

Request for Proposals (RFP)

The supply, installation, and commissioning of a custom-made CSIR designed 30 ton per day vertical shaft kiln (VSK) plant at the CSIR Ekandustria Green Cements Piloting Site

RFP No. 3488/12/11/2021

Date of Issue	Thursday, 28 October 2021		
Compulsory briefing session	N/A		
Closing Date	Friday, 12 November 2021		
Electronic submission	Email: tender@csir.co.za If the size of the documents exceed 25MB, send multiple emails. Use the tender number and description as the subject on the email.		
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za	
CSIR business hours	08h00 – 16h30	·	
Category	Plant Equipment		

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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

This project is part of a bigger programme involving the setting up of facilities for piloting CSIR green cement platform technologies based on CSIR intellectual property. The project involves the construction, installation and commissioning of a research custom-built CSIR designed vertical shaft kiln (VSK) at the CSIR Ekandustria Park green cements piloting test site in collaboration with a selected industrial partner. The VSK will be developed and optimised with wide scale roll out envisaged through future commercialisation

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply, installation and commissioning of a custom-made CSIR designed 30 ton per day vertical shaft kiln (VSK) plant to the CSIR Ekandustria Park test site.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

OR

Tenderers to submit tenders in a format they deem fit.

The VSK will be built as per conceptual CSIR VSK design drawings and specifications supplied to the tenderers as attachments to this Request for Proposals

Tenderers should submit two (2) separate proposals – a Technical Proposal and a Pricing Proposal – appropriately addressing the following:

- Specifications and cost of proposed VSK refractories and insulation linings for a VSK peak temperature of 1200°C and VSK outside steel shell temperature of 30°C
- Conceptual design, drawings, sketches, or photos (where these will be outsourced or bought off the shelf), description and specifications of proposed auxiliary equipment for the VSK to complete the VSK plant – including:
 - (a) 5 steel mantis grating platforms around the VSK with staircases
 - b) charging skip conveyor/bucket elevator
 - (c) kiln discharge mechanism/ equipment as per CSIR design concepts; and
 - (d) temperature measuring thermocouple junctions and aperture adjustable vent valves at every vent hole on the VSK column plus a data logger and a temperature read-out console/system to be mounted in the VSK control room

NB. In support of the above items (a) to (d), tenderers should provide the following:

- 1. Loading Mechanism Designs
- 2. Discharge and Handling Mechanism Designs
- 3. Specifications for the Temperature Data Acquisition Module
- 4. Maintenance Plan
- 5. Designs of Civil Works for foundation structures specified by the professional engineer
- 6. List /Specifications (and drawings) of auxiliary sources
- 7. Lightning Protection Plan

- Cost of proposed auxiliary structures for the VSK to complete the VSK plant
 including:
- (a) 5 steel mantis grating platforms around the VSK with staircases
- (b) charging skip conveyor/bucket elevator
- (c) kiln discharge mechanism/equipment as per CSIR design concepts; and
- (d) temperature measuring thermocouple junctions and aperture adjustable vent valves at every vent hole on the VSK column plus a data logger and a temperature read-out console/system to be mounted in the VSK control room

NB. In support of the above items (a) to (d), tenderers should provide the following:

- 1. Costed Bill of quantities for the VSK and proposed auxiliary equipment
- 2. Cost of Civil Works for foundation structures specified by the professional engineer
- Indication of percentage cost/Rand value proportion of local materials content
- Company profile highlighting evidence of having successfully done similar and/or related work or project(s)
- Project plan with proposed timelines, milestones and payment due dates or schedule
- The cost breakdown for the project proposal including transportation of plant and equipment to the CSIR site, rigging, installation and commissioning of the VSK plant
- Any exclusions and all guarantees and/or warranties
- B-BBEE status certificate if available

5 FUNCTIONAL EVALUATION CRITERIA

- 5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:
 - Types and specifications of proposed VSK refractories and insulation linings for a VSK peak temperature of 1200°C and VSK outside steel shell temperature of 30°C (15%)
 - Conceptual design, drawings, sketches, or photos (where these will be outsourced or bought off the shelf), description and specifications of the proposed auxiliary structures and equipment for the VSK to complete the VSK plant including:
 - (a) 5 steel mantis grating platforms around the VSK with staircases
 - (b) charging skip conveyor/bucket elevator
 - (c) kiln discharge mechanism/ equipment as per CSIR design concepts and

(d) temperature measuring thermocouple junctions and aperture adjustable vent valves at every vent hole on the VSK column plus a data logger and a temperature read-out console/system to be mounted in the VSK control room

NB. indications of safety features, user-friendliness, running and maintenance costs should be given/included for items (a) to (d) (40%)

- Evidence of having successfully done similar and/or related work or project(s) (10%)
- Project plan with proposed timelines, milestones and payment due dates or schedule (10%)
- Percentage of local materials content cost/Rand value proportion (25%)
- 5.2 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.
- 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 to incorrect location e-mail address.
- Failure to submit a signed declaration form and
- 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:

- 7.1 be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- 7.2 No order will be issued or no contract will be signed without a valid CSD number.
 - Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; or
 - Valid sworn affidavits made on dti designed templates; or

- dti issued sworn affidavit; or
- CIPC issued B-BBEE certificate.

SECTION B - TERMS AND CONDITIONS

8 PROPOSAL SUBMISSION

The CSIR requires that all tender submissions be submitted electronically. Should tender file size exceed 25 MB, bidders can submit tender in multiple emails. Use the tender number 3488/12/11/2021 and description of the tender as the subject on your email.

All proposals must be submitted at: tender@csir.co.za.

All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.

Proposals must consist of three parts, each of which is submitted in a separate e-mail clearly marked with the RFP Number **3488/12/11/2021** and the description of the tender:

- PART 1: General Terms, Conditions and Documentation: RFP No. 3488/12/11/2021
- PART 2: Technical Proposals RFP No. 3488/12/11/2021
- PART 3: Pricing Proposals: RFP No. 3488/12/11/2021

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

9 TENDER PROGRAMME

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

• Issue of tender documents: Thursday, 28 October 2021

Closing / submission Date: Friday, 12 November 2021

10 DEADLINE FOR SUBMISSION

Proposals shall be submitted at <u>tender@csir.co.za</u> no later than the closing date of *Friday, 12*November 2021 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.

11 AWARDING OF TENDERS

11.1 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.

12 EVALUATION PROCESS

12.1 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, local production and content where applicable
- 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.

12.2 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.

Bidders are encouraged to 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.

13 PRICING PROPOSAL

- 13.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 13.2 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.
- 13.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 13.4 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.

13.5 Payment will be according to the CSIR Payment Terms and Conditions.

14 VALIDITY PERIOD OF PROPOSAL

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

15 APPOINTMENT OF SERVICE PROVIDER

- 15.1 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.
- 15.2 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.
- 15.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

16 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with "RFP No 3488/12/11/2021 - The provision of or supply, installation and commissioning of a custom-made CSIR designed 30 ton per day vertical shaft kiln (VSK) plant at the CSIR Ekandustria Green Cements Piloting Test Site" as the subject.

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

17 MEDIUM OF COMMUNICATION

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

18 COST OF PROPOSAL

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.

19 CORRECTNESS OF RESPONSES

- 19.1 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.
- 19.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

20 VERIFICATION OF DOCUMENTS

- 20.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 20.2 The CSIR requires that all bidders to submit proposals electronically to CSIR at tender@csir.co.za.
- 20.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

21 SUB-CONTRACTING

- 21.1 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.
- 21.2 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.

22 LOCAL CONTENT

- 22.1 In the case your proposal include products, items and/or services in a designated sector, such items must meet the Department of Trade & Industry stipulated minimum threshold of locally produced goods, services or works or locally manufactured goods. Only locally manufactured goods will be considered.
- 22.2 The guidelines and declarations should be used by tenderers when preparing this tender.
- 22.3 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR.
- 22.4 If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the 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-imbursements, 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.

28 DECLARATION BY TENDERER

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

RFP No: 3488/12/11/2021

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. 3488/12/11/2021 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)	
	WITNESSES
CAPACITY	,
CIONATURE	1
SIGNATURE	2
NAME OF FIRM	2
	DATE:
DATE	

Evaluation Criteria and their Percentage Weights

Criterion1: Types and specifications of proposed VSK refractory and insulation linings (Total Weight = 15%)

- 1. Chemical or mineralogical test report with acceptable analysis for insulation material (5%)
- 2. Refractory technical performance report with acceptable refractory performance results (7.5%)
- 3. Insulation technical performance report with acceptable insulation performance results (2.5%)
- Criterion 2: Conceptual design, drawings, sketches, or photos (where these will be outsourced or bought off the shelf), description and specifications of the proposed auxiliary structures and equipment for the VSK to complete the VSK plant including:
 - (a) 5 steel mantis grating platforms around the VSK with staircases.
 - (b) charging skip conveyor/bucket elevator.
 - (c) kiln discharge mechanism/ equipment as per CSIR design concepts; and
 - (d) temperature measuring thermocouple junctions and aperture adjustable vent valves at every vent hole on the VSK column plus a data logger and a temperature read-out console/system to be mounted in the VSK control room

NB. Indications of safety features, user-friendliness, running and maintenance costs should be given/included for items (a) to (d) (40%)

- 1. Clarity and validity of explanation of conceptual design **(10%)** total 2.5% for each of (a) to (d)
- 2. Detail and clarity of drawings of proposed auxiliary structures (10%) total 2.5% for each of (a) to (d)
- 3. Safety and user-friendliness of proposed auxiliary structures (4%)- total 1% for each of (a) to (d)
- 4. Running and Maintenance cost indications (4%) total 1% for each of (a) to (d)
- 5. Conformance to cited existing standard for proposed auxiliary structures **(4%)-** total 1% for each of (a) to (d)
- 6. Improvement to cited existing standard for proposed auxiliary structures (8 %) total 2% for each of (a) to (d)

 Criterion 3: Acceptable evidence of having successfully done similar and/or related work or project(s) (Total Weight = 10%)

>2 pieces of evidence 10% 2 pieces of evidence 5% 1 piece of evidence 2% No evidence 0%

NB. Acceptable evidence may include testimonials

- Criterion 4: Project plan with proposed timelines, milestones and payment due dates or schedule (Total Weight = 10%)
 - Project Plan/Gantt Chart showing timelines, milestones, and payment due dates 2%;
 No Project Plan 0%
 - Proposed delivery time: 4-6months 8%;
 - 7-8 months 5%;
 - 9-12 months 3%;
 - > 12 months 0%

Criterion 5: Percentage of local materials content cost/Rand value (Total Weight = 25%)

- 1. Exhaustive and valid list of locally sourced materials and cost indications (20%)
- >80% local content by value 20%
- 70 79% local content by value 15%
- 60 -69% local content by value 10%
- 50-59% local content by value 5%
- <50% local content by value 0%
- 2. Exhaustive and valid list of imported materials and cost indications (5%) No list 0%

30 ANNEXURES FOR LOCAL CONTENT

- 30.1 The guidelines and declarations that should be used by tenderers when preparing a tender are available on the dti webiste. Guidance on the calculation of local content and manufacturing can be assessed on the dti's official website http://www.thedti.gov.za/industrial_development/ip.jsp
- 30.1.1 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR.
- 30.2 The rates of exchange quoted by the bidder will be verified for accuracy.
 - 30.3 The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) AT 12:00 on the date of advertisement of bid.
 - 30.4 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- 30.5 Bidders must clearly indicate in their bids, the quantities of products to be supplied, and the level of local content for each product.
- 30.6 Applicable local production and content minimum thresholds for this tender are as per the table below:

31 LOCAL PRODUCTION AND CONTENT

To stimulate local industries, the revised Preferential Procurement Policy Framework Act Regulations, empower the Department of Trade and Industry (the dti) to designate industries, sectors and sub-sectors for local production at specified levels of local content.

Designated industries/sector/sub-sectors related to this RFP

Steel Products and Components for Construction	
Steel Value-added Products	
- Fabricated Structural Steel	100%
- Joining/Connecting Components	
- Frames	
- Roof and Cladding	
- Fasteners	
- Wire Products	
 Ducting and Structural Pipework 	
- Gutters, downpipes & lauders	
Steel Value-added Products	
- Plates	100%
- Sheets	
 Galvanised and colour coated coils 	
- Wire Rod and Drawn Wire	
- Sections	
- Reinforcing bars	