

## Request for Proposals (RFP)

**The appointment of a Consultant to Provide Fundraising Services for the Proposed Establishment of the CSIR’s “Gateway to Science Innovation” Centre**

**RFP No.: 3270/22/02/2019**

Date of Issue	Tuesday, 29 January 2019	
Compulsory Briefing Session	Tuesday, 05 February 2019 <b>Venue:</b> CSIR Meiring Naude Road, Brummeria, Pretoria. Building 23, Synapse Executive Boardroom – Room 7 <b>Time:</b> 11h00	
Closing Date	Friday, 22 February 2019	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Financial Services	

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## SECTION A – TECHNICAL INFORMATION

### 1. INTRODUCTION

The Council for Scientific and Industrial Research, commonly known as the CSIR, is a world-class African research and development organisation established through an Act of Parliament in 1945. Its executive authority is the Minister of Science and Technology. The CSIR undertakes directed, multidisciplinary research and technological innovation that contributes to the improved quality of the life of South Africans. The CSIR draws expertise from diverse research fields to provide integrated solutions and interventions to support a broad range of national development programmes, as set out in the National Development Plan (NDP). The CSIR's national footprint is testament to its commitment to serving diverse communities and sectors, with the CSIR's main campus located in Pretoria and regional offices in Cape Town, Durban, Johannesburg and Stellenbosch – in proximity to applicable industries across the country.

Impact is at the core of the CSIR's business, with the following objectives aimed at ensuring that it delivers on its mandate:

1. Conduct research, development and Innovation, localise transformative technologies and accelerate their diffusion. This strategic objective will be achieved through accelerating the innovation, localisation & diffusion of transformative technologies in South Africa's high impact industries.
2. Collaboratively improve the competitiveness of high impact industries to support South Africa's re-industrialisation. This strategic objective seeks to improve the competitiveness of SA's high-impact industries through RD&I in a collaborative manner with partners, thereby contributing to the re-industrialisation of the country.
3. Drive the socioeconomic transformation through RD&I which supports the development of a capable state. This strategic objective emphasises the CSIR's role in supporting the development of a capable state and enabling government to drive the socioeconomic transformation of South Africa through RD&I
4. Build and transform human capital and infrastructure to drive industrialisation and the advancement of society - the CSIR is an important part of the National System of Innovation and contributes to the national imperative to develop human capital and to the ongoing transformation of our society through the development and training of our scientific base.
5. Diversify income, maintain financial sustainability and good governance - Financial sustainability and a sound track record of governance are imperative to the success of the organisation in the long term. This objective is to improve the CSIR's financial sustainability by diversifying revenue sources and optimising the business model to achieve competitiveness supported by good (efficient and sound) governance.

## 2. BACKGROUND

The CSIR has developed an organisational strategy with emphasis on industrial development, where the thrust of the organisation is to build on its research and development base to drive innovation to improve South Africa's industrial competitiveness, particularly in the advent of the Fourth Industrial Revolution.

Further, the CSIR Board has approved a Campus Master Plan (CMP) which sets out a long term vision for development of the CSIR's campus in support of its mandate. The CMP guides the long-term development of the CSIR's physical environment and includes a number of infrastructure renewal and development projects that have been recommended for funding in the short to medium term.

One of the flagship projects under the CMP is the establishment of a centre to act as the "Gateway to Science and Innovation" (the Centre). The Centre is intended to be a national facility that provides a platform to improve and strengthen engagement with relevant stakeholders in the Science, Technology and Innovation (STI) community to foster innovation and economic growth.

The Centre is intended to meet the following objectives:

- Improve public understanding and awareness of STI through the showcasing of South African science, engineering and technology (SET) achievements and technologies, e.g. by exhibiting the work of the CSIR and other research institutions. This could facilitate identification of potential research and development (R&D) collaboration partners, investors, licensees, and highlight both the technical capabilities and R&D infrastructure that could be accessed by both the public and private sectors.
- Given the scarcity of resources, the Centre could accommodate shared laboratory space accessible to the entire STI community, opening up opportunities for open innovation and co-creation of solutions.
- Serve as the arrival point / reception for visitors to the CSIR, acting as the "public face" of the larger STI precinct developed to support the country's economy. The Centre is therefore to be developed in partnership with other local and/or international key public and private sector stakeholders in SET.
- Build and contribute towards a thriving ecosystem that supports innovation and entrepreneurship, and technology transfer.
- Serves as a platform for cooperation between R&D institutions, academia and industry to stimulate more porous knowledge and technology flows, foster innovation and drive industrial development.

The CSIR commissioned a pre-feasibility study that included a comparative analysis of similar centres and models, defined high level strategic objectives and tested the financial viability of the Centre.

Currently a full Business Case/ Business Plan for the Centre is also being commissioned.

The envisaged outcomes from the successful implementation of the Centre are:

- Increased translation of CSIR's and partner R&D institutions' technological outputs into products and services for the market;
- Increased number of new start-ups and industry partners commercialising public sector technologies;
- Increased number of high-tech jobs created through technology transfer;
- Prolific awareness and enhanced profile of South African SET activities and infrastructure;
- Increased investment in R&D by the private sector; and
- A thriving SA economy.

The CSIR now wishes to appoint a service provider to mobilise funds for the development and operations of the Centre. The Service Provider will be expected to collaborate with the team developing the Business Case/ Business Plan for the Centre. The work is expected to be completed over a period of 24 months.

### **3. INVITATION FOR PROPOSALS**

The CSIR is seeking the services of a suitably qualified and experienced Service Provider with requisite leadership and technical skills and to source investors/ funding from potential funders/partners. The successful bidder will also be required to identify and secure, in collaboration with CSIR leadership, key stakeholders with whom the CSIR could partner.

Proposals are hereby invited from bidders to provide the following services:

- Develop a Funding and Financing Strategy which identifies eligible and innovative funding and financing solutions and strategies for the Centre, considering the CSIR's and state's limited financial resources for infrastructure development. This includes identification of possible revenue streams, available grants, donors, benefactors, partnership, patrons, etc.
- Develop a Fundraising action plan inclusive of a marketing plan, a soft market testing to gauge investor / funder / donor appetite and a list of prospective funders/financiers/donors to engage with, and the implementation plan for sourcing the investors.

- Identify and secure partners whose mandates align with that of the CSIR and the Centre and who have the resources to invest in, and sustain operations of the Centre. The requirement is to Partnership agreements and MOUs with entities or partners who have an interest in the activities and mandate of the Centre and who can invest in the sustainable operations of the Centre; and
- Mobilise and secure investment for the development and funds for the Centre Operations and programmes to achieve a target of at least R 100 million of funding received by CSIR for the development of the Centre and for the Operations of the Centre and its programmes within the first 12 months after signing of the contract;

#### **4. PROPOSAL SPECIFICATION**

The RFP specifications are detailed below and the evaluation process will be based on the criteria set out in section 5 (evaluation process and criteria). All RFPs are to be submitted in a format specified in this document (as applicable).

##### **4.1 SCOPE OF WORK**

The Fundraising Consultant (s) will be required to provide the following services as a minimum:

###### **i. Funding Strategy**

- Identify eligible and innovative funding and financing solutions and strategies for the Centre, considering the CSIR's and state's limited financial resources for infrastructure development. This includes identification of possible revenue streams, available grants, donors, benefactors, partnership, patrons, etc.
- Present the Funding Strategy to CSIR Executive Management Committee and the Board for comment and approval.

###### **ii. Investors, funders and stakeholder identification**

- Identify potential investors, funders and donors, nationally and internationally, including the public and private sector donor and grant funding market.

###### **iii. Fundraising plan and fundraising campaign**

Develop a fundraising action plan inclusive of a marketing plan and a list of potential investors and funders to engage with. This should include:

- Define the objectives and approach to fundraising in line with CSIR's vision and its Campus Master Plan;
- Develop a detailed project implementation plan
- Determining realistic fundraising goals and state how much capital can realistically be raised for each option and in what timeframe;

- Define marketing materials that might be required and associated costs;
- Facilitating funding related engagements between CSIR and potential investors, funders and donors;
- Providing quarterly reports on the work completed, or as required by the CSIR;
- Developing funding proposals in consultation with CSIR Leadership and according to the requirements of the appropriate funding authority, upon approval of the fundraising plan; and
- Developing and submitting proposals and applications to prospective investors, funders and donors, and assisting with deal structuring and execution of the financing option in line with the Centre's vision, programme needs and priorities.

**Based on the pre-feasibility study, the capital investment required is anticipated to be ~R100-R270 million.**

#### **4.2 EXPECTED DELIVERABLES**

The Fundraising Consultant is expected to deliver the following:

- Develop and submit Funding and Financing Strategy;
- Develop and submit Fundraising Action Plan;
- Develop a donor database:
  - A list of local and international organisations, government agencies and business sector clients that may have interest in supporting the Centre mission; and
  - A list of funding opportunities, prioritized according to the best possible match between the scope of future independent organisation's activities and donor interests;
  - Results of soft market testing.
- Achieve a target of at least R 100 million of funding received by CSIR for the development of the Centre and for the Operations of the Centre and its programmes within the first 12 months
- Partnership agreements and MOUs with entities or partners who have an interest in the activities and mandate of the Centre and who can invest in the sustainable operations of the Centre;
- Framework for project proposal/grant applications for specific sources of funding for the future operations of the Centre and its programmes.

### **4.3 PROJECT TIMELINES**

The bidder must outline the deliverables and associated timelines.

### **4.4 BACKGROUND DOCUMENTATION AND PREPARATORY WORK**

The winning bidder will have to become familiar with all background documentation and preparatory work conducted to date and shall be responsible for carrying out initial reviews that are deemed necessary for successful completion of the project including, but not limited to:

- The Campus Master Plan and all relevant existing reports, studies etc. necessary to become familiar with the projects;
- The pre-feasibility report including Capital expenditure, operating income and expenditure, and assumptions made;
- Preliminary conceptual drawings;
- CSIR Strategy (Project Synapse), Annual Reports (at since 2015) and Shareholders Compact; and
- Other documents as deemed appropriate.

### **4.5 SUBMISSION REQUIREMENTS**

Bidders should provide the following items as part of the proposal for consideration:

#### **4.5.1 BIDDER'S PROPOSAL ON APPROACH AND METHODOLOGY**

- Provide an executive summary which describes the services that will be provided and how the firm will address the needs, objectives and requirements outlined in Scope of Services;
- This response should include a detailed description of the approach or plan to be used. The detailed plan shall focus on the methodology used for management and execution of the required services. The plan should demonstrate an overall understanding of the Scope of Work to be performed and will be judged on clarity, comprehensiveness and presentation of materials in a thorough, concise format;
- Demonstrable understanding of the proposed Centre activities and programmes and beneficiary communities; and an ability to interpret this understanding and knowledge into effective fundraising communications;
- Demonstrate knowledge of the national and international donor and grant market in the STI sector;
- Demonstrable knowledge and understanding of the key stakeholders in the STI market in South Africa, the Legislative framework, and applicable legislation;
- Provide samples of fundraising material, including a sample of a fundraising plan and progress reports;

- Provide a timeframe for the fundraising campaign; and
- Provide a description of the policies and procedures that validates that a high level of confidentiality is maintained and will comply with the CSIR requirement to protect the privacy of its donors.

#### **4.5.2 BIDDER'S EXPERIENCE AND REFERENCES**

- Description of experience and success in raising different sources of funding including grant funding, donations, equity and loan capital and any other funds for infrastructure development;
- Provide a schedule of past and current successful similar fundraising services. Experience in raising funds from international donors or grants will be an added advantage;
- Provide a list of client references of institutions which demonstrates experience in providing services similar in scope required by this RFP. References shall include date and description of service, term of agreement, organization's name, and contact person, title, address and telephone number; and
- Provide samples of fundraising material, including the fundraising plan and sample of progress reports.

#### **4.5.3 BIDDER'S RESOURCES**

- Provide a list of consulting staff who will be assigned to support the CSIR in aspects relating to this project. For each individual include previous experience and percentage of time expected to be devoted to this project and in what roles.

#### **4.5.4 PRICING PROPOSAL**

- Provide cost proposal commensurate with proposed services, based on a success fee basis.

## 5 FUNCTIONAL EVALUATION CRITERIA

CSIR will apply a multi-criteria approach in evaluating the prospective tenders. It is envisaged that below-mentioned criteria will, amongst others, form the basis of the tender evaluation.

### 5.1 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Non-attendance of the compulsory briefing session;
- Submission after the deadline;
- Submission of incomplete documentation; and
- Proposals submitted at incorrect location.

### 5.2 FUNCTIONALITY EVALUATION CRITERIA FOR FINANCIAL ADVISORY SERVICES

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

Item	Evaluation Criteria	Weight
1	<p><b><u>BIDDER'S CAPABILITY – EXPERIENCE AND REFERENCE</u></b></p> <p>Bidders will be evaluated on their experience in providing fundraising services of similar scope project including references from past similar projects. The Bidder must have the experience and expertise to engage with a variety of donors and funders, including but not limited to national and international donor and grant market, national and international public (including governments) and private institutions and companies, corporate and private donors, public or constitutional institutions, and related institutions, as well as the international development funders.</p>	50
2	<p><b><u>BIDDER'S CAPACITY</u></b></p> <p>Bidders will be evaluated on the demonstrable capacity to raise funds. Bidders are required to provide a list of resources, a staffing plan with CVs highlighting the expertise of the personnel to be assigned to the project. The staff should individually have demonstrable experience in raising funds in similar projects.</p>	30

<b>3</b>	<p><b><u>BIDDER'S PROPOSAL</u></b></p> <p>Bidders will be evaluated on their demonstrable understanding of the assignment and methodology for developing the fundraising plan and undertaking fundraising. The Bidder shall be required to demonstrate the responsiveness of their proposed fundraising strategy and plan through presentations, including:</p> <ul style="list-style-type: none"> <li>• Demonstrable understanding of the proposed Centre activities and programmes and beneficiary communities; and an ability to interpret this understanding and knowledge into effective fundraising communications;</li> <li>• Demonstrate knowledge of the national and international donor and grant market;</li> <li>• Demonstrable knowledge and understanding of the key stakeholders in the STI market in South Africa, the Legislative framework, and applicable legislation</li> <li>• Provide samples of fundraising material, including a sample of a fundraising plan and progress reports;</li> <li>• Provide a timeframe for the fundraising campaign; and</li> <li>• Provide a description of the policies and procedures that validate that a high level of confidentiality is maintained and will comply with the CSIR requirement to protect the privacy of its donors.</li> </ul>	<b>20</b>
<b>TOTAL</b>		<b>100</b>

**5.3** The Bidder shall prepare for a possible presentation should CSIR require such and the Bidder shall be notified thereof no later than 4 (four) business days before the actual presentation date.

**5.4** 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.

**5.5** Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.

## 6 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 or a sworn affidavit indicating their B-BBEE level. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 7 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted in electronic format and/ or hardcopy to:

**CSIR GATE 03 (North Gate) - Main Reception Area** (in the **Tender box**) at the following address

Council for Scientific and Industrial Research (CSIR)  
627 Meiring Naudé Road  
Brummeria  
Pretoria

***CSIR IS A NATIONAL KEY POINT, AND A FORM OF IDENTIFICATION IS REQUIRED FROM ALL ATTENDEES TO ACCESS THE PREMISES***

### 8 TENDER PROGRAMME

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

- Issue of tender documents: Tuesday, 29 January 2019
- Compulsory Briefing Session: Tuesday, 05 February 2019
- Last date for submission of queries: Monday, 11 February 2019
- Closing / submission date: Friday, 22 February 2019

### 9 SUBMISSION OF PROPOSALS

**9.1** All proposals are to be sealed. No open proposals will be accepted.

**9.2** 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.: 3270/22/02/2019**

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

**RFP No.: 3270/22/02/2019**

**9.3** Proposals submitted by companies must be signed by a person or persons duly authorised, otherwise they will be deemed invalid.

**9.4** The CSIR will award the contract to qualified Bidder (s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

## 10 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 22 February 2019** 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, stipulated place and time, it will be regarded as a late tender. Late tenders will not be considered.

## 11 AWARDING OF TENDERS

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

## 12 EVALUATION PROCESS

### 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.

### 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.

## 13 PRICING PROPOSAL

- 13.1** Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous. Price needs to be provided in South African Rand (Incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

- 13.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 13.3 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

- 13.4 Payment will be according to the CSIR Payment Terms and Conditions.

#### 14 VALIDITY PERIOD OF PROPOSAL

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

#### 15 APPOINTMENT OF BIDDER

- 15.1 The contract will be awarded to the Bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 15.2 Appointment as a successful Bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 15.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful Bidders.

#### 16 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***"RFP No.:3270/22/02/2019 – The appointment of a Consultant to Provide Fundraising Services for the Proposed Establishment of the CSIR's "Gateway to Science Innovation" Centre"*** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

#### 17 MEDIUM OF COMMUNICATION

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

## **18 COST OF PROPOSAL**

Bidders 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 Bidders.

## **19 CORRECTNESS OF RESPONSES**

- 19.1** The Bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 19.2** The Bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **20 VERIFICATION OF DOCUMENTS**

- 20.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 20.2** *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.
- 20.3** Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 20.4** 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 and time.

## **21 SUB-CONTRACTING**

- 21.1** A Bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a Bidder 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 Bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 21.2** A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

## **22 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

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

## **23 TRAVEL EXPENSES**

**23.1** All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:

23.1.1 Only economy class tickets will be used.

23.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

23.1.3 No car rentals of more than a Group B will be accommodated.

## **24 ADDITIONAL TERMS AND CONDITIONS**

**24.1** A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

**24.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

**24.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture agreement including split of work signed by both parties
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

**24.4** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

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

## **25 CSIR RESERVES THE RIGHT TO**

- 25.1** Extend the closing date;
- 25.2** Verify any information contained in a proposal;
- 25.3** Request documentary proof regarding any tendering issue;
- 25.4** Appoint one or more Bidders, separately or jointly (whether or not they submitted a joint proposal);
- 25.5** Award this RFP as a whole or in part; and
- 25.6** Cancel or withdraw this RFP as a whole or in part.

## **26 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Bidders 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 Bidders concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the Bidder or any other party in connection therewith.

**DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.  
RFP No: 3270/22/02/2019.**

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: 3270/22/02/2019** 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** .....

<b>WITNESSES</b>	
<b>1</b>	.....
<b>2</b>	.....
<b>DATE</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>RETURNABLE DOCUMENTS –</b>			
<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Returnable Schedules required only for Tender Evaluation Purposes may we include all the technical mandatory requirements here</b>			
<b>Submitted</b>		<b>Yes</b>	<b>No</b>
27	Bidder's Proposal / Approach and methodology to develop the Funding Strategy and Fundraising Plan, Stakeholder management and to raise the funds.		
28	Schedule of the Bidder's Experience		
29	References from current and past clients		
30	Staffing Plan and CVs of Key Personnel		
31	One hard copy and one electronic (CD or USB memory) of technical submission		
<b>PART B: PRICING PROPOSAL</b>			
<b>Returnable Schedules that will be incorporated into the Contract</b>			
32	Pricing Proposal Form		
33	B-BBEE Certificate		
34	Completed SBD 1 Form		
35	Completed Declaration by tenderer		
36	One hard copy and one electronic (CD or USB memory) of pricing proposal		

**PART A: TECHNICAL RETURNABLE SCHEDULES**

**These are returnable schedules required for Tender Evaluation Purposes only**

**27 BIDDER’S APPROACH/METHODOLOGY AND PROPOSAL**

Approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan including Financing Strategy and Funding plan development, and organization and staffing schedule. The approach and methodology should specifically address the issue of identification of innovative funding sources and mobilising finance from various sources. Clear timeliness, required information and deliverables should be highlighted.

- Technical approach and methodology, that must include at least:
  - Demonstrable understanding of the proposed Centre activities and programmes and beneficiary communities; and an ability to interpret this understanding and knowledge into effective fundraising communications;
  - Demonstrate knowledge of the national and international donor and grant market;
  - Demonstrable knowledge and understanding of the key stakeholders in the STI market in South Africa, the Legislative framework, and applicable legislation
  - Provide samples of fundraising material, including a sample of a fundraising plan and progress reports;
  - Provide high level description of procedures that validate that a high level of confidentiality is maintained and will comply with the CSIR requirement to protect the privacy of its donors.
- Timeframe for completion of the project
- Plan for identification of stakeholders and mobilisation of funding

Documentation	Requirement	Included in required format (Please tick)
<b>Bidder’s Proposal</b>	Verification of the Bidder’s Proposal	<input type="checkbox"/>

**SIGNATURE:** .....

**DATE:**

*(of person authorised to sign on behalf of the Bidder)*




**SIGNATURE:** .....

**DATE:**

(Of person authorised to sign on behalf of the Bidder)

**29 REFERENCES FROM CURRENT AND PAST CLIENTS**

The Bidder must provide reference letters from current and past clients for similar services.

**The reference letters must be on the Bidder’s clients’ letterheads and duly signed.**

**The reference letters must in detail describe the following:**

- Client organisation and contract details (Contract Number, Title, Description, Value, Period of Performance, Contract Point of Contact)
- Brief description of Bidder’s responsibilities and services offered
- Bidder’s role in the assignment
- Details of Bidder’s past performance and assessment of contract performance.

Documentation	Requirement	Included in required format (Please tick)
Verification of references	Verification of Bidder’s Experience	<input type="checkbox"/>

**SIGNATURE:** .....

**DATE:**

(Of person authorised to sign on behalf of the Bidder)

**30 STAFFING PLAN AND EXPERIENCE OF PERSONNEL**

The Bidder must provide a staffing plan for the project and indicate the experience of the personnel to be assigned to the project to demonstrate the capacity to provide the required services.

This includes submission of CVs of the personnel to be assigned to the project

Documentation	Requirement	Included in required format (Please tick)
Verification of references	Verification of Bidder's recourses	<input type="checkbox"/>

**SIGNATURE:** .....

**DATE:**

(Of person authorised to sign on behalf of the Bidder)

**PART B: FINANCIAL PROPOSAL**

**31 FEE STRUCTURE**

**Costing structure**

- CSIR intends to appoint the consultant(s) at risk using the success-based fee approach, as a percentage of the total funds raised (Incl. VAT)
- Based on the pre-feasibility study, the capital investment required is anticipated to be ~R100-R270 million.
- The operational costs for programmes shall be finalised in the business planning process.

The fundraising consultant (s) must provide CSIR with the success-based fee proposal

**SIGNATURE:** .....

**DATE:**

(Of person authorised to sign on behalf of the Bidder)

32 ANNEXURE A

FUNCTIONALITY EVALUATION: EVIDENCE MUST BE PROVIDED FOR EVERY FUNCTIONAL CRITERIA

No	Functional Criteria	Functional Sub-Criteria	Weighting													
1	BIDDER'S EXPERIENCE	<p><b>1.1. Bidders will be evaluated on their experience in capital fundraising from a variety of sources including grant &amp; donor fundraising:</b></p> <table border="1"> <tr> <td>No relevant experience</td> <td><b>0 points</b></td> </tr> <tr> <td>The Bidder has completed 2 relevant and similar projects as per the scope</td> <td><b>5 points</b></td> </tr> <tr> <td>The consultant has no relevant experience in raising funds in the local and international donor and grant markets.</td> <td></td> </tr> <tr> <td>The Bidder has completed 3-5 relevant and similar projects. This should include at least one project with some funds sourced from local or international donor or grant market.</td> <td><b>7 points</b></td> </tr> <tr> <td>The Bidder has completed more than 5 relevant and similar projects. This should include at least one project with some funds sourced from local or international donor or grant market.</td> <td><b>10 points</b></td> </tr> </table>	No relevant experience	<b>0 points</b>	The Bidder has completed 2 relevant and similar projects as per the scope	<b>5 points</b>	The consultant has no relevant experience in raising funds in the local and international donor and grant markets.		The Bidder has completed 3-5 relevant and similar projects. This should include at least one project with some funds sourced from local or international donor or grant market.	<b>7 points</b>	The Bidder has completed more than 5 relevant and similar projects. This should include at least one project with some funds sourced from local or international donor or grant market.	<b>10 points</b>	40			
		No relevant experience	<b>0 points</b>													
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<p><b>1.2. Bidders will be evaluated on their performance in past projects from references provided:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>No past references</td> <td><b>0 points</b></td> <td><b>0</b></td> </tr> <tr> <td>2 relevant references with satisfactory performance</td> <td><b>5 points</b></td> <td><b>0</b></td> </tr> <tr> <td>3-5 relevant references with satisfactory performance</td> <td><b>7 points</b></td> <td><b>0</b></td> </tr> <tr> <td>More than 5 relevant references with satisfactory performance</td> <td><b>10 points</b></td> <td><b>0</b></td> </tr> </tbody> </table>		Yes	No	No past references	<b>0 points</b>	<b>0</b>	2 relevant references with satisfactory performance	<b>5 points</b>	<b>0</b>	3-5 relevant references with satisfactory performance	<b>7 points</b>	<b>0</b>	More than 5 relevant references with satisfactory performance	<b>10 points</b>	<b>0</b>	10
	Yes	No														
No past references	<b>0 points</b>	<b>0</b>														
2 relevant references with satisfactory performance	<b>5 points</b>	<b>0</b>														
3-5 relevant references with satisfactory performance	<b>7 points</b>	<b>0</b>														
More than 5 relevant references with satisfactory performance	<b>10 points</b>	<b>0</b>														
2	BIDDER'S CAPACITY	<p><b>Bidders will be evaluated on adequacy of the resources and experience of their proposed personnel:</b></p> <table border="1"> <tr> <td>No relevant experience in developing funding strategies and plans and leading a fundraising campaign to raise funds.</td> <td><b>0 points</b></td> </tr> <tr> <td>The proposed team has limited experience in developing funding strategies and plans, and limited fundraising experience. The proposed personnel have individually completed only 2 successful fundraising campaigns from a variety of sources.</td> <td><b>5 points</b></td> </tr> </table>	No relevant experience in developing funding strategies and plans and leading a fundraising campaign to raise funds.	<b>0 points</b>	The proposed team has limited experience in developing funding strategies and plans, and limited fundraising experience. The proposed personnel have individually completed only 2 successful fundraising campaigns from a variety of sources.	<b>5 points</b>	30									
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The proposed team has limited experience in developing funding strategies and plans, and limited fundraising experience. The proposed personnel have individually completed only 2 successful fundraising campaigns from a variety of sources.	<b>5 points</b>															

No	Functional Criteria	Functional Sub-Criteria	Weighting
		<p>The proposed team has satisfactory relevant experience in developing funding strategies and fundraising and has successfully completed 3- 5 fundraising campaigns from a variety of sources. This should include at least one project with some funds sourced from local or international donor or grant market. <b>7 points</b></p> <p>The staffing schedule comprises a highly experienced team who have completed more than five fundraising campaigns from a variety of sources. This should include at least one project with some funds sourced from local or international donor or grant market. <b>10 points</b></p>	
3	<b>BIDDER'S PROPOSAL</b>	<p><b>Bidders will be evaluated on their demonstrable understanding of the assignment and their proposed methodology for developing the:</b></p> <ul style="list-style-type: none"> <li>• Funding Strategy and Fundraising Action Plan</li> <li>• Stakeholder identification and engagement</li> </ul> <p>Non-submission or proposal does not address the scope of the assignment. <b>0 points</b></p> <ul style="list-style-type: none"> <li>• Approach is generic. <b>5 points</b></li> <li>• The activity schedule meets the requirements of the assignment.</li> <li>• The bidder has provided a description of the policies and procedures that validate that a high level of confidentiality is maintained and will comply with the CSIR requirement to protect the privacy of its donors.</li> </ul> <ul style="list-style-type: none"> <li>• Approach is specifically tailored to suit the requirements and will meet the needs of the assignment. <b>7 points</b></li> <li>• The approach has demonstrated understanding of the proposed Centre activities and programmes and beneficiary communities; and an ability to interpret this understanding and knowledge into effective fundraising communications;</li> <li>• The work plan and timeframes meet the requirements of the assignment; the sequencing of activities indicate the bidder understand the requirements. The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and</li> </ul>	20

No	Functional Criteria	Functional Sub-Criteria	Weighting
		<p>requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan.</p> <ul style="list-style-type: none"> <li>• The approach is innovative and likely to result in feasible and cost efficient funding. The methodology has specifically indicated methods of identification of innovative funding sources and mobilising finance from various sources.</li> <li>• The bidder has provided samples of the possible national and international donor and grant market; key stakeholders and provided samples of fundraising material, including a sample of a fundraising plan and progress reports;</li> <li>• The approach has demonstrated understanding of the proposed Centre activities and programmes and beneficiary communities; and an ability to interpret this understanding and knowledge into effective fundraising communications;</li> <li>• Clear timeliness, required information and deliverables have been highlighted. The work plan fits the project deliverables well; all important activities are indicated in the activity schedule and the sequencing and timing of activities are very well defined, indicating that the Bidder has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.</li> </ul>	<p><b>10 points</b></p>

**33 ANNEXURE B – SBD 1 FORM**