



## Request for proposals (RFP)

### Provision of a Research Ethics Training Course to the CSIR for a period of 36 months

**RFP No. 997/24/06/2022**

Date of issue	Thursday, 09 June 2022
Closing Date and Time	Friday, 24 June 2022 at 16h30– Late bids will not be considered
Submission of responses	<b>All responses must be submitted to:</b> <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b>Submissions cannot be submitted to any other address, as this will lead to elimination.</b>
Contact details	Submission of enquiries: All enquiries must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . <b>(Please use the RFP number as the subject reference)</b>
CSIR Business Hours	08:00 – 16:30

## TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b> .....	<b>3</b>
<b>1 INTRODUCTION</b> .....	<b>3</b>
<b>2 BACKGROUND</b> .....	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b> .....	<b>3</b>
<b>4 PROPOSAL SPECIFICATION</b> .....	<b>3</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b> .....	<b>4</b>
<b>6 ELIMINATION CRITERIA</b> .....	<b>5</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b> .....	<b>5</b>
<b>8 PROCEDURE FOR SUBMISSION OF PROPOSALS</b> .....	<b>6</b>
<b>9 TENDER PROGRAMME</b> .....	<b>6</b>
<b>10 SUBMISSION OF PROPOSALS</b> .....	<b>6</b>
<b>11 DEADLINE FOR SUBMISSION</b> .....	<b>7</b>
<b>12 AWARDING OF TENDERS</b> .....	<b>7</b>
<b>13 EVALUATION PROCESS</b> .....	<b>7</b>
<b>14 PRICING PROPOSAL</b> .....	<b>8</b>
<b>15 VALIDITY PERIOD OF PROPOSAL</b> .....	<b>8</b>
<b>16 APPOINTMENT OF SERVICE PROVIDER</b> .....	<b>9</b>
<b>17 ENQUIRIES AND CONTACT WITH THE CSIR</b> .....	<b>9</b>
<b>18 MEDIUM OF COMMUNICATION</b> .....	<b>9</b>
<b>19 COST OF PROPOSAL</b> .....	<b>9</b>
<b>20 CORRECTNESS OF RESPONSES</b> .....	<b>10</b>
<b>21 VERIFICATION OF DOCUMENTS</b> .....	<b>10</b>
<b>22 SUB-CONTRACTING</b> .....	<b>10</b>
<b>23 ADDITIONAL TERMS AND CONDITIONS</b> .....	<b>11</b>
<b>24 CSIR RESERVES THE RIGHT TO</b> .....	<b>11</b>
<b>25 DISCLAIMER</b> .....	<b>12</b>
<b>26 PRICING STRUCTURE ANNEXURE A</b> .....	<b>12</b>
<b>27 ANNEXURE B DECLARATION BY TENDERER</b> .....	<b>14</b>
<b>28 ANNEXURE C - SCORING SHEET</b> .....	<b>15</b>
<b>29 ANNEXURE D– SBD1</b> .....	<b>17</b>
<b>(To be completed by supplier and submitted with tender)</b> .....	<b>17</b>

## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the 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 CSIR Research Ethics Committee (REC) was established in 2009; over the years the CSIR introduced a CSIR tailored Research Ethics Training course in compliance with the CSIR Research Ethics Policy. The aim of the training is to ensure that all CSIR employees conducting research and all research managers involved in research receive basic training on research ethics and are able to deal with research projects that require research ethics clearance.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of a CSIR tailored Research Ethics Training Course to the CSIR's employees involved in research, Managers as well as the Research Ethics Committee (REC) members for a period of 36 months.

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified below. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

The service provider is expected:

- To develop the course material;
- Deliver and present the course at agreed times online and/or at the CSIR Pretoria campus; and,
- Ensure an interactive and positive delegate experience and maximum learning outcomes.

The training will be offered to two (2) groups identified in the specified duration of the course for each target group, and as per the estimates provided below.

- Group A: REC members (1 day)  
Total of 12 members that will be trained once in the 3-year cycle
- Group B: Research Managers and CSIR researchers (2 days)  
Three (3) sessions per annum within the following categories:  
Category 1: 10 to 15 Delegates  
Category 2: 15 to 20 Delegates  
Category 3: above 20 but less than 50 Delegates

Interested training service providers are requested to submit as a minimum the following:

- Detailed proposal that includes:
  - Personal information (CVs of Course presenter (s)/facilitator (s))
  - Qualifications (Certified copies of qualifications)
  - Relevant skills, competencies and experience (Research Ethics Training offered, Client (s), dates offered, and contact persons; Research Ethics membership certificates of the Course Presenter (s)/facilitator (s))
  - Course content relevant for each specified target group and assessment plans (online quizzes, pre-test/post-test evaluations, scoring rubrics etc.)
  - Course Delivery Method (for both online and physical platforms): how the course will be delivered (visual aids, case studies, power point presentations etc.). Short descriptions of topics to be covered, length, session facilitator (s) name and time required to complete each topic.

## 5 FUNCTIONAL EVALUATION CRITERIA

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

Items	Functionality Criteria	Weight
1	Qualifications of the Facilitator(s)	15

2	Postgraduate studies in Research Ethics or related course	10
3	Experience in teaching, training and facilitation of Research Ethics or related course.	25
4	Years served as a member in a Research Ethics Committee	05
5	Technical Proposal: Proposal (methodology, course preparation time, course content - topics to be covered, course duration, assessments, session length etc.)	45
<b>Total</b>		<b>100</b>

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 80%. less than 70% on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure B for the scoring sheet that will be used to evaluate functionality.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Submission at the incorrect email address- must be made to tender@csir.co.za
- Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Drop-box, etc. will not be considered

## 7 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 valid copy of their SANAS accredited B-BBEE certificate or sworn affidavit. If no certificate/affidavit can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 8 PROCEDURE FOR SUBMISSION OF PROPOSALS

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

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

### 9 TENDER PROGRAMME

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

- Issue of tender documents: Tuesday, 15 February 2022
- Closing / submission Date: Thursday, 03 March 2022
- Estimate appointment date of successful tenderer: 01 April 2022

### 10 SUBMISSION OF PROPOSALS

- 10.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted. Responses submitted by companies must be signed by a person or persons duly authorised.
- 10.2 All emailed proposal submissions are to be clearly subject-referenced with the RFP number.
- 10.3 Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

**PART 1:** Technical Proposal:

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

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.

10.5 Proposals submitted must be in any of the following file formats:

- PDF

## 11 DEADLINE FOR SUBMISSION

Proposals shall submitted at the **email address** mentioned above no later than the closing date of **03 March 2022** 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

13.2 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.

### 13.3 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.

## **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.
- 14.5 \*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;
- 14.6 \*\*Non-firm price is all prices other than "firm" prices.
- 14.7 Payment will be according to the CSIR Payment Terms and Conditions.
- 14.8 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 VALIDITY PERIOD OF PROPOSAL**

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



## **16 APPOINTMENT OF SERVICE PROVIDER**

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

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

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with “**RFP 997-24-06-2022 Provision of a Research Ethics Training Course to the CSIR**” as the subject.

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

## **18 MEDIUM OF COMMUNICATION**

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

## **19 COST OF PROPOSAL**

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for

resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

## **20 CORRECTNESS OF RESPONSES**

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

## **21 VERIFICATION OF DOCUMENTS**

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

## **22 SUB-CONTRACTING**

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

## **23 ADDITIONAL TERMS AND CONDITIONS**

- 23.1 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.
- 23.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 23.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 23.3.1 Joint venture Agreement including split of work signed by both parties;
  - 23.3.2 The original or certified copy of the B-BBEE certificate of the joint venture;
  - 23.3.3 The Tax Clearance Certificate of each joint venture member;
  - 23.3.4 Proof of ownership/shareholder certificates/copies; and
  - 23.3.5 Company registration certificates.
- 23.4 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.
- 23.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **24 CSIR RESERVES THE RIGHT TO**

- 24.1 Extend the closing date;
- 24.2 Verify any information contained in a proposal;
- 24.3 Request documentary proof regarding any tendering issue;
- 24.4 Give preference to locally manufactured goods;
- 24.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 24.6 Award this RFP as a whole or in part;
- 24.7 Cancel or withdraw this RFP as a whole or in part.

## 25 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.

## 26 PRICING STRUCTURE ANNEXURE A

ITEM	DESCRIPTION	QTY: Session		AMOUNT
1	Group A: REC members (1 day) Total of 12 members that will be trained once in the 3-year cycle	1	Year 3	
2	Group B: Research Managers and CSIR researchers (2 days) Three (3) sessions per annum within the following categories:	1	Year 1 Category 1: Category 2: Category 3:	

	Category 1: 10 to 15 Delegates Category 2: 15 to 20 Delegates Category 3: above 20 but less than 50 Delegates		<b>Year 2</b> Category 1: Category 2: Category 3:	
			<b>Year 3</b> Category 1: Category 2: Category 3:	
	<b>Sub Total (Excl Vat)</b>			
	<b>Total 15% Vat</b>			
	<b>Total (Incl Vat)</b>			

**27 ANNEXURE B DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No: 997-24-06-2022 Provision of a Research Ethics Training Course to the CSIR**

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 997-24-06-2022 Provision of a Research Ethics Training Course to the CSIR** 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 .....

## 28 ANNEXURE C - SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<b>Qualifications of the Facilitator(s).</b>	The service provider has Law/Biological/Medical/Environmental Social Sciences or equivalent. (Certified copies of the qualifications)	-No qualifications/Less than an MSc (masters) = <b>0 points</b> -Has qualifications but do not meet the CSIR requirement , a MSc (masters) degree= <b>7 points</b> -Highly sought after additional qualifications to meet the CSIR requirements, PHD = <b>10 points</b>	<b>15%</b>
2	<b>Postgraduate studies in Research Ethics or related course</b>	Post graduate qualification in Research Ethics or related fields (Certified copies)	No Post Graduate Studies = <b>0 points</b> Relevant Post Graduate Studies that meet the CSIR needs, a certificate or postgraduate Diploma = <b>7 points</b> Relevant Post Graduate Studies that meet and surpass with more value added benefits , a post graduate Degree or Equivalent or higher = <b>10 points</b>	<b>10%</b>
3	<b>Experience in teaching, training and facilitation of Research Ethics or related course.</b>	The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services in similar portfolios. A letter as proof from different institutions .A minimum of five (5) years.	No experience = <b>0 points</b> 3-5 years = <b>7 points</b> >5 years = <b>10 points</b>	<b>25%</b>

		<ul style="list-style-type: none"> <li>• A detailed CV to be provided.</li> </ul>		
4	<b>Years served as a member in a Research Ethics Committee</b>	<ul style="list-style-type: none"> <li>• The service provider must proof and submit documents detailing the number of years served as a member in a Research Ethics Committee.</li> <li>• Membership Certificates from a committee of an institution that the facilitator has served on.</li> </ul>	<p>-No evidence supplied = <b>0 points</b></p> <p>-Evidence and proof to show number of years as a research ethics committee is not sufficient One term is up to 3 years= <b>7 points</b></p> <p>- Evidence and proof to show number of years as a research ethics committee is sufficient and conclusive, more than one term = <b>10 points</b></p>	<b>05%</b>
5	<b>Proposal (methodology, course preparation time, course content - topics to be covered, course duration, assessments, session length etc.)</b>	<ul style="list-style-type: none"> <li>• Provide a detailed methodology in approaching a project of this nature or magnitude.</li> <li>• Provide a detailed and specific project roadmap/plan (generic downloaded plan from the internet not allowed)</li> </ul>	<p>No methodology or project plan submitted = <b>0 points</b></p> <p>Detailed methodology and project plan of acceptable quality has been submitted with realistic timelines = <b>7 points</b></p> <p>The proposed methodology and project plan exceeds the expectations of the CSIR and is well articulated with clear, realistic timelines = <b>10 points</b></p>	<b>45%</b>
<b>TOTAL</b>				<b>100</b>



**29 ANNEXURE D– SBD1**  
**(To be completed by supplier and submitted with tender)**