



Request for Proposals (RFP)

For The provision of welding consulting engineer to the CSIR

RFP No. 3502/19/01/2022

Date of Issue	Monday, 13 December 2021	
Closing Date	Wednesday, 19 January 2022 at 16h30	
Place of Submissions	Electronically at tender@csir.co.za Mailsize is 25MB, send multiple emails when exceeded	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

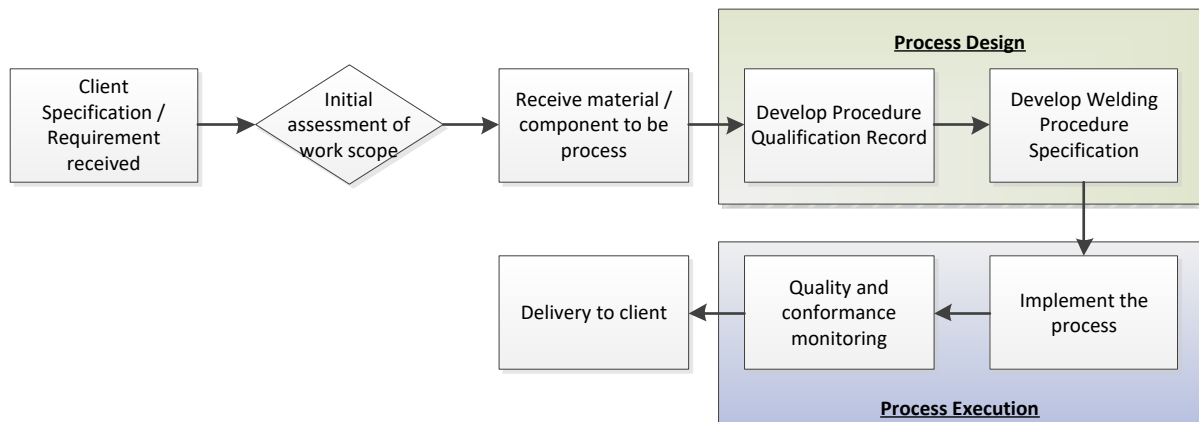
The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology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

2 BACKGROUND

The CSIR's Laser Engineering Services team (LES) is a implementation group providing laser-based manufacturing processing services to industrial clients. LES is a service-based group, with service offerings which include a laser cutting service for 3 dimensional profile cutting and well as flatsheet laser cutting, laser welding, laser weld overlay also known as laser cladding and selective laser hardening.

The group has a laser processing workshop on the CSIR campus where two high power (multi kW) laser systems and auxillary support equipment are housed for the processing of customer supplied materials and components, and a high power (multi kW) mobile laser system that can be deployed to customer factories / workshops to allow for on-site processing of customer supplied materials and components. The mobile system is typically deployed for the provision of a laser cladding service to clients for those high value components that are too large or too heavy to transport to the CSIR Campus.

The laser welding and laser weld overlay or laser cladding offerings from the LES group require the competencies and capabilities of qualified and registered welding engineers, laser welding technicians as well as suitable laser welding equipment. The operations for laser cladding and welding applications follows a specific process flow as depicted in the diagrammatic representation shown below.



The laser welding processes are aligned and qualified according to welding standard ISO15614-1 and will also include tests to allow for qualification according to ASME IX.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably experienced, registered, and qualifying individuals and/or engineering companies to support the CSIR Laser Engineering Services group with provision of the following services:

- Support of Laser Engineering Services in the definition and establishment of the required processes, procedures, and specifications to support the Process Design requirement on identified client contracts. This includes the following:
 - Responsible for the drafting, design, and approval of welding Procedure Qualification Records (PQRs) for selected client enquiries / contracts.
 - Responsible to drafting, design and approval of Welding Procedure Specification (WPS) for selected client enquiries / contracts.
- Support of Laser Engineering Services with the execution of client contracts, based on specific duties as identified with respect to Process Execution on identified client contracts. This includes the following:
 - Provision of supervisory oversight on selected laser welding and cladding operational projects.
 - Sign off on quality review processes and documentation related to LES client contracts.

- Support of LES operational teams with robotic arm programming and fault-finding.
- Facilitate the training of identified CSIR appointed welding engineers and welding technicians on laser-based welding technology.
- Provide entrepreneurial incubation support for the Laser Engineering Services commercialisation project.

4 PROPOSAL SPECIFICATION

All proposals prepared and submitted needs to comply with the Request for Proposal requirements. The proposal format is not fixed, tenderers may submit proposals using a self-developed template, with the proviso that the RFP minimum requirements must be met.

It is a requirement that the proposal submission needs to cover all the dimensions of the required services as articulated in section 2 of this document.

The proposal should provide the background of the company / individual offering the service to the CSIR, the basis of future quotations and details regarding availability and other contracting requirements / limitations.

5 FUNCTIONAL EVALUATION CRITERIA

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

Description	Weight
1. Approach & Methodology	20%
2. Project Implementation plan	5%
3. Proven track record	75%

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

5.3 Refer to Annexure A 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;
- Proposals submitted at incorrect email address
- Proposal does not cover all dimensions as described in Section 2 of this document.
- National Treasury Restricted suppliers

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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **Electronically at tender@csir.co.za**
- **All bids must be clearly marked with the bidders name, and the contents of the email**
- **Emails may be sent in parts if it exceeds 25 MB**

9 TENDER PROGRAMME

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

- Issue of tender documents: 13 December 2021
- Last date for submission of queries: 12 January 2022
- Closing / submission Date: 17 January 2022
- Estimate appointment date of successful tenderer: 01 February 2022
- Estimated contract duration (in months/years) 3 years

10 SUBMISSION OF PROPOSALS

All proposals are to be clearly marked with the RFP number. Proposals must consist of two parts, each of which is clearly marked:

PART 1: Technical Proposal: RFP No. 3502/19/01/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No. 3502/19/01/2022

- 10.1 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 10.2 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of **Wednesday, 19 January 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

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

13.2 Preference points system

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

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

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

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

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

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

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **“RFP No 3502/19/01/2022 - The provision of welding consulting engineer 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 from the fact that pages are missing or duplicated.
- 21.2 Electronic copy of each proposal must be submitted.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

22 SUB-CONTRACTING

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

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

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

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

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

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

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

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

- 25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

27 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

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

RFP No: 3502/19/01/2022

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. **3502/19/01/2022** 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:	

28 ANNEXURE A

Functional Factors	Criteria Description	Weighting	0	8	10
Approach and methodology	The supplier must clearly demonstrate the approach and methodology on how services specified will be implemented.	20	The approach and methodology to be followed is not clearly specified.	Methodology demonstrates some understanding of the requirements for an Entrepreneur in Residence on the LES project. The methodology for Process Design and Process Implementation is well articulated and appropriate to support the tasks associated with that of a consulting welding engineer.	Methodology demonstrates detailed understanding of the barriers to entry new technology-based business to be established and to grow. The procedure to develop a laser-based welding procedure qualification process and associated weld procedure specification is accurately described.
Project implementation plan	The supplier must clearly define the project timeline, milestones, risk plan and resource allocation.	5	No clear project plan provided.	Project plan provided with milestones and resource allocation. No risk mitigation plan available to ensure timeous delivery.	Detailed project plan provided with clear milestone and resource allocation. A risk mitigation plan available to ensure timeous delivery.
Proven track record	The supplier must have registered International Welding engineer allocated to this project	75	The supplier has inadequate experience in development and signing of on weld processes.	The supplier is a registered IWE or has registered IWEs on their staff. There is a track record of advanced welding procedure specification development.	The supplier is a registered IWE or have registered IWEs on their staff. There is a track record of more than 5 years of laser beam welding procedure development and qualification. The supplier has experience in the programming of KUKA robotic arm systems for welding applications.
		100			