



REQUEST FOR PROPOSAL

Reference number:

RFP4293/22/05/2023/FS

Closing Date and Time:

27 JUNE 2023 @12H00

Subject:

**THE SOUTH AFRICAN INTERNATIONAL MARITIME
INSTITUTE (SAIMI)**

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT

**AN ANALYSIS OF AQUACULTURE INFRASTRUCTURE AVAILABLE FOR
TRAINING AND SKILLS DEVELOPMENT IN UNIVERSITIES AND TVET
COLLEGES**

Supplier Name:

Compulsory Briefing Session: Zoom on the 12 June 2023 @11h00

Meeting ID: 353 748 3115

Password: 580321

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INITIALS:

1. BACKGROUND

1.1 OVERVIEW

The South African International Maritime Institute (SAIMI) requires the services of a registered Service Provider (s) to UNDERTAKE AN ANALYSIS OF THE AQUACULTURE INFRASTRUCTURE AVAILABLE FOR TRAINING AND SKILLS DEVELOPMENT IN UNIVERSITIES AND TVET.

1.2 Brief Background

- 1.2.1 The South African International Maritime Institute (SAIMI) in collaboration with the Department of Forestry, Fisheries and Environment (DFFE) and other relevant institutions part of the Aquaculture Skills Expert Group (ASEG) aims to address the current and future skills requirements in the aquaculture sector by conducting an in-depth analysis of aquaculture research infrastructure available at research institutions (universities, TVET colleges and research bodies) for purposes of skills development and training. The analysis will serve to provide insights on the status of existing infrastructure available for training and research and identify gaps that exist on a national basis both in terms of existing infrastructure as well as state of the infrastructure. This information will go a long way to help inform and guide training, capacity development and training in terms of aquaculture going forward and looks to maximise existing resources where possible.
- 1.2.2 The growth of the Aquaculture sector relies heavily on research and development as it is largely seen as a technology driven sector. Research and technology development is required to diversify the market through new species technology development, improving competitiveness of the existing sector, ensuring environmental and economic sustainability, food safety and other key focus areas.
- 1.2.3 In general, training and research in aquaculture requires specific infrastructure such as tanks, tunnels, dams, equipment, laboratories, etc. To assess availability of existing functioning and non-functioning infrastructure, a detailed audit is required.
- 1.2.4 In 2016, the then Department of Agriculture, Forestry and Fisheries (DAFF) audited eleven (11) agricultural colleges to gain insights into the manner of training taking place at the colleges. It was found that three (3) of the eleven that were subject to the audit had the minimum basic infrastructure or facilities that can support formal Aquaculture qualifications. The then DAFF, further recommended that a more in-depth audit be conducted to provide more insight.

1.3 Project Aims and Objectives to:

- a) Establish a baseline database of available/existing Aquaculture training and research infrastructure
- b) Establish and status of existing infrastructure and any needs for refurbishment or servicing
- c) Identify gaps in existing infrastructure on a national basis
- d) Identify opportunities for research entities and institutions to share Aquaculture research and training facilities.

2. SCOPE OF WORK (REQUIRED PROPOSAL)

2.1 The appointed service provider must deliver the following:

- 2.1.2 **Metadata analysis:** The service provider must conduct a baseline desktop analysis (literature review and telephonic engagement) to identify research institutions that have existing aquaculture research and training facilities and determine the status of the facilities and what they are used for.
- 2.1.3 **Verify and establish the state of aquaculture facilities:** The service provider must describe the type of aquaculture training/research facilities available at the relevant institutions (labs, tanks, fresh-water, marine, dams, etc) as well as the current level of use, state of repair and identify additional areas of upgrade and refurbishment required. This information needs to be sourced from physical site visits in collaboration with the AESG.
- 2.1.4 **Identify gaps and opportunities:** The service provider must identify where there are research institutions that lack the require facilities and where opportunities exist for collaboration and maximum utilisation of existing facilities. This analysis should include overlap of existing training and aquaculture research training provided at the relevant institutions and geographic distribution of such.

2.2 Standards of delivery

- a) A full report of the state of available/existing Aquaculture training and research facilities, the potential gaps and areas for further collaboration and use of existing facilities. Include map of existing Aquaculture research/training facilities on a national basis.
- b) Table describing the status of existing infrastructure and identifying areas that require repair and maintenance
- c) Overlap current and potential future Aquaculture training and research requirements with the existing infrastructure and identify gaps.

2.3 The appointed Service Provider:

- a) Must consult with relevant technical and research experts in relevant institutions of higher learning.
- b) The Service Provider must demonstrate expertise in terms of Aquaculture, Aquaculture Research, Aquaculture systems (practical) and training.
- c) Must include a record of achievements and portfolio of evidence relevant to previous aquaculture consulting work undertaken (Include reference letters).
- d) Must include within the proposal, relevant qualifications such as bachelor's or technical qualifications that includes Aquaculture systems.
- e) Must provide a brief outline of how the scope of work will be undertaken including a project plan and detailed time frame

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INITIALS:

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- c) Must include a record of achievements and portfolio of evidence relevant to previous Aquaculture consulting work undertaken (Include reference letters).
- d) Must include within the proposal, relevant qualifications such as bachelor's or technical qualifications that includes Aquaculture systems.
- e) Must provide a brief outline of how the scope of work will be undertaken including a project plan and detailed time frame

3. CONDITIONS

3.1 The Service Provider:

- a) Must Provide a Detailed Pricing Schedule.
- b) The Service Provider must quote set fees in South African Rand (inclusive of VAT).
- c) The Service Provider will be paid by SAIMI upon invoicing and acceptance of deliverables.

3.2 Proposals must be accompanied by:

- 3.2.1 Names and brief CVs of individuals which the Service Provider proposes to be involved with the assessment.
- 3.2.2 Brief (2 page) motivation explaining why the team/individuals are best suited to undertake the project.
- 3.2.3 Brief description of previous relevant work/projects undertaken with references.
- 3.2.4 Confirmation of availability in accordance to specified time frame.

3.3 The Curriculum Vitae of the staff who will be available for the duration of the work.

3.4 The evaluation of proposals will be carried out in two phases. The quotes will be assessed in terms of compliance with the scope of work (2.1) and the expertise (2.2) and then qualifying quote will be assessed in terms of price and BBBEE.

3.5 SAIMI reserves the right to invite short listed suppliers/companies to present their proposals for final decision.

3.6 Applicants must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration.

3.7 The successful service provider shall under no circumstances commence with the project work without first being issued, by the Department, and signing an appointment letter and an order number.

3.8 SAIMI will not be held responsible for any costs incurred by the applicant in the preparation and submission of the proposals.

INITIALS:

- 3.9 Please take note that the SAIMI is not bound to select any of the firms' submitting proposals. The SAIMI reserves the right not to award any of the proposals and not to award the contract to the lowest proposal price as well as to renegotiate the proposal price of the preferred applicant.
- 3.10 Travelling costs and time spent or incurred between home and office of consultants and the Department head office will not be for the account of the SAIMI.
- 3.11 Applicants are required to submit a project plan of action of all deliverables detailing the cost of the services. Prices quoted must be VAT inclusive.
- 3.12 The price must remain firm for the duration of the contract.
- 3.13 The successful applicant will be paid on a monthly basis upon submission of acceptable monthly deliverable reports and deliverables.

4. CONTACTABLE REFERENCES

NAME OF COMPANY	CONTACT PERSON	TELEPHONE NUMBER	APPROXIMATE ANNUAL VALUE OF BUSINESS	DURATION OF CONTRACT

5. STANDARD CONDITIONS OF TENDER

IMPORTANT NOTE:

SAIMI is currently housed within Nelson Mandela University (NMU), at the university's Ocean Sciences Campus in Summerstrand, Port Elizabeth.

Although a legal entity of NMU, operating within its policies and provided with technical support from the university, SAIMI has a national mandate and works with government at national and provincial levels, with the maritime industry and organised associations across the country, and with any and all education institutions from school level to TVET colleges to universities and universities of technology.

For this reason, SAIMI has its own corporate identity not linked to the university identity, its own web/email domain, and own social media presence. The intention is to preserve and strengthen this distinct identity.

INITIALS:

This procurement process will be run via the university procurement system and processes, with the final decision on appointment of service provider/s resting with SAIMI. The successful bidder/s will conclude an Agreement with the University, acting on behalf of SAIMI, and all payments will be processed by the university. However, the service provider/s relationship will be directly with, and managed by, SAIMI.

More information on SAIMI on our website www.saimi.co.za and/or our Facebook and LinkedIn profiles.

4.1 Questions

Please direct all questions regarding this RFP to:

CONTACT FOR ENQUIRIES	TELEPHONE	E-MAIL
Ms Fikiswa Sifanele Senior Buyer		Fikiswa.Sifanele@mandela.ac.za

4.2 Responses to RFP

- 4.2.1 Service Providers are requested to initial the bottom of each page in the space provided. Additional information can be attached to this Request for Proposal.
- 4.2.2 RFP to be emailed to Fikiswa.sifanele@mandela.ac.za

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- 4.2.3 If responses are received after the closing date and time as stipulated herein, such responses will be considered NON-RESPONSIVE AND WILL NOT BE CONSIDERED.
- 4.2.4 Bidders are to provide the email address of their authorised contact person as all correspondence will be conducted by email.

NO FINAL RESPONSES SUBMITTED PER FACSIMILE OR E-MAIL WILL BE CONSIDERED.

- 4.2.5 The responses to this RFP will not be opened publicly.
- 4.2.6 The University undertakes not to disclose any confidential details pertaining to the proposal and/or information received to any other company, i.e., concept, design, delivery, pricing, etc.
- 4.2.7 The response to the RFP must follow the format set out in this RFP document as far as possible. Additional information / conditions may be supplied in supporting documents.

4.3 Communication

Bidders will be disqualified should any attempt be made by the bidder/ their partners, either directly or indirectly, to canvass any employee of the University, in respect of a response, between the closing date and the date of the award of the contract.

4.4 Bidder Contact Details

INITIALS:

Bidders are required to provide the contact particulars of a person who is authorized to communicate and/or negotiate on behalf of their company / consortium.

4.5 Compliance

All Bidders shall be expected to be in full compliance with any and all applicable Laws and Regulations, in particular but not limited to the University Supply Chain Policy.

4.6 Additional Notes

The person or persons signing the proposal must be legally authorized by the Bidding Company or Consortium to do so. The parties acknowledge that the successful Bidder shall only be confirmed as such after the terms and conditions of a comprehensive agreement have been agreed to with the University. The University reserves the right to reject any or all offers.

FAILURE TO OBSERVE ANY OF THE ABOVEMENTIONED REQUIREMENTS MAY AT THE SOLE DISCRETION OF THE NMU RESULT IN THE PROPOSAL NOT BEING CONSIDERED.

4.7 Disclaimer

Bidders are hereby advised that the University is not committed to any course of action as a result of its issue of this RFP and/or its receipt of a proposal in response to it. In particular, please note that:

- The University may change portions of the Bid and request all Bidders to re-bid on those specific changes.
- The University may reject any proposal which does not conform to instructions and specifications, which are issued herein.
- The University may reject all proposals, if, in its sole discretion, there are reasonable and justifiably compelling reasons to do so.
- The University will not reimburse any bidder for any preparation costs or other work performed in connection with this proposal, whether or not the Bidder is awarded the contract;
- The University accepts no responsibility for any loss incurred by any person(s) due to the events or actions taken as a consequence of the preparation or dissemination of this document;
- The University accepts no responsibility for the misinterpretation of information provided herein by any bidder, such misinterpretation which may result in errors, omissions or misstatements, negligent or otherwise, made by a bidder responding to this proposal; and
- Response to this RFP does not guarantee any work with the University

4.8

RESPONDENT'S CONTACT DETAILS	
Name of contact person	
Position in company	
Telephone	
Cell	
E-mail address	

INITIALS:

4.9 Value-added tax (VAT)

All prices and/or rates Tendered shall be deemed to be **INCLUSIVE** of Value Added Tax.

INITIALS:

6. DEFINED TERMS

In this RFP, the following terms shall bear the meanings ascribed to them, unless clearly inconsistent with the context:

Bidder:	The person or entity submitting a Proposal in response to this RFP.
The University:	The NELSON MANDELA UNIVERSITY.
Project Plan:	The plan setting out the work to be done by the Project Team, detailing the timelines, budgets and deliverables for executing the proposal.
Project Team:	The agency management and staff who will work on the SAIMI account.
Proposal:	The proposal by the Bidder in response to this RFP.
Master Contract:	The written agreement to be concluded between the University and the successful Bidder for the execution of the RFP.

7. MANDATORY DOCUMENTS / INFORMATION REQUIRED IN BID DOCUMENT

No.	CATEGORY	COMPULSORY DOCUMENTATION REQUIRED
1.	Taxation	<ul style="list-style-type: none"> Valid tax compliance status with a pin issued by the South African Revenue Service (SARS).
2.	Bank Confirmation Letter	<ul style="list-style-type: none"> Letter from the bank confirming bank details.
3.	Company Registration	<ul style="list-style-type: none"> Submit CK1 or CK2 form
4.	RFQ Document	<ul style="list-style-type: none"> Duly signed and completed
6.	Price Schedule	<ul style="list-style-type: none"> Fully completed and indicating the bid amount
	Letter of commitment	<ul style="list-style-type: none"> Skills transfer to SAIMI personnel
7.	Academic Qualifications	<ul style="list-style-type: none"> Project team to submit CV's and qualifications – Fisheries & Aquaculture or relevant qualification
8.	Compulsory Briefing session	<ul style="list-style-type: none"> Attendance registers to be signed (attendance register kept by NMU)

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8. SPECIFIC TERMS AND CONDITIONS

8.1 Non-acceptance of Proposal

The University reserves the right, in its sole discretion without being obliged to provide reasons therefore, to accept all, some, or none of the Proposals submitted, either wholly or in part, and is not obligated to accept the Proposal that achieved the highest score or the lowest price.

The submission of the Proposal does not confer any right or expectation to any Bidder that the University shall accept its Proposal, either in whole or in part.

8.2 Confidentiality

The Bidders are required to submit their Proposal in accordance with the requirements of the RFP. No discussion, negotiations or correspondence will be entered into with any Bidder in this regard except as provided for in Clause 3.1 above. Neither the Bidder nor the University shall disclose the content of the Proposal to any other Bidder, without the written approval of both the University and the Bidder.

8.3 Variation

The University may at its own discretion, by notice in writing to all Bidders, supplement or update terms, content and conditions of this RFP without being obliged to give reasons therefore.

8.4 No Guarantee

The call for Proposals in terms of this RFP does not guarantee any Bidder development rights and does not constitute a valid offer to the Bidder. The call for RFPs shall constitute an invitation by the University to the Bidder to submit an offer to the University, capable of acceptance by the University.

8.5 Further Amendments and Submissions

Upon submission by the Bidder of its Proposal, and after the closing date and time for the submission of Proposals, no further amendments or submissions in relation to a Proposal shall be accepted by the University unless simultaneously requested from all the Bidders by the University or unless agreed upon by University in writing.

8.6 Compensation

The University is not obliged to compensate any Bidder for any costs or losses arising out of the submission of the Proposal, or the submission of any further requested information, under any circumstances whatsoever.

8.7 Cancellation of Rights

The University may in terms of applicable legislation, or policies, refuse, suspend or cancel any rights conferred on the Bidder, if it is found that such Bidder has provided false or misleading information to the University, whether or not the provision of such information was intentional or negligent, and

INITIALS:

regardless as to whether the information had any direct influence on any decision by the University in relation to the award of the Tender.

8.8 Good Faith

In their dealings with the University and other relevant persons in the RFP process, the Bidders are expected to observe the utmost good faith; to give full effect to the intent and purpose of this RFP; not to do anything nor to refrain from doing anything which may in any way prejudice or detract from the rights, property or interests of the University.

8.9 No Binding Agreement

The Proposal from a successful Bidder does not constitute a binding contract, until accepted in writing by the University, and communicated in writing to the successful Bidder.

9. CONFLICT OF INTEREST

Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations;
- financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- *Commercial interest:* Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise).
- *Financial Interest:* Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- *Non-financial interest:* This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities.
- *Relationship interest:* A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity.

Any member or any connected person of such member may not conduct business, either directly or indirectly with NMU in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

- the goods, products or services offered are unique;
- the supplier is the sole provider; and
- it is in the best interest of NMU to conduct such business.

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Council members, members of sub committees of council and incumbents falling within peromnes level 1 – 4, may not conduct any business directly or indirectly with the NMU irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy.

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the NMU may be excluded from rendering goods and services to the NMU.

Please complete the document below to ensure compliance.

Connected Person - A person is deemed to be a “Connected Person” using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University.

<p>No, I am not connected.</p> <p>Name: _____</p> <p style="text-align: right;">Signature _____</p> <p>Position in your company: _____</p> <p>Date: _____</p>
<p>Yes, I am connected.</p> <p>Name: _____</p> <p style="text-align: right;">Signature _____</p> <p>Position in your company: _____</p> <p>Date: _____</p> <p>Other particulars:</p> <p>_____</p>

Linear Consanguinity Diagram	Please indicate with tick ✓
4th Degree	
Great Great Grandparents	
Great Aunt/Uncle	
First Cousin	

INITIALS:

Great Nephew/Niece	
3rd Degree	
Great Grandparents	
Aunt/Uncle	
Nephew/Niece	
Great Grandchild	
2nd Degree	
Grandparent	
Brother/Sister	
Grandchild	
1st Degree	
Parent	
Child	
MEMBER (As defined above)	
Linear Affinity Diagram	Please indicate with tick √
MEMBER (As defined above)	
1st Degree	
Spouse	
2nd Degree	
Parent-in-law	
Daughter/Son-in-law	
3rd Degree	
Grandparent-in-law	
Brother/Sister-in-law	
Grandchild-in-law	
4th Degree	
Great Grandparents-in-law	
Aunt/Uncle-in-law	
First Cousin-in-law	
Niece/Nephew-in-law	
Great Grandchild-in-law	

Please provide us with the person's name and surname as indicated above:

Name of staff member/connected person	Relationship

I the undersigned (name) _____ certify that the information furnished above is correct.

INITIALS:

Signed aton thisday of20...

Signature..... Capacity of signatory.....

Registered name of Service Provider.....

Email address.....

Address.....

Telephone number.....

INITIALS:

10. TIMEFRAMES

The study should be completed within a period of 4 months.

11. EVALUATION CRITERIA

Service Providers will be assessed in terms of experience in providing the service and B-BBEE scorecard. Qualifying criteria are indicated below. Only Service Providers scoring 70% on functionality will be considered.

EVALUATION CRITERIA

Category of Tender being evaluated:

1. Price.....	80
2. Broad Based Black Economic Empowerment....	20
TOTAL:	100

1.	Functionality			Score
	Qualifying Criteria	Requirement	Max Points	
	Experience Bidders will be evaluated on their experience as it pertains to the scope of this project.	Proof of experience and track record of previous work done in a similar field 3 or more similar projects: 20 points 2 similar projects: 15 points 1 similar project: 10 points References/proof to be provided. References should not be older than 5 years. Note: Failure to submit/attach reference will result in the tenderer not being awarded points. All references must be in the company/client letterhead and be signed, failure will result in the tenderer not awarded points	20	
	Proposed approach and Implementation plan; level of understanding	Proposed approach demonstrates high level of understanding and insight into the requirements 20 points: Meets all of the requirements. 15 points: Meets almost all of the requirements.	20	

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		10 points: Meets some of the requirements;		
	Understanding of the Fisheries & Aquaculture sector	Understand the sector. To be demonstrated in the proposal. Above Average -10 points Average - 5 years Below average - 2 points	10	
	Human Resources Plan	Proven academic qualifications of the project team. Above average - 10points Average - 6 points Below Average – 2 points Please submit CV with certified copies of qualifications not older than 3 months	10	
		Total Score	60	
2.	Price			Score
	<p> $1 - \frac{Pt - Pmin}{Ps - Pmin}$ </p> <p> Ps = 80 Pt = Points scored for price of tender under consideration Pmin = Rand value of lowest acceptable tender </p>			
3.	Broad Based Black Economic Empowerment (BBBEE)			Score
	Level 1 Contributor	20		
	Level 2 Contributor	18		
	Level 3 Contributor	16		
	Level 4 Contributor	12		
	Level 5 Contributor	8		
	Level 6 Contributor	6		
	Level 7 Contributor	4		
	Level 8 Contributor	2		
				20

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12 Price Schedule

Present Proposal & Implementation Plan	
Mapping of current and required infrastructure	
Skills transfer plan	
Present Close out report	
Total	

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