

## Request for Proposal (RFP)

# The Provision of Structural analysis and testing to obtain clearance to Install and Operate the CSIR Airborne Synthetic Aperture Radar System onboard a Cessna 208B

**RFP No. 969/19/10/2021**

Date of Issue	Tuesday, 05 October 2021	
Compulsory briefing session	No briefing session	
Closing Date	Tuesday, 19 October 2021 at 16:30	
Place	Online only submission at <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <i>If the size of the documents exceed 25MB, send multiple emails. Use the RFP number and description as the subject on the email.</i>	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Engineering	

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## Glossary

<b>Abbreviation</b>	<b>Term</b>	<b>Description</b>
B-BBEE	Broad-Based Black Economic Empowerment	A term describing South African Government Policy regarding the economic upliftment of persons previously excluded from involvement in the economy of South Africa
CSIR	Council for Scientific and Industrial Research	A statutory body established in terms of Scientific Research Council Act 46 of 1988, as amended

## List of Acronyms

Acronym	Site Name
CSIR	Council for Scientific and Industrial Research

## 1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is a leading scientific research and technology development organisation in Africa. In partnership with national and international partners, CSIR undertakes directed and multidisciplinary research and technology innovation that contribute to the improvement of the quality of life of South Africans and the world at large. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

## 2 BACKGROUND

The Radar and EW Impact Area intent to install and operate the CSIR airborne synthetic aperture radar (SAR) Facility onboard a Cessna 208B grand caravan aircraft to embark on a number of SAR measurement campaigns in the Gauteng area. The system is designed to serve as a national testbed to do research and development work for remote sensing applications and technologies. The facility is completely removable and standalone as it has its own battery-pack power supply unit. The system will be mounted on the seat rails of the Cessna 208B aircraft using rail mounts and can be carried as cargo. The airplane will be flown with an open door, the system will be turned off during take-off and landing, i.e. only turned on once in the air.

The purpose of this RFP is to invite tenders for the provision of “Structural analysis and testing to obtain clearance to install and operate the CSIR SAR system onboard the Cessna 208B aircraft” as per specifications provided in this RFP.

## 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of “Structural analysis and testing to obtain clearance to install and operate the CSIR SAR system onboard the Cessna 208B aircraft” services.

The following must be included as part of the proposal:

- a) Establish Airworthiness requirements (FAR-23 CCL)
- b) Review SAR facility mechanical design and determine Inertia loads, Aircraft interface loads
- c) Perform Structural load analysis and mass / balance calculations
- d) Compile static loading acceptance test procedure

- e) Compile electromagnetic interference (EMI) Acceptance Test procedure
- f) Perform static loading test of SAR system
- g) Perform EMI analyses procedure
- h) Compile Airworthiness report
- i) Liaise with SACAA to inspect installation if required
- j) Apply for “Experimental Certificate of Airworthiness” with the SACAA if required by the authority

**Deliverables to include:**

- Acceptance Test Report for static loading test of SAR system
- Acceptance Test Report for EMI Testing
- Airworthiness report
- “Experimental Certificate of Airworthiness” for R&D flights as issued by the SACAA if required

## **4 PROPOSAL SPECIFICATIONS**

The proposal to be submitted should be based on an average hourly rate for provision of the Radiation testing service.

### **4.1 Technical Proposal**

The following must be submitted as part of the technical proposal:

- Covering letter;
- Proposal for the services required as indicated above
- Project plan indicating timeline for implementation
- References for similar structural analysis and testing work in order to obtain airworthiness certification

### **4.2 Financial Proposal**

The following must be submitted as part of the financial proposal:

- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit.
- Completed SBD 1 form.

## 5 FUNCTIONAL EVALUATION CRITERIA

5.1 Refer to Annexure A for the evaluation and scoring criteria used in this process.

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% 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 (**Bids must be submitted electronically at [tender@csir.co.za](mailto:tender@csir.co.za)**);
- Suppliers listed on National Treasury List of restricted suppliers

## 7 PRICING SCHEDULE

Bidders must price as per the below pricing schedule for the purposes of evaluation:

No.	Deliverable / Item Description	Unit of Measure	Number	Cost per Unit (Excl. VAT)	Total Cost (Excl. VAT)
1	Acceptance Test Report for static loading test of SAR system				
2	Acceptance Test Report for EMI Testing				
3	Airworthiness report				
4	Experimental Certificate of Airworthiness (if required by authority)				
				<b>Sub-total</b>	
				<b>VAT</b>	
				<b>Total</b>	



### **Notes to Pricing:**

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- contract with the selected supplier for a reduced number of hours up to the maximum as stated in the table above.
- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.

**NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work;**

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION**

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 9 PROCEDURE FOR SUBMISSION OF PROPOSALS

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

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

### 10 TENDER PROGRAMME

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

- Issue of tender documents: **Tuesday, 05 October 2021**
- Last day of tender queries **Thursday, 14 October 2021**
- Closing / submission Date: **Tuesday, 19 October 2021**

### 11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
  - **PART 1: Technical Proposal RFP No: 969/19/10/2021**
  - **PART 2: Pricing Proposal RFP No: 969/19/10/2021**

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

**11.5** Proposals submitted must be in the following file formats:

- **PDF**

## **12 DEADLINE FOR SUBMISSION**

**12.1** Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **19 October 2021 at 16h30**, during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

**12.2** Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

## **13 AWARDING OF TENDERS**

**13.1** Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

## **14 EVALUATION PROCESS**

**14.1** Evaluation of proposals

An evaluation team will evaluate all proposals for functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderer/s.

A two-phase evaluation process will be followed:

**14.2** The first phase includes evaluation of elimination and functionality criteria,

**14.3** 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.

#### **14.4 Preference points system**

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

### **15 PRICING PROPOSAL**

**15.1** Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

**15.2** Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

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

**15.4** Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

\*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.

**15.5** Bidders must quote as per the pricing schedule.

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

### **16 VALIDITY PERIOD OF PROPOSAL**

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

## **17 APPOINTMENT OF SERVICE PROVIDER**

- 17.1** 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.
- 17.2** 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.
- 17.3** Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **18 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this tender shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with “**RFP No. 969/19/10/2021**” 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.

## **19 MEDIUM OF COMMUNICATION**

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

## **20 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.**

## **21 CORRECTNESS OF RESPONSES**

- 21.1** 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.
- 21.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **22 VERIFICATION OF DOCUMENTS**

- 22.1** 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.
- 22.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to **tender@csir.co.za**. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- 22.3** 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.

## **23 SUB-CONTRACTING**

- 23.1** 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.
- 23.2** 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.

## **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** Give preference to locally manufactured goods;
- 25.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 25.6** Award this RFP as a whole or in part;
- 25.7** 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, 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: 969/19/10/2021**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 969/19/10/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

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

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

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

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

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

## 27 ANNEXURE A – Technical criteria and scoring

Criteria	Score	% Weight	Maximum Score	Tender Score
<b>1) Number of references for similar work</b>				
a) More than 5 references b) 3 – 4 references c) Less than 3 references	20 10 0	20	20	
<b>2) Relevant experience in clearance / certification of systems on type certified aircraft</b>				
Clear from the proposal that the company has: a) Extensive experience (> 10 years) b) Good experience (> 5 years) c) Inadequate experience (< 5 years)	20 10 0	20	20	
<b>3) Access to SACAA</b>				
The company should have access to the SACAA to facilitate any inspections and issuing of “Experimental certificate of airworthiness” if deemed necessary by the authority a) Direct access b) No access	10 0	10	10	
<b>4) Capable to perform EMI testing</b>				
It should be in the company’s scope to do EMI tests a) Capable to do EMI testing b) Not capable to do EMI testing	10 0	10	10	
<b>5) In-house capability to do static load testing of the system and to calculate mass and balance</b>				
The company should have an in-house capability to do structural analyses, mass and balance calculations, and static load testing of the system a) In-house capability b) No in-house capability	20 0	20	20	
<b>6) Timeframe</b>				
Should not take longer than 8 weeks to get full approval / clearance to install and operate SAR facility onboard a Cessna 208B aircraft once order has been placed		20	20	

a) 1 – 4 weeks	20			
b) 5 – 8 weeks	10			
c) Longer than 8 weeks	0			
<b>Total</b>	<b>100</b>	<b>100 %</b>	<b>100</b>	

## 28 ANNEXURE B – RETURNABLE CHECKLIST

**NOTE:** *The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.*

The bidder must complete the following returnable documents:

<b>RETURNABLE DOCUMENTS –</b>			
<b>PART A: TECHNICAL RETURNABLES</b>			
<b>Description:</b>		<b>Included</b>	
		<b>Yes</b>	<b>No</b>
<b>Cover Letter</b>			
<b>Company / Team Leader Experience</b>			
A description of the specific radiation testing facility that will provide the service with a specification of the radiation source.			
<b>PART B: PRICING PROPOSAL</b>			
<b>32</b>	Pricing Proposal		
<b>33</b>	B-BBEE Certificate		
<b>34</b>	Completed SBD1 Form		
<b>35</b>	Supplier declaration		
<b>36</b>	Central Supplier Database (CSD) Report		

***Any other relevant document may be submitted, to substantiate the bidder's proposal.***

**29 ANNEXURE C –SBD 1**