

## **Request for Proposals (RFP)**

### **The provision of services for the coordination of the NEPAD SANBio FEMBioBiz Programme**

**RFP No. 3174/02/02/2018**

Date of Issue	Thursday, 18 January 2018	
Closing Date	Friday, 02 February 2018	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
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.

The CSIR hosts the Southern Africa Network for Biosciences (SANBio), a NEPAD Agency Flagship for collaborative research, development and an innovation platform aimed at addressing Southern Africa's challenges in health and nutrition. It is one of the five Networks under the Consolidated Plan of Action for Science and Technology (African Biosciences Initiative) and was officially launched in August 2005. SANBio was reconfigured in response to the 4 Pillars and 6 Priority Areas of the Science, Technology and Innovation Strategy for Africa (STISA-2024 - a 10-year strategy which is part of the long-term African Union Agenda 2063).

In line with STISA-2024, the SANBio Flagship and its supporting programmes are implemented on a regional multi-country basis outlined in the SANBio Business Plan. The Network is comprised of 13 of the Southern Africa Development Community (SADC) Member States and operates on a Regional Hub (The CSIR in South Africa) and Country Nodes model. The current SANBio Member States are Angola, Botswana, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Lesotho, South Africa, Seychelles, Swaziland, Zambia and Zimbabwe. BioFISA is a Finnish-Southern African Partnership Programme meant to strengthen the NEPAD SANBio Network. The second phase of the Programme started in April 2015 and will be implemented until February 2019. Funding under BioFISA II is aimed to support and strengthen biosciences research and development as well as human capacity development in the Southern African Development Community (SADC) through the existing NEPAD SANBio Network.

## 2 BACKGROUND

In an effort to promote the opportunities for women in the bioscience sector and to support women entrepreneurs to create a peer network, the NEPAD SANBio/ BioFISA II Programme will host the FemBioBiz Women Bio Entrepreneur Competition Season 2 through a three phased approach in SANBio Member states in 2018 with a decentralised approach to ensure sustainability within countries participating in the programme.

This tender seeks to acquire the services of a regional country coordinator who can assist in the overall regional coordination of the activities of the FemBioBiz Programme and assist local partners to develop a country level ecosystem to support women bio-entrepreneurs.

## 3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the coordination of the NEPAD SANBio FEMBioBiz Programme.

### a) FemBioBiz Programme#2 Approach

A three phased approach is planned and the Regional Coordinator will ensure that the FemBioBiz Programme#2 is well coordinated with high quality training delivered and that this programme reaches all or most of the women bio entrepreneurs and female Bioscience students in SANBio member countries, viz. Angola, Botswana, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Zambia and Zimbabwe. Annex B provides the Phases of the FemBioBiz Programme#2.

### b) Key roles and responsibilities in execution of the FemBioBiz II Programme#2

In brief the programme will be carried out by the following **key implementers**:

- a. **Regional country coordinator** whose task is to liaise and support the country coordinators in developing the ecosystem and assist in finding potential sponsors for the subsequent delivery of future iterations of the programme in country, mentor and guide the trainers; responsible for delivery of the whole programme whilst working with country coordinators and local trainers; and responsible for the final reporting;
- b. The **country coordinator** who will conduct all the networking outreach, host the national training ensuring that all logistics will be carried out; market and outreach for sponsors. The country coordinator must have proof that they have been able to raise **at least R300 000** to

support winners and provide the linkages to local organisations who can support the entrepreneurs;

- c. **Local trainer in each country** who will be appointed by the country coordinator. The TOR for the local trainers will be developed by the regional coordinator with input from the BioFISA II Programme Unit and the country coordinator. The local trainer will report directly to the country coordinator;
- d. **BioFISA Programme Unit (BPU)** will work with the regional and country coordinators to define the selection criteria for the four categories of winners, provide oversight in terms of training material selection and course format; oversee the execution of the FemBioBiz II Programme and support the country coordinators and the regional coordinator. The BPU will provide the country coordinators support to effectively raise awareness, reach target audiences and help promote the competition with media partners and focus on promotion of the finalists in each country.

Please refer to Annex B for the roles and responsibilities for the various key implementers of Phase I and Phase II and elements of Phase III for the FemBioBiz Programme for each country.

A workshop with all selected country coordinators will be held before the advertisement and commencement of the participant recruitment exercise. This is to ensure that the country coordinators can meet the regional coordinator and BPU to gain more information; have more knowledge and be encouraged to access a far wider network for their marketing and advertising efforts; provide their inputs into the plans or further sponsorship for the candidates and provide suggestions on how to further support the finalists in each country.

### **3.1 First Phase: In-country participants' selection, training and pitching competition**

The recruitment of suitable applicants for the FemBioBiz programme#2 will be conducted in March-April 2018. The first phase of the competition will be held in each of the 5-8 countries between April and May 2018. In this first phase, it is expected that the consultant will work with each country coordinator to map out the local ecosystem to support the women bio entrepreneurs, engage with the relevant stakeholders who can provide different types of support to the women, e.g. funding, services, etc. These may include government, private sector players, banks, philanthropists, public sector funding, enterprise development programs and incubators. Once the list of the most influential and interested parties has been drawn, it is expected that the regional coordinator assists

the country coordinators to facilitate a workshop with these stakeholders and come up with concrete actions that will be taken to support the women bio-entrepreneurs as well as help them raise funding for the in-country competition in the next phase.

Phase I will also mark the first leg of the programme where women bio-entrepreneurs as well as female student bio-scientists will be selected. The regional coordinator will be responsible for assisting the BioFISA Programme Unit (BPU) to define the criteria for selection of candidates during the recruitment phase. Once selected, the women and students will go through a 3-5 day training programme and at the end of this training between two to three top participants per category below will be selected from the target audience with specific areas in bioscience thematics of health and nutrition<sup>1</sup>:

- a. Female entrepreneurs who have developed or initiated innovations and inventions;
- b. Female entrepreneurs who are growth oriented;
- c. Female entrepreneurs who have early or mature innovations and have demonstrated social impact, these include grassroots innovators;
- d. Female postgraduate students (at MSc or PhD level) who have viable innovative and entrepreneurial projects or initiatives.

The regional coordinator will be responsible for drafting the training guidelines, templates, training content and coordinate the overall delivery of Phase I training in all countries. The regional coordinator will be responsible for defining the evaluation criteria across all four categories for the pitching competitions. All training and pitching competitions will be delivered by the locally appointed trainer and organised and facilitated by the country coordinator. The role of the regional coordinator will include the drafting of the ToR and selection of the local trainers and to ensure that the trainer is mentored and familiar with the training content and the training facilitation method. The regional coordinator will also standardise processes across all countries for easy monitoring and evaluation. At the end of Phase I each participating country should have selected between 8-12 quality candidates in a pitching competition to participate in Phase II training.

### **Second phase: In country two month training programme and pitching competition**

In the second phase the finalists from the first pitching competition in each country will obtain a more intensive training programme focusing on their business needs. This training/mentorship

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<sup>1</sup> Note that these categories may change during the meetings with the country coordinators.

programme will be delivered by a local trainer with the support of other experts or mentors in the relevant fields. Elements on business management such as strategy, human resources (HR) management, finance, marketing etc. should be covered and tailored for each business. The training should include a two 3 day face-to-face training sessions spaced between 3 to four weeks apart and (in-between the face-to-face sessions) online interaction with the participants to ensure they complete their tasks and assignments which enhance their business development. It is imperative that the participants be given tasks to complete between the first and the second training workshops during Phase II to demonstrate implementation of skills gained.

The local trainer/mentors may conduct on-site visits if needed to assess the needs on site and tailor make the mentorship provided. This phase should not exceed 2 months and the finalists will then go through to the final in-country pitching competition where the national finalists, preferably for each of the four categories will be selected to represent their countries in Phase III. It is planned that an overall winner will be selected per category per country and awarded a prize from the in-country coordinators/sponsors. The type of support will be discussed during Phase III and the appropriate contextualised plan for development will be discussed with each national finalist.

### **Third phase: Final regional competition and support for winners**

The regional coordinator will have to identify a regional event or events (contextualised for the four categories as indicated), and work with the country coordinators and local trainers to prepare the national finalists for the regional competition. They will also have to ensure that the national finalists are appropriately prepared for the regional competition.

The finalists from each country will be brought to a regional competition, held in one of the SADC member states where the final regional competition will be held. In addition, overall regional winners per category and across all countries (maximum 4) will win a prize to attend the SLUSH event in Finland supported by the BioFISA II Programme. Depending on sponsorships obtained throughout this competition, other prizes may also be given out to the women and may include cash prizes and/or appropriate business development, incubation or advisory services to take their business forward.

## **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in the consultants own format but must include the specific requirements requested in the proposal.

#### **4.1 Documents to be submitted**

The Consultant should submit the following documents:

- Curriculum Vitae of the lead consultant or team (max 2 cvs), highlighting the key experience relevant to this assignment;
- Letters of references with contact numbers of previous coordinating and fundraising activities and brief reports demonstrating tangible outcomes and results and list of clients and contactable references for past three years;
- A technical proposal: Consultant's draft implementation plan indicating how he/she will carry out the assignment with timelines and deliverables.
- A separate financial proposal for the Consultancy fee indicated as a fee rate per working day (in ZAR); and estimated amounts of consulting days for the consultant in line with the deliverables on the proposed workplan.

#### **4.2 Documents to be consulted**

The Consultant should familiarize him/herself with NEPAD SANBio/ BioFISA II Programme by accessing resources and information at

<http://www.nepadsanbio.org/press-room-media/documents/sanbio-business-plan-2013-2018>

#### **4.3 Scope and deliverables of the services**

The service provider must support the project teams to the following:

##### **Phase 1. In-country participants' selection**

The Regional Coordinator is expected to work closely with the BioFISA II Programme Unit (BPU).

The specific tasks of the Consultant are to:

1. Assist the country coordinators in rolling out of the programme in each country.
2. Assist BPU and country coordinators in developing the criteria for selection of the women entrepreneurs in all four categories and the terms and conditions of the competition that will be used in each country.
3. Assist the country coordinators in designing an application form (ensuring that all application forms are standardised for all the countries) and process including information on the size of the business, innovation, definition of the innovation, challenges and market information (if available). This form should also include plans

on what the entrepreneurs need to help in the selection criteria and in determining the key areas of intervention.

4. Assist the country coordinators in designing and implementing a participant recruitment campaign for the students and women bio-entrepreneurs in the 5-8 countries. This will be done with a marketing expert provided by the BPU.
5. Assist the country coordinator to draft a ToR for the local trainer who will conduct training.
6. Scope out the training content and develop the training schedule with BPU and Country coordinators input.
7. Once the trainer has been selected, assist the trainer in designing the training material. Note that some material is available from season#1 of the FemBioBiz competition.
8. Assist country coordinators to map out the local ecosystem to support the women bio-entrepreneurship and engage with them to raise further funding and to develop the local ecosystem.
9. Assist BPU and country coordinators in defining the selection criteria for selection of finalists at each stage of the competition.
10. Work with the marketing specialist and country coordinator to market the event in each participating country; and regionally and ensure there is a substantive media coverage on the event.
11. Help the country coordinator and local trainer in the development of plans for further support of the finalists in each category from Phase II pitching competition in each country.
12. Prepare participants' feedback survey, collect and analyse feedback and submit to the BPU.
13. Report to the BPU on the findings of the local ecosystem to support women and make recommendations on the interventions needed.

This first phase should result in the selection of between two to three finalists selected within each category per country, and between eight to twelve participants within each country that will participate in Phase II of the programme.

## **Phase 2: Two training workshops for the bootcamp participants and second pitching competition**

The specific tasks of the Consultant in this phase are to:

1. Work with the local coordinator and trainer to develop a two month training programme for the participants in each of the four categories, depending on the needs articulated in discussions with the qualifying participants. Where possible the programme must be tailored for each of the four categories, with the understanding that while some content may be generic across the four categories, each category of entrepreneur and especially the student participants may require additional entry level and fundamental entrepreneurial training.
2. Assist in the identification of mentors to help mentor the women in specific areas.
3. Oversee the facilitation of the training sessions held over 2 X 3 day sessions spaced 3-4 weeks apart.
4. Work hand in hand with the country coordinator and trainer to develop a feedback survey and ensure that the feedback surveys are standardised across all countries.
5. Together with the country coordinator and the marketing expert, design and implement the final pitching competition in-country and ensure maximum media coverage for the participants.
6. Work hand in hand with the country coordinators to analyse training results, including participant progress on tasks and assignments in relation to their business model improvement and provide a brief report on this to the BPU.

### **Phase 3. Final regional competition**

1. Identify suitable regional event/s for which all national finalists can participate in the final pitching competition. Liaise with the hosts of regional competition in facilitating the participation of the national finalists in the regional competition.<sup>2</sup>
2. Support the winners from each country to obtain pitch training. If needed, an external consultant may be hired for this and the coordinator oversees this process.
3. Assist the BPU, country coordinators and other funders in defining the selection criteria for the winners of the final regional competition.

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<sup>2</sup> There may be the option of having a dedicated regional event for the FemBioBiz Regional Competition linked to another regional event. Then the regional coordinator would be expected to organise this in collaboration with the BPU. Proposers have the option to propose the appropriate regional events which could link to the thematic areas for the entrepreneurs.

4. Assist the country coordinator to coordinate a final stakeholder meeting to deliver the results of the programme in each country with support from local coordinators.
5. Provide the country coordinators with key recommendations ways to enhance the local ecosystem and the type of support that should be provided to women.
6. Deliver a final report detailing delivery all three phases of the FemBioBiz Programme#2 to the BPU.

#### **4.4 Consultancy days**

The assignment is short-term based for the duration of February to September 2018. The consultant should propose the estimated total number of work days. The consultant has the option to visit the BioFISA II Programme offices at the CSIR in South Africa during the planning phase and travel during the engagement with country coordinators and trainers in each of the participating countries during in Phase I or Phase II. An estimate of travel costs should be provided in the financial proposal, in order for the CSIR to estimate costs of travel.

A service level agreement will be signed with the service provider before the commencement of the assignment. Key timelines include:

- a) The preparations for the recruitment of the regional coordinator, country coordinators, marketing and advertising specialist and local trainers will take place from January to February 2018.
- b) Announcement of the call for applicants and the selection of applicants is expected to take place from February –March 2018.
- c) The phase 1 training workshops and competition will take place between April-May 2018.
- d) The in-country boot camp training workshops and pitching competitions will take place from June –July 2018.
- e) Phase 3 competition is expected to take place between August-September 2018.

The number of working days will depend on the scope and the implementation plan the consultant has provided during the submission of this proposal. A tentative work plan is indicated in Table 1:

**Table 1: Deliverable and schedule for assignment**

<b>Deliverable</b>	<b>Work Days</b>	<b>Commencement Date</b>	<b>End Date</b>
Pre-engagement			
1.1 Implementation plan and initial draft of the three phase assignment from February to September 2018		February 2018	February 2018
1.2 Pre-engagement workshop with country coordinators		February 2018	February 2018
Phase I			
2.1 Develop a standardised TOR template for the local coordinator and assist country coordinator select the local trainer		February 2018	Early March 2018
2.2 Develop selection criteria for applicants for all four categories and electronic application template for applicants		February 2018	Early March 2018
2.3 Implementation plan and timeline for country competitions after discussions with country coordinators		February 2018	Early March 2018
2.4 Assist country coordinators and marketing specialist for identifying avenues to target potential applicants, using print and social media and existing networks. Oversee launch of application process.		February 2018	Early March 2018
2.5 Develop action plan with tools for mapping of the local ecosystem with country coordinator input and agenda for stakeholder workshop.		March 2018	March 2018
2.6 Provide oversight for development of training programme for Phase I focusing on entrepreneurial skills development and pitching competition for selection of participants for Phase II training,		March 2018	March 2018
2.7 Draft guidelines for Pitching competitions, draft selection criteria for final selection of applicants for all four categories and guidelines for evaluation panel.		March 2018	March 2018
2.8 Assist in development of map of the local ecosystem with country coordinator input, host stakeholder workshops and draft action plans from the stakeholders workshops, engage with them to raise funding to develop local ecosystem and FemBioBiz season 3		April 2018	May 2018
2.9 Consultation with local trainers and delivery of Phase I content with workshop material, facilitation guides, presentation slides,		March 2018	April 2018

<b>Deliverable</b>	<b>Work Days</b>	<b>Commencement Date</b>	<b>End Date</b>
evaluation templates with country coordinator and local trainer input.			
2.10 Oversee delivery of Phase I training in all countries and liaise with country coordinators and local trainers		April 2018	May 2018
2.11 Compilation of consolidated final report for Phase I training and pitching competitions and selection of participants for Phase II		June 2018	June 2018
Phase II			
3.1 Prepare training programme for the Phase II workshop sessions including the list of mentors to support the women, and assignment tasks for the participants between training sessions		April	May 2018
3.2 Assist country coordinator and local trainers to develop training material and feedback survey template that should be standardised across all countries		April 2018	May 2018
3.3 Oversee execution of the two month training programme (2 x 3 days workshops) conducted by country coordinator and local trainers and second in country pitching competition to select the national finalists in each category		June 2018	July 2018
3.4 Assist country coordinators to complete concrete engagements with ecosystem players to support the national winners for further development of their businesses or projects (students)		July 2018	July 2018
3.5 Report on training results for Phase II and the finalists selected for Phase III and the proposed support identified for each category of finalist		July 2018	August 2018
Phase III			
4.1 Identification of suitable platforms for the regional competition for all national finalists in four categories from each participating country		May 2018	July 2018
4.2 Guide country coordinators and local trainers in the preparation of national finalists for pitching in the regional competitions and events		July 2018	August 2018
4.3 Assist with linkages, engagement and co-ordinate with the hosts of the regional events for participation of FemBioBiz participants		April 2018	August 2018
4.4 Finalise selection criteria for regional winners and the evaluation panel composition		July 2018	August 2018

<b>Deliverable</b>	<b>Work Days</b>	<b>Commencement Date</b>	<b>End Date</b>
4.5 Assist in delivery of the regional event for all national winners, assist with pitching templates and possible pre event workshop and final preparation workshop of all national winners		August 2018	September 2018
4.6 Ensure that signed implementation agreements between sponsors and the national finalist per category if incubation support is provided are completed		July 2018	August 2018
4.7 Final report to the BPU with ecosystem mapping in all countries, three phase execution and delivery in all participating countries, lessons learnt, future recommendations and potential partners for sponsorship of Season 3		September 2018	September 2018

#### **4.5 Requirements of the consultant**

##### **4.5.1 Minimum requirements for the Consultant:**

- Minimum bachelor's degree in project management, business or any relevant discipline (Brief CVs of key team members to be provided);
- Experience in training and supporting entrepreneurs (at least five relevant references during the last three years);
- Experience in fund raising (proof of at least two successful fund raising campaigns should be provided);
- Experience in facilitating ecosystem development, (proof of establishing linkages for at least four organisations and nurturing two networks).

##### **4.5.2 Additional attributes and experience required:**

- Excellent reporting and presentation skills (in English);
- Excellent multi-cultural skills;
- Ability to work within a tight time frame and meet deadlines;
- Excellent collaboration and networking skills;
- An existing regional network or linkages to regional organisations in SANBio member states would be an advantage.

## 5 FUNCTIONAL EVALUATION CRITERIA

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

No	Functionality criteria	Weighting (%)
1	Organisation Track Record	15
2	References of previous related assignments	15
3	Draft Implementation Plan of the three phase programme (Technical, operational, coordination and reporting)	30
4	Entrepreneurial training, support services and experience	15
5	Ecosystem engagement, establishing networks and linkages	15
6	Fundraising experience for clients	10
<b>Total</b>		<b>100</b>

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;
- If the lead consultant does not hold a Bachelors university degree in project management, business or any relevant discipline;
- Proposals submitted at incorrect location.

## 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;

- 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. (Applicable to South African suppliers only);
- provide a valid SARS Tax Clearance certificate form the relevant tax authority.

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address  
Council for Scientific and Industrial Research (CSIR)  
Meiring Naudé Road  
Brummeria  
Pretoria

Alternatively, proposals can be submitted electronically via email at [tender@csir.co.za](mailto:tender@csir.co.za).

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 18 January 2018
- Closing / submission Date: 02 February 2018
- Estimate appointment date of successful tenderer: 23 February 2018
- Estimated contract duration (in months/years) 9 months

### 10 SUBMISSION OF PROPOSALS

**10.1** All proposals are to be sealed. No open proposals will be accepted.

**10.2** All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: RFP No.: 3174/02/02/2018.

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No.: 3174/02/02/2018.

**10.3** Proposals submitted by companies must be signed by a person or persons duly authorised.

**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.

## **11 DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 02 February 2018** 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.

## 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](mailto:tender@csir.co.za) with ***“RFP No 3174/02/02/2018 –“The provision of services for the coordination of the NEPAD SANBio FEMBioBiz Programme ”*** 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** *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 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.
- 21.4** If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## 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 R1300 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: 3174/02/02/2018**

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..... 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: Scoring sheet

Submission	Score description	Weighting (%)
Item 1: Organisation Track Record	<b>Competency demonstrated in Training/ Coordination/ Operational/ Facilitation of multi-partner engagement</b>	
	0 = No competence demonstrated	15
	5= Completion of 1-2 relevant assignments	
	7 = Completion of 3-4 relevant assignments	
10 = Completed 5 or more relevant assignments		
Item 2: References of previous related assignments	<b>Signed written references have to be provided</b>	
	0 = No written References	15
	5 = 3 written References	
	7 = 4 written References	
10 = 5 or more written References		
Item 3: Draft Implementation Plan for 3 Phase Programme	<b>Comprehensive quality implementation plan for all three phases</b>	
	0 = No Implementation Plan	30
	5 = Plan is of poor quality, does not cover all aspects of training/coordination/operation and facilitation required.- Addresses only one phase of the programme	
	7 = Plan is of average quality, only address two out of the four aspects related to training/coordination/operation and facilitation required. Addresses only two phases of the programme.	
10 = Feasible plan with balance of practical, innovative approaches and quality training proposed for entrepreneurs. Addresses all three phases of the programme adequately.		
Item 4: Entrepreneurial training/support services and experience	<b>Provision of Training/Incubation/ advisory/commercialisation</b>	
	0 = No provision of services to support entrepreneurs	15
	5 = Has provided entrepreneurial services for 1 year	
	7 = Has provided entrepreneurial services for 2 years	
10 = Has provided entrepreneurial services for 3 or more years		
Item 5: Ecosystem engagement, establishing networks and linkages	0 = No ecosystem and networks or linkages established	15
	5 = Established 1 ecosystem engagement and 1 network in the past five years	
	7 = Established 3 ecosystem engagements and 2 networks in the past five years	
	10 = Established 5 ecosystem engagement and 3 networks in the past five years	
Item 6: Fundraising experience for clients	0= No fundraising experience	10
	5 =Raised funds for 1 client and amount raised	
	7 = Raised funds for 2 clients and amount raised	
	10 = Raised funds for 3 or more clients and amount raised	

## 29 ANNEXURE B: Phases of the FemBioBiz II Programme#2

### Pre engagement workshop with country coordinators

February 2018, Pretoria

### Phase I – Training and Pitching competitions:

Call for applicants open February 2018 -April 2018

Half day ecosystem workshop with stakeholders: April –May 2018

Day 1-3: Training (day 1-2) and pitching competition (day 3)

Training and  
pitch  
competition  
in country 1

Training and  
pitch  
competition  
in country 2



Training and  
pitch  
competition  
in country x

Regional Coordinator works together with the country coordinator in each country facilitate the training and the pitching competition. The training is provided by local trainer recruited by the country coordinator, but working with the regional coordinator to build capacity and share learning across the region. Selection of at least 3 finalists per category for Phase II.

### Phase II - In country training: Two month training programme for at least 12 participants.

Intensive business training programme for selected participants covering: e.g. Strategy HR, leadership skills, Finances, Marketing, Operations etc. Face-to-face sessions and individual meetings between the workshops. Pitching competition: Four finalists selected from each category.

Regional coordinator develops the concept of the programme, the country coordinator and local trainer provides support to the finalists.

### Phase III - Final pitching competition at regional event for national winners

Preparation of regional finalists for regional competition. Final selection of the regional winners (e.g. in conjunction with another high profile, and well supported event or opportunity). Stakeholder workshop to present ecosystem mapping findings. Follow on support for national finalists.

### 30 ANNEXURE C: Roles and Responsibilities for FemBioBiz Programme

[Abbreviations: CC-Country Coordinator; LT-Local Trainer, RC= Regional coordinator; BPU= BioFISA Programme Unit]

Activity	Description	CC	LT	R C	BPU
<b>Recruitment and evaluation CC EOIs and selection</b>	Advertisement and selection of Country Coordinators, contracting and management of reporting;				X
<b>Securing sponsorships in country</b>	Identify and seek sponsorships for the prizes and follow on support for the national winners at least R300 000 to be secured to participate in selection phase for country coordinator	X			
<b>Project team composition</b>	Identify members of the team in local country coordinator organisation with regional coordinator, share contact details and expected role/s	X		X	
<b>Country coordinator workshop</b>	Hosting of country coordinator half day workshops to brief country coordinators (one representative per organisation on the programme, roles and responsibilities, conducting of the training and running the programme and management of local trainer				X
<b>Budget preparation</b>	Identify expected costs and draw up a budget (template provided)	X			
<b>Project plan preparation for Phase I and Phase II</b>	Agree on timelines and deadline dates that need to be achieved to coordinate and deliver phase I and phase II training.	X		X	X
<b>Recruitment of local trainers</b>	Drafting of TOR for local trainers, advertisement and recruitment, interviews and selection	X		X	
<b>Advertisement, recruitment of participants in Phase I</b>	Advertise and screen applicants for Phase I in local competitions, Use social and print media, existing networks for female entrepreneurs, incubators, enterprise development programmes and outreach programmes, universities	X		X	X
<b>Marketing and media liaison</b>	Organise and draft announcements, prepare guidelines for engaging with media and final approval of media content, Assist country coordinators with media for call for applicants, phase I workshop and stakeholder engagement, help country coordinators to identify key print, broadcast and social media channels.	X		X	X
<b>Training programme content</b>	Prepare training content overview and share training material for Phase I and Phase II. Ensure that local trainers are familiar with the training content. Oversee execution and delivery.		X	X	
<b>Training programme execution for Phase I and Phase II (in country)</b>	Prepare training content material, format, delivery mode, training exercises and pitch training for Phase I and Phase II, Print training material and other digital resources, print pitching evaluation forms for training. Execute training and assist with delivery of pitching competitions. Provide mentorship for finalists from Phase I.	X	X	X	

Activity	Description	CC	LT	R C	BPU
<b>Logistics and delivery of training in Phase I and Phase II</b>	Organise all logistical arrangements and planning for the Phase I workshop –(3 days) and Phase II (2x 3 days) workshops, opening stakeholder workshop, closing stakeholder workshop, and the pitching competitions for Phase I and II. -Venue and Catering (breaks/ light lunches only) and AV and WiFi -Invites for stakeholder workshops -Confirmation letters for applicants -Programme and agenda to be sent via email in advance and printed for the events -Venue set up including workshop venue, training venue and registration table -Post workshop follow up	X		X	
<b>Stakeholder workshops (Phase I)</b>	Identify key stakeholders from entrepreneurial ecosystem, send invites and confirmations, draft agendas, invite key speakers and facilitators, record proceedings and next steps.	X		X	
<b>Evaluation panel selection</b>	Identify, screen and select evaluators (min 4.) from the ecosystem, provide briefing on the competition beforehand via email or in person, Ensure that the evaluators have wide experience in the different categories – need to include business person or entrepreneur, incubator representative, financier and/or sponsor representative, public sector representative if dealing with entrepreneurial support	X	X	X	
<b>Evaluation criteria for selection of finalists in four categories per country in Phase I and Phase II</b>	Define evaluation criteria and guide for evaluators, country coordinators and local trainers in assessment of pitches. Prepare and print evaluation forms and have ready on the day of training (use template provided). Ensure that quality candidates are selected in Phase I in line with guidelines from the regional coordinator and BPU.	X	X	X	X
<b>Selection of Finalists Phase I</b>	Provide input into selection process of finalists for next round for training in Phase II	X		X	
<b>Announcement of finalists &amp; winners</b>	Make an announcement in person, in media and on social media channels	X		X	X
<b>Phase II support and preparation of national finalists for Phase III</b>	Training executed in phase II for the selected participants during two workshops (3 days each) and preparation for the Phase II pitching and selection of national finalists (4)	X	X	X	
<b>Preparation of regional finalists for Phase III</b>	Identification of potential regional pitching competitions for national finalists (regional event).. Preparation of finalists for Phase III regional competitions as identified for the four categories. Coordination and linkage with partners for bespoke activities aligned to the four categories of finalists.	X	X	X	X
<b>Follow on support for national and regional winners</b>	Country Coordinators should provide sponsorship and other opportunities for the national and regional winners	X		X	
<b>Financial reporting</b>	Consolidate all the invoices within the guidelines of the programme (all invoices to be kept and consolidated).	X			
<b>Final country report</b>	Capture outcomes, lessons learnt of the training workshops, entrepreneurial support and ecosystem in a report.	X	X	X	
<b>Final programme report</b>	Consolidation of ecosystem mapping, full programme execution, follow on support and recommendations.			X	