

Request for Proposals (RFP)

For the provision of Organisational Development Services to the CSIR for a period of three (3) years on an *“as and when required”* basis

RFP No. 1023/02/09/2022

Date of Issue	Friday, 19 August 2022	
Briefing Session	None	
Closing Date	Friday, 2 September 2022 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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 has a staff complement of about 2200 employees, over 60% of which are scientists, engineers, and technologists. The CSIR is committed and dedicated to creating an enabling environment that allows its people to have meaningful and fulfilling careers. As an employer of choice in our industry, at the CSIR we continuously provide platforms for our workforce to enhance their overall wellbeing. We recognise organisational culture and ways of working as critical contributing factors in creating this enabling environment.

It is against the above background that CSIR seeks to appoint a panel of capable service providers who will be able to assist in providing Organisational Development (OD) expertise for a period of three (3) years on an “as and when required” basis.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of Organisational Development Services to the CSIR for a period of three (3) years on an “as and when required” basis.

The purpose of the OD panel is to provide advisory support and training to the CSIR Human Capital department through its Organisational Effectiveness (OE) and Employee Wellness

Office. The Experts will partner with the OE & Wellness Department in providing support to the business in relation to the collection of qualitative feedback through focus groups and in-depth interviews. The identified expert will also assist with the design, the collection, analysis, and reporting of quantitative data using a Custom Pulse Survey method.

The CSIR will not appoint a single company but will work with different qualifying service providers who once they have demonstrated the ability to fulfil the functionality criteria and are the most competitive in terms of price and B-BBEE will become preferred suppliers and will be approached as and when required depending on the project scope and budget.

4 SCOPE OF WORK AND DELIVERABLES

Bidders are requested to quote the CSIR on the following requirements:

The OD and Employee Wellness Experts will partner with the CSIR OE & Wellness Office in providing OD advisory and Training services to the business in relation to the following domains of expertise:

- a) Organisational Assessment (Surveys, Focus groups, etc.)
- b) People Analytics
- c) Organisational Development Interventions
- d) Team Development Interventions
- e) Employee Wellbeing
- f) Change Management/Culture Change
- g) Psychological Safety
- h) Group Process Facilitation
- i) Organisational Design Projects
- j) Prepare and present all reports required in terms of OD Implementation

The proposed experts should be Health professional Council of South Africa (HPCSA) registered as Psychologists in the categories of Industrial Psychology, Clinical Psychology and Counselling Psychology. They should also have extensive lecturing, consulting / private practice, or corporate work experience in the domain of Organisational Development and Employee Wellbeing/Mental Health.

General Provisions

Service providers will be expected to hand-over any employee files and any other relevant information as and when requested by the CSIR as per the Electronic Communications & Transactions Act 25 of 2002.

5 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

5.1 Technical Proposal

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

- Covering letter which should indicate the domains of the scope the bidder would like to be considered for based on their capabilities;
- Company profile clearly stipulating the number of years rendering similar services (**Similar= provision of Organisational Development Services**). The profile must also highlight success stories of enabling and fostering effective OD.
- The proposed team structure and CV of the OD implementation specialist or Team leader who will be allocated to the CSIR OD assignment.
- Provide a minimum of two (2) contactable references from previous clients for similar work done (Similar= provision of Organisational Development Services).
- Provide a sample report of Corporate Client Project Report.

5.2 Financial Proposal:

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

- Cover letter
- 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.
- The pricing must price as per pricing schedule- Annexure B.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.

- Provide a valid copy of a B-BBEE certificate or valid sworn affidavit confirming B-BBEE status level. The B-BBEE certificate must be SANAS accredited. (Only applicable to RSA companies).

5.3 Additional / General Requirements:

- Bidders must tender in line with the conditions of this RFP.
- Bidders must submit a duly completed and signed Invitation to Bid Form (SBD 1).
- Bidders must submit a duly completed and signed Bidder's Disclosure Form (SBD 4)
- Bidders must submit a duly completed and signed Tenderer's Declaration of Interest Form.
- The pricing must be firm and inclusive of all costs required to deliver the required services to the CSIR.

6 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factors	Criteria Description	Weighting (%)
Company Experience	Number of years the tenderer has been rendering the services stipulated in paragraph 5 above	10
Key Assignment Staff Experience	Number of years in experience the Key staff (Project /Team lead) have within the Scope of offering as stipulated in paragraph 5	15
Client references	The service provider must have dealt with large organisations of at least 500 employees. At least two references (2) to be supplied	15
Sample of Client Report	Provide a sample corporate client report.	30
Methodology and approach	The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document, particularly in paragraph 5. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request must be provided.	30

- 6.2 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.
- 6.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Late submission of Bids;
- Submission at the incorrect email address- submissions must be made to tender@csir.co.za
- Non-submission of a duly completed and signed Invitation to Bid Form (SBD 1).
- Non-submission of a duly completed and signed Bidder's Disclosure Form (SBD 4).
- Non-submission of a duly completed and signed Tenderer's Declaration of Interest Form.
- Failure to submit valid proof of registration of key staff (Project/Team lead) with the Health Professions Council of SA (HPCSA) as Psychologists in the categories of Industrial Psychology, Clinical Psychology and Counselling Psychology.
- Bidders that are listed on the National Treasury (NT) database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a valid copy of their B-BBEE certificate or sworn affidavit. 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.
- 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.
- 9.7 Documents submitted via cloud (i.e dropbox, WeTransfer, Google Drive) will not be considered.

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: 19 August 2022
- Closing / submission Date: 02 September 2022

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to 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.: 1023/02/09/2022

PART 2: Pricing Proposal RFP No.: 1023/02/09/2022

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

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Friday, 02 September 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 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 National Treasury e-tender portal or 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:

14.1.1 The first phase includes the evaluation of elimination and functionality criteria.

14.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the 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.

14.2 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 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

15.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (dtic or CIPC) will be awarded points for B-BBEE during evaluation.

15.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address;
- Value-Add Tax number, where applicable;
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes;
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website (www.sanas.co.za). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

15.3 The following constitutes a valid **dtic Sworn Affidavit:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

15.4 The following constitutes a valid **CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g. 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The dtic logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

16 PRICING PROPOSAL

- 16.1 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.
- 16.2 Price needs to be provided in South African Rand (excl. VAT).
- 16.3 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.
- 16.4 Bidders must quote as per the pricing schedule- ***please refer to Annexure B for the pricing schedule.***
- 16.5 Payment will be according to the CSIR Payment Terms and Conditions.

17 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of hundred and twenty (120) calendar days calculated from the closing date.

18 APPOINTMENT OF PANEL

- 18.1 The contract(s) will be awarded to bidders who meets and/or exceeds the minimum functional score of 70%, except where the law permits otherwise.
- 18.2 Appointment as a successful service provider(s) 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.
- 18.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

19 UTILISATION OF PANEL GUIDELINES

- 19.1 The appointed provider/s will be issued with a formal purchase order if and when there is a need for any contracted services.
- 19.2 The selection of the service providers from the appointed panel will be performed on a rotational basis as well as a per needs basis.
- 19.3 There is no guarantee that any panel member will be issued with any or a specific number of task orders (Purchase Orders) during the duration of the contract.

- 19.4 Should the successful bidders not be in a position to provide CSIR with the required services via the Purchase Order process, the CSIR then reserves the right to contact other service providers through a separate procurement process.

20 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: 1023/02/09/2022 – “For the provision of Organisational Development Services to the CSIR for a period of three (3) years on an “as and when required” basis”** 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.

21 MEDIUM OF COMMUNICATION

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

22 COST OF PROPOSAL

Tenderers 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 tenderers.

23 CORRECTNESS OF RESPONSES

- 23.1 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.
- 23.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

24 VERIFICATION OF DOCUMENTS

- 24.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 24.2 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. Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

25 SUB-CONTRACTING

- 25.1 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.
- 25.2 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.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 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.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 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.

- 26.4 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.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

27 PERSONAL INFORMATION

- 27.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 27.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 27.3 The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.
- 27.4 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 27.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 27.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client’s compliance with the requisite POPI Act safeguards.

28 CSIR RESERVES THE RIGHT TO

- 28.1 Extend the closing date;
- 28.2 Verify any information contained in a proposal;
- 28.3 Request documentary proof regarding any tendering issue;
- 28.4 Give preference to locally manufactured goods;
- 28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.6 Award this RFP as a whole or in part;
- 28.7 Cancel or withdraw this RFP as a whole or in part.

29 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: 1023/02/09/2022

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. 1023/02/09/2022** 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. SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

Client / Company Name	Contact person, email, and Telephone Number	Description of goods and/or services delivered	Value of the goods and/or services delivered (Inclusive of Vat)	Date when goods and/or services were delivered to client

31 ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

Functional Factors	Proof Required	Weighting	0	5	7	10
<p>Company Experience</p> <p>Not less than 3 years rendering OD advisory support.</p>	<p>Bidder’s profile clearly indicating the number of years in business providing OD advisory support to foster Organisational Effectiveness (OE).</p>	10	Less than 3 years	3- 5 years	>5 – 8 years	More than 8 years
<p>Key Assignment Staff Experience</p> <ul style="list-style-type: none"> The project/team leader must have <u>not less</u> than 3 years’ experience in the design, development and implementation of a OD strategies. Experience in working with organisations similar in nature to the CSIR in the past 3 years with successful OD strategy interventions would be a strong advantage. 	<p>CV of project/team lead explicitly indicating the number of years leading OD assignments and to which organisations.</p>	15	Less than 3 years	3 – 5 years	>5 – 8 years	More than 8 years
<p>Client references.</p> <ul style="list-style-type: none"> The service provider/company must have dealt with large organisations of at least 	<p>At least two references (2) to be supplied</p> <p>Must have dealt with large organisations (Generic) – Refer to Annexure B (returnable checklist) for guidelines.</p>	15	Less than 2 references provided, or references are not in line with set requirements or are not relevant	2 – 4 positive references provided	5 – 7 relevant references provided	More than 7 relevant references provided

500 employees in the past three years						
<p>Sample Feedback Report</p> <ul style="list-style-type: none"> The report should cover the context of the project, the nature of the intervention/programme, the budget, impact evaluation methods/approach and recommendations 	Provide a sample report of Corporate Client Project Report.	30	Did not provide any sample report or did not understand requirements.	Report provided but not relevant to service requirements. Poor content in the reporting	Report provided fully meets the requirements.	Report provided exceed the requirements.
Methodology and Approach	<p>The bidder must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document, particularly in paragraph 5.</p> <ul style="list-style-type: none"> A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request must be provided. An in-depth understanding of the CSIR and its role and mandate is required. 	30	Non-submission or proposal does not address the scope of the assignment	Approach is very generic. The bidder's proposal addresses and meets minimum or basic project requirements. the sequencing of activities indicates the bidder understand the requirements.	Approach is specifically tailored to suit the CSIR's OD strategy requirements, the sequencing of activities demonstrate that the bidder clearly understand the requirements and has a good understanding of the needs of the CSIR.	The approach is innovative and more than exceeds the expectations of the CSIR. The sequencing of activities indicates the bidder has an excellent or demonstrated in-depth understanding of the requirements of the CSIR.

32 ANNEXURE B: PRICING SCHEDULE

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

Table A: OD Training sessions

No.	Deliverable / Item Description	Unit Price/Rate per session (Excl. VAT)
1.	Organisational Development Training session/s	Year 1
		Year 2
		Year 3
	Sub-total	
	VAT	
	Total	

Table B: OD Professional services

No.	Deliverable / Item Description	Hourly Rate (Excl. VAT)	Monthly Rate (Excl. VAT)
1.	Organisation Development expert professional /consultancy services	Year 1	
		Year 2	
		Year 3	
	Sub-total		
	VAT		
	Total		
	Total for 36 months period- Incl. VAT		

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:

- 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 and deliverables.

33 ANNEXURE C: 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:

RETURNABLE DOCUMENTS –			
PART A: TECHNICAL RETURNABLES			
ONE ELECTRONIC COPY			
Description:	Included		
	Yes	No	
Company Profile			
Technical Proposal detailing			
Proof of valid HPCSA registration for the team leader			
References			
<ul style="list-style-type: none"> Complete the reference information section on page 20, section 28 			
Completed and duly signed Invitation to Bid Form (SBD 1)			
Completed and duly signed Bidder's Disclosure Form (SBD 4)			
Completed and duly signed Tenderer Declaration form			
PART B: PRICING PROPOSAL			
ONE ELECTRONIC COPY			
32	Pricing Proposal on company letterhead		
	Completed and signed pricing schedule- Annexure B		
33	B-BBEE Certificate OR Sworn affidavit		
34	CSD registration report		
35	SARS Tax Compliance Status and Pin		