




REQUEST FOR PROPOSAL (RFP) FOR BIOPARK COSMETICS FACILITY OPERATIONS

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Vetted by: Ms. Thuli Skosana		Date	31/03/2025

TERMS OF REFERENCE (TOR)

1. TIHMC Background

The Innovation Hub Management Company (TIHMC) serves as the regional innovation agency for the Gauteng Provincial Government. Strategically based in Pretoria, it operates as a subsidiary of the Gauteng Growth and Development Agency (GGDA), which falls under the Gauteng Department of Economic Development (GDED). TIHMC aims to drive economic growth and enhance the province's competitiveness by fostering innovation, supporting skills development, and promoting entrepreneurship. Its initiatives focus on key sectors, including the Digital Economy (ICT and advanced manufacturing), the Green Economy (clean energy, waste management, water, and sanitation), and the Bioeconomy (health and food security).

2. Overview of the Cosmetic Facility

BioPark@Gauteng is an incubator that offers business advisory support and workspace for startups in the health, industrial, and agricultural sectors. In collaboration with the Industrial Development Corporation (IDC), it has established a cosmetic manufacturing plant to assist startups in the health sector, particularly in cosmeceutical production. A major challenge in South Africa's bio-economy sector is the limited access to manufacturing infrastructure for SMEs. This barrier can be overcome through concessionary funding, which provides access to supportive ecosystems, technical assistance, and affordable manufacturing facilities. The primary objectives of the cosmetic manufacturing plant in supporting SMEs within the bio-economy sector are threefold:

- Provide commercial, yet subsidised manufacturing infrastructure/facilities and business development support to SMEs in the Bioeconomy sector to enable the sustainability thereof;
- Develop a cluster of SMEs in this sector that will serve as suppliers for bigger markets or R&D partners of multinational companies and large corporates; and,
- Capitalise on the expertise and innovations from nearby research institutions to build industry knowledge and drive job creation.

This facility can deliver efficient contract manufacturing and packing solutions to start-ups and small to medium sized brand owners with target batch sizes of between 1 000 to 10 000 units while maintaining the efficiency gains arising from mass production and production automation.

The manufacturing facility is expected to provide a contract manufacturing capacity of 300 000 a month with the capability to manufacture a wide range of cosmeceutical and personal care products, including but not limited to:

- **Skincare Products:**
 - Moisturizers
 - Facial cleansers
 - Toners
 - Astringents
 - Facial creams
 - Anti-aging creams
 - Serums (Vitamin C, Hyaluronic Acid, Retinol)
 - Eye creams
 - Acne treatment gels
 - Night creams
- **Body Care Products:**
 - Body lotions
 - Body butter
 - Body oils
 - Exfoliating scrubs
 - Hand and foot creams
- **Cleansing and Hygiene Products:**
 - Body wash
 - Shower gel/foam

- Hand wash liquid
- Disinfectant fluid
- Antibacterial soaps
- **Sun Care Products:**
 - Sunscreen lotions
 - After-sun soothing gels
 - Tinted sunblock
- **Hair Care Products:**
 - Shampoos
 - Conditioners
 - Hair serums
 - Hair masks
 - Scalp treatments
- **Household Cleaning Products:**
 - Dishwashing liquid
 - Floor cleaner
 - Multipurpose surface cleaner
 - Fabric softeners

3. The Purpose of the Required Services or Scope of Work

TIHMC seeks to appoint a qualified service provider to recommission and operate the facility. Necessary space upgrades include deep cleaning, ceiling removal, partitioning, and appropriate painting. The operator will have up to three (3) months to complete these upgrades before the monthly rental obligation begins.

A list of installed equipment is provided in **Annexure A**. Additionally, the current process design space flow and recommended improvements are outlined below. The operator must collaborate with the business development (facility) and technology innovation (bio-innovations) teams to ensure proper equipment fitting and compliance with operational requirements.

The purpose and objectives of this BioPark Cosmetic Facility operator include:

- **Improved Workflow** – Refurbish the current facility to an enhanced working flow to attain a partial current Good Manufacturing Practices (cGMP), within 2 years of operation
- **Production Oversight** – Manage the setup and operation of equipment. Ensure that the manufacturing processes are running smoothly and efficiently.

- **Quality Control** – Certify that all products meet the required specifications, safety standards, and pass microbial, stability, and efficacy tests. Maintain documentation related to batch records, safety procedures, and production reports
- **Regulatory Compliance** - Ensure the facility adheres or works towards cGMP and complies with ISO standards regulations.
- **Equipment Maintenance:** Oversee the proper maintenance of manufacturing equipment to ensure smooth operation and minimise downtime. Address machinery breakdowns, perform preventive maintenance, and ensure the longevity of production equipment.
- **Inventory and Personnel Management:** Sustain the required inventory levels of raw materials, packaging materials, and finished products to ensure that there is no disruption in the supply chain and production schedule. Manage personnel expertise, schedules and workflows to optimise manpower and production
- **Process Improvement:** Occasionally evaluate production processes for efficiency, cost-effectiveness, and quality improvement. Implement plan towards attaining compliance to full cGMP cosmetic facility and appropriate ISO certification.
- **Product development and formulation:** Research, develop, and optimize cosmetic formulations using safe and effective ingredients. Conduct testing for stability, efficacy, and safety to ensure compliance with industry standards. Scale formulations for production while maintaining quality and regulatory requirements.

Value additions including:

- Test testing and stability studies
- Sustainability Initiatives
- Packaging and labelling solutions
- Provide training for SMMEs on manufacturing best practices and regulatory compliance
- Marketing and brand support
- Supply chain and logistics management (this includes warehousing and distribution of finished products)

Cosmetic Facility Operator Expertise (Project Lead and Team):

- Knowledge of Manufacturing Processes including formulation science and product development
- Automation and smart manufacturing
- Business development and client relationships

- Regulatory Understanding
- Technical Expertise (Cosmetic Industry, Production Machinery Operation)
- Leadership Skills
- Data and Documentation Management
- Financial Management
- Quality assurance
- Health, safety and environmental compliance
- Crisis management and problem solving

4. Proposal Guidance

TIHMC is hereby requesting for proposals that covers the aspects listed below. All the applications which make up the minimum points will be invited to come for physical presentations:

A full comprehensive proposal should cover the following:

- Executive summary and Introduction (written and graphic).
- Understanding of Cosmetic Facility Purpose
- Project methodology (Including initial facility upgrades & project execution).
- Facility Impact measurement and recommendations
- Potential number of jobs to be created
- Team expertise and demographics
- Strategic partnerships rated
- Specify required additional funding
- Market reach (Biopark, eKasiLab SMMEs and others)
- Business financial sustainability plan
- Propose monthly rental payment fee
- Facility refurbishment plan and cost breakdown
- Equipment Procurement, installation and commissioning plan
- Risk assessment and mitigation plan (eg, delays and cost overruns)
- Revenue model and profitability projections
- Expansions and scalability plans
- Proposed maintenance plan of the facility and equipment
- A proposed operating financial model that will benefit the Operator and TIH

5. Scheduling and duration

- Compulsory Briefing Session **18 April 2025 at 11:00 @BioPark**
- RFP Closing Date: **28 April 2025 at 11:00**

6. Evaluation Criteria

The evaluation criteria will be in line with the PPPF Act (No. 5 of 2000) 80/20 preference points system. The RFP will be evaluated in two stages. Firstly, submissions will be evaluated on functionality (as indicated in Table 1). Secondly, the submission will be subjected to a B-BBEE and price evaluation. Any RFQ submission that fails to meet the minimum threshold for functionality will not proceed for B-BBEE consideration.

6.1. *Functionality Evaluation*

The prospective service providers will be evaluated against the criteria shown in table 1. A Submission that scores a minimum threshold of 70 points out of 100 points will be shortlisted for presentations and further evaluation.

Table 1: RFQ Functionality Criteria

			Points	Comments
1. Service Provider's Experience			Max = 25	
Years of experience in conducting research related to enterprise development, incubation, business acceleration, innovation ecosystem programmes and any relevant projects to assure confidence for this impact assessment.				
Evidence: Provide a table with a list of *relevant projects with the project duration period of operation and verifiable **contacts (email and phone number) as follows:				
Project	Duration /Period (Month & Year) (e.g Jan 2013 to Dec 2014)	**Contacts		
Evidence for *Similar /Relevant Project - Final project reports to clients or Signed letters with details of projects on letterhead from clients - where relevant/similar projects have been implemented. NB: **contactable referees				
<i>Above 5 years</i>				
<i>3 - 5years</i>				
<i>1 – 3 years</i>			10	
<i>Less than (<) 1 Year</i>			5	
<i>No relevant experience listed</i>			0	

2. Qualifications of Project Leader/Manager Evidence: Certified copy of highest qualification certificates of the ***project leader in relevant area (<i>Science, Various Business Area, Technology Innovations Project Management</i>)	Max = 15	
○ <i>Masters or MBA</i>	10	
○ <i>Honours degree / BTech</i>	5	
○ <i>Bachelors' Degree / Diploma</i>	3	
○ <i>Qualification lower than a diploma or provided non-certified certificates</i>	0	
3. Proposed Methodology & Timelines Evidence: Provide the comprehensive methodology for the project execution and proposed timelines as per the proposal guideline in section 4 above. The submission includes the following	Max = 35	
	35	
○ <i>Project plan and phases = 5</i>	25	
○ <i>Key activities / tasks per Phase = 5</i>	20	
○ <i>Timeline aligned with project schedule = 5</i>	15	
○ <i>Team composition and appropriate expertise =5</i>	10	
○ <i>Included key aspects of Proposal aspects (section 4) = 15</i>	5	
○ <i>No proposed methodology and timeline provided = 0</i>	0	
4. Facility Financial Projections – 5 Yrs Evidence: Comprehensive financial outlook with profitability, which indicates the following aspects rental and levy obligations, upgrade cost and refurbishment costs	25	
○ Comprehensive financials with all the evidence aspect above and shows profitable margins	25	
○ Financial provided, but do not all evidence aspects (p profitable margins	5	
○ No financial projections	0	
Maximum Total Points	100	
Total Evaluation Points	70	

***Relevant projects:** These should exhibit attributes similar to these impact assessments. Projects that an evaluator doesn't consider relevant will be scored Zero (0).

****Contacts:** - TIHMC may verify the information provided with the contacts provided. If the client contact submitted for a listed project cannot confirm the service, the listed experience will be scored zero (0) points for that particular project

***** Project Leader:** Ensure that the project leader and manager are clear in your submission

Evaluation

Quotations will be evaluated based on price and Preferential Procurement Goals:

Preferential Procurement Goals & Price will be evaluated according to the preference point system as outlined below.

	Preferential Procurement Goals	Yes/NO	Weight = 20 points if R50 000 000 and less or 10 points if more than R50 000 000
			Number of Points
1	B-BBEE Status Level of Contributor 1		20
2	B-BBEE Status Level of Contributor 2		15
3	B-BBEE Status Level of Contributor 3		10
4	B-BBEE Status Level of Contributor 4		05
5	The tenderer must be an entity which is at least 51% owned by black people who are youth.		
6	The tenderer must be an entity which is at least 51% owned by black people who are women.		
7	The tenderer must be an entity which is at least 51% owned by black people with disabilities.		
8	The tenderer must be an entity which is 51% owned by black people living in rural or underdeveloped areas or townships.		
9	The tenderer must be an entity which is 51% owned by black people who are military veterans.		
10	The tenderer must supply locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.		
11	The tenderer must be an entity which is a cooperative, which is 50% owned by black people.		
	Total		
	PRICE		= 80 points if R50 000 000 and less or 90 if more than R50 000 000
	TOTAL PREFERENTIAL PROCUREMENT GOALS & PRICE		100

THE PREFERENCE POINT SYSTEM AND PREFERENTIAL PROCUREMENT GOAL REQUIREMENTS AS PER THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO.5 OF 2000), INCLUDING PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

The following must be submitted as supporting evidence for meeting the above preferential procurement targets:

- Tenderers are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their tenders or price quotations, to substantiate their B-BBEE rating claims.
- **NB: A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.**
- AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies: -
- **Certificates issued by IRBA and Accounting Officers have been discontinued; however valid certificates already issued before 1 January 2017 may be used until they phase out completely by December 2017.**
 - Tenderers other than EMEs must provide B-BBEE Certificate from verification agencies accredited by SANAS; or
 - Tenderers who qualify as EMEs, must provide sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

- Verification agencies accredited by SANAS
 - These certificates are identifiable by a SANAS logo and a unique BVA number.
 - Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on http://www.sanas.co.za/directory/bbee_default.php
 - The relevant BVA may be contacted to confirm whether such a certificate is valid.
- As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:
 - ✓ The name and physical location of the measured entity;
 - ✓ The registration number and, where applicable, the VAT number of the measured entity;
 - ✓ The date of issue and date of expiry;
 - ✓ The certificate number for identification and reference;
 - ✓ The scorecard that was used (for example QSE, Specialized or Generic);
 - ✓ The name and / or logo of the Verification Agency;

- ✓ The SANAS logo;
- ✓ The certificate must be signed by the authorized person

To claim preferential procurement points for an entity which is at least 51% owned by black people who are youth, the tenderer must attach certified ID copy of the owner, not older than 6 months.

- To claim preferential procurement points for an entity which is at least 51% owned by black people who are women, the tenderer must submit certified ID copy not older than 6 months.
- To claim preferential procurement points for an entity which is at least 51% owned by black people with disabilities the tenderer must submit original letter from Doctor (Dr) on their letterhead which clearly indicate Doctor's practice number and confirmation of disability of the owner.
- To claim preferential procurement points for an entity which is 51% owned by black people living in rural or underdeveloped areas or townships, the tenderer must submit the Township municipal utility bill of which the owner resides. Township must be as per CSD township location address as registered.
- To claim preferential procurement points for an entity which is 51% owned by black people who are military veterans, the tenderer to submit proof of registration with military veteran database.
- To claim preferential procurement points for an entity which supplies locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content, the tenderer to submit relevant annexures included in the tender document.
- To claim preferential procurement points for a cooperative which is at least 100% owned by black people, the tenderer must submit CIPC registration documents as well as a cooperative membership agreement.