Expression of Interest (EOI)

The provision of learning experience design services for technical vocational skills development

EOI No. 8014/01/11/2019

<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Friday, 18 October 2019</th>
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<tbody>
<tr>
<td>Closing Date</td>
<td>Friday, 01 November 2019</td>
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<tr>
<td>Place</td>
<td>Tender box, CSIR Main Reception, Gate 3 (North Gate)</td>
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<td>Enquiries</td>
<td>Strategic Procurement Unit</td>
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<tr>
<td>CSIR business hours</td>
<td>08h00 – 16h30</td>
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<tr>
<td>Category</td>
<td>Professional Services</td>
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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. An expression of interest (EOI) is required in order to establish a pool of suitable pre-qualified learning experience design specialists from which their availabilities to perform the task is established and their acceptance of a fixed service fee is confirmed, within a limited period, to provide specified services as part of future proposals.

2 BACKGROUND

The current technological transformation, the Fourth Industrial Revolution (4IR), is distinguished by the exponential growth of the technology platforms, systems and processes that support modern society. Manufacturers, in particular, are set to face major talent challenges in developing a “Skills 4.0-enabled” workforce.

The CSIR and the Manufacturing, Engineering and Related Services SETA (merSETA) are building a high quality digital apprenticeship skills development model that is accessible, immersive and scalable, and prepares apprentices for Industry 4.0.

The CSIR Next Generation Enterprises and Institutions Cluster (NGEI) are seeking to identify design companies that are able to support this ambitious vision.

3 INVITATION FOR EXPRESSION OF INTEREST

Expressions of interest are therefore hereby invited from suitably qualified service providers to be registered on the CSIR supplier database, based on the evaluation criteria below.
4 EOI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

All expressions of interest are to be submitted in a format specified in this enquiry (as applicable). However, companies are welcome to submit additional or alternative expression of interest over and above the originally specified format (e.g. other capabilities that you may deem to be relevant).

These providers MUST conform to ALL of the following criteria and provide proof thereof:

1. Have a record of accomplishment and in-depth experience in designing and developing engaging digital learning experiences for young South Africans.
2. Have implemented digital learning solutions that support the latest approaches in incentivising learning behaviour, such as the concepts of learning pathways, gamification, micro-credentialing, badging and reward systems.
3. Are able to design state-of-the-art learning interactions using animation and other advanced technologies such as virtual and/or augmented reality.
4. Have experience in turning complex concepts into attractive, simple, easy-to-use learning processes (particularly in a mobile paradigm), even when the users are not experienced technology users or where language is a barrier.
5. Are experts in front-end UI/UX design and development for mobile devices.

The following criteria would be advantageous:

6. Are familiar with learning management systems.
7. Employ agile development methodologies.
8. Support the development of open learning platforms, tools and services.
9. Have Java backend development expertise, together with the client-side JavaScript framework, AngularJS.

Respondents must also include the following information:

1. Company profile with BBBEE certificate.

The evaluation process is a simple YES/NO for each criteria provided, with additional information showing proof of the criteria. If all the compulsory criteria are met, the service provider will be added to the CSIR supplier database. Expressions of interest will be eliminated if they do not provide proof of ALL criteria met, do not provide a company profile.
or where the response is received after the deadline. Each expression of interest shall be valid for a minimum period of three (3) months calculated from the closing date.

The CSIR will inform all successful qualifying suppliers to be registered on the CSIR supplier database in due course.

5 FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional/technical details will be based on the following criteria:

Notes:
5.1 Criteria 1 – 5 are compulsory and need to be met. Criteria 6 - 9 are optional.
5.2 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.
5.3 The provision of the following documentation is not required, but it will be advantageous if submitted with the EOI document:
- Company financial statements
- Tax clearance certificate

6 ELIMINATION CRITERIA

An expression of interest will be eliminated under the following conditions:

6.1 Proposals submitted at incorrect location
6.2 Proposals submitted after closing date and time
6.3 Failure to provide information on ALL criteria requested
6.4 Failure to submit the company profile submitted.

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; and
- Provide the CSIR with their CSD registration number.
SECTION B – TERMS AND CONDITIONS

8 VENUE FOR EOI SUBMISSION

All expression of interests may be submitted at the following address:

- 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

9 EOI PROGRAMME

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

  Issue of EOI documents: Friday, 18 October 2019
  Closing / submission Date: Friday, 01 November 2019

The CSIR will inform all successful suppliers qualifying to be registered on the CSIR supplier database in due course.

10 SUBMISSION OF RESPONSES

10.1 All expressions of interest are to be sealed. No open expression of interest will be accepted.

10.2 All expressions of interest are to be clearly marked with the EOI number, the relevant work package number and the name of the service provider on the outside of the main package.

10.3 Every work package that an EOI is submitted for must be submitted in a separate envelope with complete information to be evaluated on its own.
10.4 Responses submitted by companies must be signed by a person or persons duly authorised.

11 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the address mentioned above no later than the closing date of Friday, 01 November 2019 during CSIR’s business hours. The CSIR business hours are between 08h00 and 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI’s will not be considered.

12 EVALUATION PROCESS

The EOI evaluation process will include a functionality/technical evaluation. No price evaluation will be done at this stage.

13 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with “EOI No 8014/01/11/2019 - The provision of learning experience design services for technical vocational skills development” as the subject.

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

14 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English.
15 COST OF EXPRESSION OF INTEREST

Companies are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by Companies.

16 CORRECTNESS OF RESPONSES

16.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

17 VERIFICATION OF DOCUMENTS

17.1 Companies should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR concerning anything arising from the fact that pages are missing or duplicated.

17.2 One hard copy and one electronic copy (CD or USB memory key) of each EOI must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

17.3 If a courier service company is being used for delivery of the EOI document, the EOI description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the date as mentioned above.

18 ENGAGEMENT OF CONSULTANTS

All potential Companies need to note that consultants will only be remunerated at the rates:

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

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

18.3 As prescribed by the body regulating the profession of the consultant.
19 TRAVEL EXPENSES

All potential Companies need to note that travel expenses will be managed as follows should they need to travel on behalf of the CSIR in future:

19.1 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:

19.1.1 Only economy class tickets will be used.

19.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

19.1.3 No car rentals of more than a Group B will be accommodated.

20 ADDITIONAL TERMS AND CONDITIONS

20.1 Companies 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.

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

20.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.

20.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

21 CSIR RESERVES THE RIGHT TO:

21.1 Extend the closing date;

21.2 Verify any information contained in a response;
21.3 Request documentary proof regarding any tendering issue;

21.4 Cancel or withdraw this EOI as a whole or in part; and

21.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

22 DISCLAIMER

This EOI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, Companies shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.
# ANNEXURE A – SCORECARD

<table>
<thead>
<tr>
<th>CRITERIA - COMPULSORY</th>
<th>Y/N</th>
<th>PROOF OF CRITERIA (LINK TO DOCUMENTS / EXAMPLES / EXTERNAL WEBSITES / COMPANY PROFILE / ETC.)</th>
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<tbody>
<tr>
<td>1. Have a track record and in-depth experience in designing and developing engaging digital learning experiences for young South Africans.</td>
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<td>2. Have implemented digital learning solutions that support the latest approaches in incentivising learning behaviour, such as the concepts of learning pathways, gamification, micro-credentialing, badging and reward systems.</td>
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<td>3. Are able to design state-of-the-art learning interactions using animation and other advanced technologies such as virtual and/or augmented reality.</td>
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<td>4. Have experience in turning complex concepts into attractive, simple, easy-to-use learning processes (particularly in a mobile paradigm), even when the users are not experienced technology users or where language is a barrier.</td>
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<td>5. Are experts in front-end UI/UX design and development for mobile devices.</td>
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<th>CRITERIA - OPTIONAL</th>
<th>Y/N</th>
<th>PROOF OF CRITERIA (LINK TO DOCUMENTS / EXAMPLES / EXTERNAL WEBSITES / COMPANY PROFILE / ETC.)</th>
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