive motor	AC induction	1	110	550
44	411	Conv drive motor	AC induction	2	450	3300
45	412	Conv drive motor	AC induction	2	450	3300
46	421	Conv drive motor	AC induction	1	110	550
47	422	Conv drive motor	AC induction	1	110	550
48	460	Conv drive motor	AC induction	2	375	3300
49	501	Conv drive motor	AC induction	3	200	3300
50	502	Conv drive motor	AC induction	3	185	3300
51	503	Conv drive motor	AC induction	2	225	3300
52	504	Conv drive motor	AC induction	2	185	3300
53	505	Conv drive motor	AC induction	2	185	3300
54	506	Conv drive motor	AC induction	2	225	3300
55	507	Conv drive motor	AC induction	2	225	3300
56	508	Conv drive motor	AC induction	2	375	3300
57	511	Conv drive motor	AC induction	3	375	3300
58	512	Conv drive motor	AC induction	3	375	3300
59	610	Conv drive motor	AC induction	4	375	3300
60	611	Conv drive motor	AC induction	4	375	3300
61	612	Conv drive motor	AC induction	4	250	3300

62	613	Conv drive motor	AC induction	4	225	3300
63	621	Conv drive motor	AC induction	4	225	3300
64	622	Conv drive motor	AC induction	4	225	3300
65	623	Conv drive motor	AC induction	4	485	3300
66	631	Conv drive motor	AC induction	4	450	3300
67	632	Conv drive motor	AC induction	4	450	3300
68	641	Conv drive motor	AC induction	1	75	550
69	701	Conv drive motor	AC induction	1	110	550
70	702	Conv drive motor	AC induction	1	110	550
71	703	Conv drive motor	AC induction	1	110	550
72	704	Conv drive motor	AC induction	1	110	550
73	705	Conv drive motor	AC induction	1	110	550
74	706	Conv drive motor	AC induction	1	110	550
75	711	Conv drive motor	AC induction	3	450	3300
76	712	Conv drive motor	AC induction	2	450	3300
77	721	Conv drive motor	AC induction	1	185	3300
78	731	Conv drive motor	AC induction	4	450	3300
79	732	Conv drive motor	AC induction	4	450	3300
80	760	Conv drive motor	AC induction	1	110	550
81	761	Conv drive motor	AC induction	1	110	550
82	762	Conv drive motor	AC induction	1	110	550
83	763	Conv drive motor	AC induction	1	110	550
84	903	Conv drive motor	AC induction	1	75	550
85	904	Conv drive motor	AC induction	2	225	3300
86	905	Conv drive motor	AC induction	3	225	3300
87	911	Conv drive motor	AC induction	2	225	3300
88	912	Conv drive motor	AC induction	2	225	3300
89	921	Conv drive motor	AC induction	1	110	550
90	922	Conv drive motor	AC induction	1	110	550
91	931	Conv drive motor	AC induction	3	185	3300
92	32	Conv drive motor	AC induction	1	300	3300
93	35	Conv drive motor	AC induction	1	300	3300
94	132	Conv drive motor	AC induction	2	225	3300
95	232	Conv drive motor	AC induction	2	225	3300
96	521	Conv drive motor	AC induction	2	225	3300
97	522	Conv drive motor	AC induction	2	225	3300
98	600	Conv drive motor	AC induction	2	185	3300
99	601	Conv drive motor	AC induction	2	225	3300
100	602	Conv drive motor	AC induction	2	225	3300
101	603	Conv drive motor	AC induction	2	185	3300
102	604	Conv drive motor	AC induction	2	225	3300
103	605	Conv drive motor	AC induction	2	225	3300
104	606	Conv drive motor	AC induction	2	173	3300
105	51	Conv drive motor	AC induction	2	375	3300
105	53	Conv drive motor	AC induction	2	375	3300

106	741	Conv drive motor	AC induction	2	225	3300
107	742	Conv drive motor	AC induction	2	375	3300
108	80	Conv drive motor	AC induction	1	4	550
109	81	Conv drive motor	AC induction	1	7.5	550
110	82	Conv drive motor	AC induction	1	1.5	550
111	85	Conv drive motor	AC induction	1	7.5	550
112	86	Conv drive motor	AC induction	1	1.5	550
113	180	Conv drive motor	AC induction	1	7.5	550
114	181	Conv drive motor	AC induction	1	2.2	550
115	182	Conv drive motor	AC induction	1	7.5	550
116	183	Conv drive motor	AC induction	1	2.2	550
117	187	Conv drive motor	AC induction	1	7.5	550
118	188	Conv drive motor	AC induction	1	7.5	550
119	189	Conv drive motor	AC induction	1	7.5	550
120	90	Conv drive motor	AC induction	1	11	550
121	91	Conv drive motor	AC induction	1	11	550
122	92	Conv drive motor	AC induction	1	7.5	550
123	94	Conv drive motor	AC induction	1	11	550
124	95	Conv drive motor	AC induction	1	11	550
125	801	Conv drive motor	AC induction	1	22	550
126	811	Conv drive motor	AC induction	1	7.5	550
127	821	Conv drive motor	AC induction	1	22	550
128	802	Conv drive motor	AC induction	1	22	550
129	812	Conv drive motor	AC induction	1	7.5	550
130	822	Conv drive motor	AC induction	1	22	550
131	59	Conv drive motor	AC induction	1	11	550
132	60	Conv drive motor	AC induction	1	11	550
133	61	Conv drive motor	AC induction	1	11	550
134	65	Conv drive motor	AC induction	1	11	550
135	66	Conv drive motor	AC induction	1	11	550
136	67	Conv drive motor	AC induction	1	11	550
137	69	Conv drive motor	AC induction	1	11	550
138	70	Conv drive motor	AC induction	1	11	550
139	71	Conv drive motor	AC induction	1	11	550
140	851	Conv drive motor	AC induction	1	22	550
141	861	Conv drive motor	AC induction	1	7.5	550
142	871	Conv drive motor	AC induction	1		550
143	855	Conv drive motor	AC induction	1	11	550
144	860	Conv drive motor	AC induction	1	5.5	550
145	865	Conv drive motor	AC induction	1	0.75	550
146	875	Conv drive motor	AC induction	1	11	550

5 FUNCTIONAL EVALUATION CRITERIA

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

Competence	Criterion	Key Aspects of Criterion	Points
Approach & Methodology [35%]	Clearly defined and detailed methodology	Detailed and well-articulated MSO assessment methodology- it is clear, practical, and structured and also in alignment with the indicated scope of work (addresses all stages of the assessment). Consultant has shown knowledge of MSO and has included value add services above stipulated RFP criteria.	10
		The approach and methodology for the MSO assessment is adequately tailored to address the specific project objectives and requirements. The approach adequately deals with the critical characteristics of the project.	6
		The approach and methodology is poor and unlikely to satisfy project objectives or requirements. The service provider has misunderstood aspects of the project scope and does not deal with the critical aspects.	0
Project plan [20%]	The proposed project plan must be relevant, practical and within the required timeframe.	The project plan is clear (displays milestones and project resources) and addresses all project requirements. It includes all activities and phases and is in sync with project timelines (15 days).	10
		The project plan is articulated adequately but lacks in some level of detail (eg. project resources). It includes all activities and phases of the project and is in sync with project timelines (15 days).	6
		No project plan provided or it does not meet project's scope/timeline of 15 days.	0
Experience of project leader [35%]	The project leader must have relevant technical experience in managing energy efficiency projects.	≥5 years' experience in energy efficiency and at least 3 MSO projects/assessments completed	10
		≥3 years' experience in energy efficiency and at least 2 MSO projects/assessments completed	6
		No experience in energy efficiency and no MSO projects/assessments completed.	0

Previous implementation successes [10%]	Provide examples of successful energy efficiency implementation with actual savings	Successful nMSO implemented projects(with actual savings) >3	10
		Successful implemented MSO projects (with actual savings) >1	6
		No successfully implemented MSO projects with actual savings	0

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **60%** on any of the individual criteria will be eliminated from further evaluation.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Project leader is not an MSO Expert (UNIDO certification)

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;
- 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 at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria
Or Proposal can also be submitted on the below email
tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: 12/09/2018
- Closing / submission Date: 27/09/2018

10 SUBMISSION OF PROPOSALS

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

10.2 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, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No.: 848/27/09/2018

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.:848/27/09/2018

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

10.4 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 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Thursday 27 September 2018** 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 with ***"RFP No 848/27/09/2018 The provision of services to conduct a motor systems optimisation assessment at a company in the Logistics Sector in the KZN region"*** 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 **One hard copy and one electronic copy (CD or USB memory key)** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

- 21.3 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.
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

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 R1300 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: