

**REQUEST FOR QUOTATION**

**FOR**

**PROVISION OF INDEPENDENT TECHNICAL ASSESSEMENT**



**Issue Date:** 5 July 2018

**Response Deadline:** 12 July 2018

**Contract Period:** 2 Months

**Provision of independent technical opinion for a TIA funded project**

## **1. Introduction and Background**

The Technology Innovation Agency (TIA) is a schedule 3A public entity of the Department of Science and Technology that was established for the purposes of enabling and supporting technological innovations across all sectors of the economy to deliver socio-economic benefits for South Africa and enhance its global competitiveness.

These goals are achieved by supporting the development and commercialisation of research outputs from higher education institutions, science councils, public entities, private research institutions and enterprises and bringing them to market. The goal of TIA is to use South Africa's science and technology base to develop new industries, create sustainable jobs and help diversify the economy.

An entity was previously funded by TIA for the development of a unique portfolio of biopesticides and formulation technologies as part of an integrated pest management regime. The project was recommended by the Agriculture STA as it has a significant fit in the plant health & nutrition thematic area – for addressing key production and pest management challenges in the crop sector. Further alignment to the TIA mandate of de-risking technological innovations with the aim of commercialisation and deployment in agricultural industry challenges. This project is further aligned to the Bio-economy strategy for the contribution to the number of biology- and knowledge-based research outcomes for addressing agricultural industry challenge.

## **2. Discussion**

The project was initially funded for advancing the technological development and validation of a portfolio of effective biopesticides prototypes and associated formulations - Phase I.

The entity will be requiring further funding to enable the demonstration of efficacy of the developed prototype biopesticides in an operational environment for registration with the relevant regulatory body (DAFF Act 36 of 1947 i.e. Fertilisers, Feeds, Agric & Stock Remedies Act) - Phase II.

For further funding, Agriculture STA unit requires a technical valuation report produced by an independent technical consultant to be employed. In the absence of an independent technical evaluation report by an independent technical consultant, the Agriculture STA will not be adequately enabled to add further objective view to the project progress made by the entity

for further funding consideration. TIA will make use of the published South African Council for Natural Scientific Professions (SACNASP) consultation fee rates .

### **Scope of work**

The Independent technical expertise is required to provide the following:

- Use technical insight in order to objectively assess, independently verify and value the technical deliverables/milestones of the project aligned to the contracted project execution plan.
- Generate an independent report for TIA clearly outlining if all technical deliverables have been satisfactorily met.

### **3. The project deliverables**

The specific deliverable for this project is the generation of an independent report to TIA, providing an independent and technically sound evaluation of the following;

- Evaluation of unformulated biopesticide strain characterisation with respect to larvicidal activity
- Evaluation of biopesticide strain compatibility with respect to production processes
- Evaluation of scalability of streamlined production processes
- Evaluation of integrated synergistic biopesticides in compatible formulations
- Evaluation of prototype biopesticides in controlled environment
- Verification of compiled statistically relevant data from performance trial

### **4. Submission requirements**

The bidding entity/consultant is required to carry out the following undertakings;

- Submit a detailed proposal demonstrating methodology to be followed to undertake technical assessment
- Provide technical resume of consultant and/or accompanying team members
- Timelines of the technical assessment, discussion and submission of final report

### **5. Functional Requirements of the Proposal**

The service provider must provide the following information:

- Demonstration of technical capacity and capability to undertake assessment

- Demonstration of thorough knowledge of molecular biology and formulation technologies
- Prior experience in molecular biology, formulation technologies and process development

## 6. Evaluation criteria

Service Providers submitting a quote for this work will be evaluated according to the evaluation framework below, and according to the indicated criteria points system. Proposals will be evaluated using the 80/20 preference points.

### a. First Stage evaluation criteria

Table .1

| <b>Adjudication categories and criteria</b>   | <b>Weight</b> | <b>Score</b> |
|---|---------------|--------------|
| 1. Demonstrate relevant experience in technical advisory services related to project validation.<br>5 = Expert (actively involved for 10 years and longer); 4 = Highly knowledgeable (actively involved for 6 to 10 years); 3 = Knowledgeable (actively involved for 5 years); 2 = Fairly knowledgeable (actively involved for less than 5 years).                          | 0.3           |              |
| 2. Suitably qualified and or experienced in the areas of molecular biology, formulation development, bioreactor expertise<br>5 = Expert (actively involved for 10 years and longer); 4 = Highly knowledgeable (actively involved for 6 to 10 years); 3 = Knowledgeable (actively involved for 5 years); 2 = Fairly knowledgeable (actively involved for less than 5 years). | 0.4           |              |
| 3. Prior experience in project/programme technical assessments/valuations or providing technical or expert opinion in biosciences.<br>5 = Expert (10 years and over); 4 = Highly experienced (6 -10 years); 3 = Experienced (5 years); 2 = Fairly experienced (less than 5 years).  | 0.3           |              |
| <b>Total weighted score/ Maximum possible score</b>   | <b>1</b>      |              |
| <b>Minimum qualifying score (expressed in percentage)</b>   | <b>70%</b>    |              |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Service providers that meet the minimum qualifying score on the First Stage will progress to the second stage.

**b. Second stage evaluation in terms of 80/20**

Table 10.2

| Adjudication categories                   | Points     |
|---|------------|
| 1. Bid Price                              | 80         |
| 2. Points awarded for B-BBEE Status Level | 20         |
| <b>Total points</b>                       | <b>100</b> |

TIA reserves the right not to consider a service provider where conflict of interest is perceived in respect to the evaluation of the opportunity under consideration.

**7. Proprietary Information**

TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA as well as the client whose work with be evaluated technically. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives.

The Service Provider shall not use, disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

**8. Enquiries and Responses**

All enquiries regarding this specification and proposals shall be submitted to [nana.modiba@tia.org.za](mailto:nana.modiba@tia.org.za)

**Documents**

Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.

**9. Submission of RFQs**

The proposal should be submitted to [nana.modiba@tia.org.za](mailto:nana.modiba@tia.org.za) no later than **Thursday 12 July 2018 @ 14h00**.

## **10. Mandatory Requirements**

Please attach the following:

- Declaration of interest SBD 4 (Attached).
- Standard Bidding Document 6.1 (Attached)
- Proof that the service provider is registered on the Central Supplier Database.

**Non-inclusion of the above documents will lead to an automatic disqualification.**

## **General Terms and Conditions**

- The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

Kindly note that TIA is entitled to:

- Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP's before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- Verify any information contained in a proposal;
- Not appoint any bidder;
- Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- Disqualify proposals that contain an omission of disclosure of material information, that is factual inaccurate, and/or contains a misrepresentation of facts. This could also lead to the cancellation of any subsequent contracts;
- Not accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor 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 within 30 (thirty) days from the appointment date, TIA shall be entitled to appoint the contractor who was rated 2nd (second), and so on;

- Award this RFP as a whole or in part without furnishing reasons;
- Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability;
- The Bidder hereby offers to render all the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP document (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein);
- This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document; and
- The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

## 11. **Conclusion**

Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal. TIA's decision on proposals received shall be final and binding.

## 12. **Cautionary**

Prior to awarding the bid TIA will verify that the winning bidder is registered on the Central Supplier Database by requesting from them the following;

- An M number and
- A unique registration reference number [32 digits]

**Bidders are therefore urged to ensure that they have registered on the Central Supplier Database at National Treasury on [www.csd.gov.za](http://www.csd.gov.za).**

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number : .....

2.5 Tax Reference Number : .....

2.6 VAT Registration Number: .....



2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder YES / NO  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person  
connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain YES / NO  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO  
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies? YES/NO

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name Identity Number Personal Tax Reference Number State Employee  
Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED  
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN  
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD  
THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

## **SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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#### **1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

|  | POINTS     |
|--|------------|
| <b>PRICE</b>   |            |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                |            |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice



|                           |   |   |
|---------------------------|---|---|
| 8                         | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| Designated Group: An EME or QSE which is at last 51% owned by:    | EME<br>√ | QSE<br>√ |
|---|----------|----------|
| Black people  |          |          |
| Black people who are youth  |          |          |
| Black people who are women  |          |          |
| Black people with disabilities                                    |          |          |
| Black people living in rural or underdeveloped areas or townships |          |          |
| Cooperative owned by black people                                 |          |          |
| Black people who are military veterans                            |          |          |
| <b>OR</b>   |          |          |
| Any EME   |          |          |
| Any QSE   |          |          |

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of \_\_\_\_\_

company/firm:.....

8.2 VAT registration  
number:.....

8.3 Company registration  
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....  
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in  
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the  
company/firm, certify that the points claimed, based on the B-BBE status level of  
contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies  
the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as  
indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown  
in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary  
proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a  
fraudulent basis or any of the conditions of contract have not been fulfilled, the  
purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;



- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....