



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

### **The Provision of Corporate Photography Services to the CSIR**

**RFP No. 831/18/05/2018**

Date of Issue	Friday, 04 May 2018	
Closing Date	Friday, 18 May 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, the 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**

CSIR Marketing and Communication handles all the communication-related material produced by the institution, including brochures, publications, online content and multimedia elements. Photography is an integral component of all of these communications tools. The CSIR's photography needs include photos of facilities, scientific equipment, scientists and other staff as well as events.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the provision of photographic services to the CSIR until 31 March 2019. The CSIR is looking to make use of the services of experienced photographers to capture high quality images for research projects, facilities, breakthroughs, technologies, inventions, events, and staff for various print and online publications. The CSIR will not appoint a single photographer, but wishes to work with at most three different service providers.

## **4 PROPOSAL SPECIFICATION**

The CSIR is looking to make use of the services of experienced photographers to handle the photography needs of CSIR Marketing and Communication. Interested parties need to stipulate and include information on:

- The hourly rate for services rendered (assume photography to take place at the CSIR main campus in Pretoria). This fee must include any travelling to the Pretoria site, any associated photo editing as well as any associated delivery fees.
- The delivery lead times, described in the number of working days after the day of the shoot; (note elimination criteria in 7). Delivery on memory stick, DVD or electronic upload.
- Editing capabilities.
- Details of the equipment used and the ability to adhere to the technical requirements which are outlined under (7) elimination criteria.
- Portfolio of photography, including business portraits, headshots, group photos, event or conference photos and technology or science photography. The portfolio should include references to photos that have been included in online or printed publications.
- Contactable references and years of experience.

## **5 PRE-QUALIFYING CRITERIA TO ADVANCE CERTAIN GROUPS**

Service Providers that meet one or more of the following pre-qualification criteria may respond;

5.1 A service provider having a level 1 or 2 B-BBEE status contributor;

5.2 A service provider that fails to meet the prequalifying criteria stipulated in paragraph 5.1 is not an acceptable tender.

## 6 FUNCTIONAL EVALUATION CRITERIA

#	Description	Weight (%)
1	<b>Visual appeal:</b> Striking, modern, visually appealing photography, including composition, choice of viewpoints, visual impact, originality.  <i>(based on a minimum of 10 and maximum of 15 sample photos supplied: pdf and hardcopy)</i>	40
2	<b>Technical criteria:</b> Adherence to technical requirements for good photography, including colour, contrast, lighting, focus/sharpness.  <i>(based on a minimum of 10 and maximum of 15 sample photos supplied: pdf and hardcopy)</i>	20
3	<b>Company Experience:</b> Number of years, the company has been rendering corporate photography services  <i>(Supplier to submit company profile)</i>	10
4	<b>References:</b> Service providers to submit reference letters that clearly stipulate level of service.  <i>A minimum of 5 reference letters must be submitted.</i>	30
	<b>Total</b>	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 70% 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.

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to meet the pre-qualifying criteria to advance certain groups. A B-BBEE certificate or sworn affidavit must be submitted.

- Any conditions stipulating delivery later than four working days from date of shoot, service providers must submit on a covering letter their commitment to deliver not later than 4 working days from date of shoot;
- Inability to commit to the following technical requirements relating to the quality of equipment used and the associated output. Service providers must submit on a covering letter such commitment:
  - Pictures must be captured in raw and processed to jpg
  - High-resolution images should be at least 20 megapixels
  - Use of a full-frame camera
  - Use of professional photographic and lighting equipment
  - Use of professional editing suites

## **8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 9 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

### 10 TENDER PROGRAMME

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

- Issue of tender documents: Friday, 04 May 2018
- Closing / submission Date: Friday, 18 May 2018
- Estimated contract duration (in months/years): approximately 9 months

### 11 SUBMISSION OF PROPOSALS

11.1 All proposals are to be sealed. No open proposals will be accepted.

11.2 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/ Functional Proposal: 831/18/05/2018

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 831/18/05/2018

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

11.4 The CSIR will use the shortlisted suppliers on an “as and when required basis)

## 12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 18 May 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.

## 13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

## 14 EVALUATION PROCESS

### 14.1 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 utilisation of the shortlisted suppliers on an "as and when required basis". 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.

### 14.2 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.



## 15 PRICING PROPOSAL

- 15.1 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.
- 15.2 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.
- 15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4 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.*

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

## 16 VALIDITY PERIOD OF PROPOSAL

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

## 17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 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.
- 17.2 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.
- 17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## 18 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. 831/18/05/2018** - The Provision of Corporate Photography Services to the CSIR”

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.

## 19 MEDIUM OF COMMUNICATION

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

## 20 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.

## 21 CORRECTNESS OF RESPONSES

- 21.1 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.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 22 VERIFICATION OF DOCUMENTS

- 22.1 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.
- 22.2 **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.
- 22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 22.4 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.

## 23 SUB-CONTRACTING

- 23.1 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.
- 23.2 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.

## **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 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 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

25.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

25.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

25.3 Prescribed by the body - regulating the profession of the consultant.

## **26 ADDITIONAL TERMS AND CONDITIONS**

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

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

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

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

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

## **27 CSIR RESERVES THE RIGHT TO**

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.5 Award this RFP as a whole or in part;
- 27.6 Cancel or withdraw this RFP as a whole or in part.

## **28 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: 831/18/05/2018**

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. 831/18/05/2018** 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: .....

## 29 ANNEXURE A

Criteria description	Weight	0	7	10
<b>Visual appeal:</b> Striking, modern, visually appealing photography , including composition, choice of viewpoints, visual impact, originality  <b>(Based on a minimum of 10 and maximum of 15 photo samples submitted)</b>	40	Photography display shortcomings: Photos are bland, with very little visual appeal and impact, no originality and poor composition. It has very limited impact. Photographic style is dated and creativity is lacking. Photographs are not visually striking.	Photography is of acceptable standard in professional publications. It is visually appealing and shows good composition, although not of award-winning quality.	Photography is very striking and modern with interesting viewpoints. It is original and has high visual impact. The photography is best in class and will do justice to the CSIR's award-winning publications.
<b>Technical criteria:</b> Adherence to technical requirements for good photography, including colour, contrast, lighting, focus/sharpness  <b>(Based on a minimum of 10 and maximum of 15 photo samples submitted)</b>	20	Photos do not adhere to technical requirements for good photography, including poor lighting, poor contrast, and insufficient sharpness.	Photos adhere to technical requirements for good photography, including good lighting and contrast, and are sufficiently sharp and in focus.	All technical aspects of photos are good, including lighting and contrast, colour use, and focus.
<b>Company Experience:</b> Number of years, the company has been rendering corporate photography services  <b>(Supplier to submit company profile)</b>	10	Less than five years rendering corporate photography services	5 to 7 years rendering corporate photography services	More than seven years rendering corporate photography services
<b>References:</b> Service providers to submit reference letters that clearly stipulate level of service and frequency of photographer engage  <b>(A minimum of 5 reference letters must be submitted)</b>	30	Client references show shortcomings such as suitability of experience in terms of subject matter.	Client references testifies of sound work and experience in corporate photography and/or sufficient suitability of experience in terms of subject matter.	References show excellent depth of experience in corporate photography and/or excellent suitability of experience in terms of subject matter.
<b>Total weight</b>	<b>100</b>			

### 30 ANNEXURE B RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
<b>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</b>		
Description	Included	
	Yes	No
Valid B-BBEE Certificate or Sworn Affidavit – <b>Only BEE Level 1 and 2 suppliers may respond to this request</b>		
Covering letter stipulating: <ul style="list-style-type: none"> <li>- Commitment to deliver not later than 4 working days from date of shoot.</li> <li>- Commitment to the following technical requirements relating to the quality of equipment used and the associated output.               <ul style="list-style-type: none"> <li>o Pictures must be captured in raw and processed to jpg</li> <li>o High-resolution images should be at least 20 megapixels</li> <li>o Use of a full-frame camera</li> <li>o Use of professional photographic and lighting equipment</li> <li>o Use of professional editing suites</li> </ul> </li> </ul>		
Sample of photos – <b>minimum of 10 and maximum of 15 photo samples submitted</b>		
<b>Company Experience – (Company Profile)</b> <ul style="list-style-type: none"> <li>- Number of years, the company has been rendering corporate photography services</li> </ul> <p style="text-align: center;"><b>(Supplier to submit company profile)</b></p>		
<b>References – (Client reference letters)</b> <p>Service providers to submit reference letters that clearly stipulate level of service and frequency of photographer engage</p> <p><b>A minimum of 5 reference letters must be submitted.</b></p>		



<b>PART B: PRICING PROPOSAL</b>		
<b><i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i></b>		
Pricing Proposal (Rate per hour)		
Completed SBD1 Form		

**31 ANNEXURE B – SBD 1 Form (The form must be completed and submitted with the pricing proposal)**