Request For Information (RFI)
From prospective service providers on the
Redesigning, Development or Upgrading of the CSIR
internet and intranet websites

RFI No. 7032/20/09/2022

Date of Issue	Tuesday, 06 September 2022	
Briefing Session	None	
Closing Date	Tuesday, 20 September 2022 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
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, 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

The CSIR's websites are at the centre of the CSIR brand as the primary interface between the organisation and its stakeholders. In addition, they are vital tools which should assist all researchers of the CSIR in communicating the impact of their research areas, the CSIR's flagship programmes, as well as its growth and impact strategy.

The CSIR ICT and Communications departments will participate in and oversee the upgrade of the websites, provide leadership (Project Management) and take accountability for delivering the external and internal CSIR Websites.The re-developed CSIR Websites will be hosted on CSIR ICT infrastructure.

3   PROBLEM STATEMENT

The CSIR internet website has been developed in Drupal. The current version of Drupal in which the website has been developed is a few versions behind and it needs considerable time and effort to upgrade to the latest version of Drupal. The current website also lacks some functionality that is required to better reflect the requirements of the CSIR Strategic Communication department. CSIR requires a solution proposal that includes a proposed web content management technology and website development services that will contain the inclusion of all the current website functionality plus additional functionality to better reflect the CSIR's vision and strategic direction.

CSIR internal website (intranet) is a strategic communications tool for internal engagement. It currently runs on a platform that provides a means to render static HTML web pages with minimal capability to interact with the content. The intranet lacks a web content management workflow functionality for content review and approval, that enables content authors and owners to create, modify, update, remove and archive web content.

The CSIR intranet has not evolved much to take advantage of the advancements in the website arena and keep up with the changing needs of the different business units in the CSIR. The content is overly text-based, static, frequently out-of-date, and the process of updating it is cumbersome. This has led to a fragmented web environment that is difficult to manage.

The core forces that drive the business requirement to upgrade the CSIR websites include the need to improve website visuals including videos, content management process and structuring of the content in a way that will add value to the business. We therefore require a solution proposal that will address these key requirements.

4   INVITATION FOR REQUEST FOR INFORMATION

Information is hereby requested from suitably qualified service providers that can provide the information on upgrading/replacement, redesigning and implementation of the CSIR website and intranet as specified in this RFI.

All service providers who submit or provide the information requested will be requested to register on the National Treasury Central Supplier Database (CSD) and will be given a fair opportunity to bid for future work following the CSIR procurement policy.

All shortlisted service providers approved and registered on the CSIR supplier database, following the CSIR approved evaluation process based on the evaluation criteria set in section 6 (evaluation process and criteria), will be given a fair opportunity to present and demonstrate their solution proposals.

5   RFI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

Depending on the information and responses received from this request, the CSIR would subsequently, through an official open and competitive bidding process, like to acquire the services of an experienced service provider to help with upgrading/replacement, redesigning, development and implementation of the CSIR Intranet as well as the Internet websites. The redesigning and upgrade of the websites needs to be backed by a sound market analysis to justify the investment.

NB: Prospective service providers may submit proposed solutions for both the Internet and Intranet websites or only for the Internet or the Intranet websites.

Prospective service provider responding to this RFI is expected to respond with answers and explanations to the following requirements:

5.1 CSIR Internet Website specification

The following indicate the main technical and functional requirements that the proposed technologies and services should cater for.

Ref No.	Mandatory (Yes/No)	Requirement description
To be effective and to meet our institutional goals the CSIR internet website must:		
1	Y	Be easy to navigate and intuitive
2	Y	Be visually pleasing
3	Y	Be informative
4	Y	Be safe and secure
5	Y	Be quick to load and operate
6	Y	Be responsive across a wide range of devices (mobile phones, tablets and PCs)
7	N	Improve Net Promoter Scores and Google Rankings
8	Y	Be Search Engine Optimized (SEO) with proper keyword search
9	Y	Have advanced and robust search functionality
10	N	Serve as an ambassador for the CSIR brand

11	Y	Provide a modern, relevant design update
12	Y	Showcase the divisions, clusters, departments and programs at the CSIR
13	N	Improve customer service and engage site visitors
14	N	Strengthen relationships with community partners
15	Y	Provide a scalable, maintainable solution
16	N	Document CSIR's rich history in innovation
17	Y	Enable the creation of microsites.
18	Y	Provide a dynamic content management platform with support for content creation, editing, approval and publishing workflows thus enabling content authors and owners to create, modify, update, remove and archive web content.
19	Y	Enable Content Management System (CMS) installation & customisation administrator(s) to securely access, edit and change predetermined website content easily.
20	Y	Enable Content Management System (CMS) in-site editing for all facets of content management presentation layers.
21	Y	Provide Business Process Management around content (i.e. Content Management) that is clearly understood, visible, accessible and defined.
22	Y	Have a capability that allows social media integration, live feeds and promoted videos (e.g., sharing function for articles, Facebook, LinkedIn, Twitter and Instagram feed boxes) and feedback forms
23	Y	Provide stakeholders with information and platforms for engagement and collaboration in order to be able to interact with the organization instantly (e.g. chatbots)
24	N	Enable business to business (B2B) or business to consumer (B2C) transactions with relevant stakeholder groups
25	Y	Have an event management module or platform that will enable proper and efficient management of events across the CSIR (e.g. conferences, webinars, Excellence awards etc)

26	Y	Provide traffic and other Management Information Statistics for the purpose of getting detailed insights (Web Analytics)
27	N	Have an ability to provide page-specific alerts as well as a global website alert
28	N	Provide an ability to customize and develop modules/plugins based on future needs
29	Y	Have support for content aggregation and syndication (via APIs, REST interfaces, RSS or similar (API Integration))
30	Y	Have content migration ability from current website
31	Y	Have the ability to create shareable content (Social Integration e.g. calendar events, news).
32	Y	Provide reporting capabilities on the operations of the website in terms of effectiveness and performance.

5.2   CSIR Intranet Website specification

The following indicate the main technical and functional requirements that the proposed technologies and services should cater for.

Ref No.	Mandatory (Yes/No)	Requirement description
To be effective and to meet our institutional goals the CSIR intranet website must:		
1	Y	Be easy to navigate and intuitive
2	Y	Be visually pleasing
3	Y	Be informative
4	Y	Be safe and secure
5	Y	Be quick to load and operate
6	Y	Be responsive across a wide range of devices (mobile phones, tablets and PCs)
7	Y	Have advanced and robust search functionality
8	N	Serve as an ambassador for the CSIR brand
9	Y	Provide a modern, relevant design update
10	Y	Showcase the divisions, clusters, departments and programs at the CSIR
11	N	Improve customer service and engage site visitors
12	N	Strengthen relationships with community partners
13	Y	Provide a scalable, maintainable solution
14	N	Document CSIR's rich history in innovation
15	Y	Enable the creation of microsites.
16	Y	Provide a dynamic content management platform with support for content creation, editing, approval and publishing workflows thus enabling content authors and owners to create, modify, update, remove and archive web content.
17	Y	Enable Content Management System (CMS) installation & customisation administrator(s) to securely access, edit and change predetermined website content easily.
18	Y	Enable Content Management System (CMS) in-site editing for all

		facets of content management presentation layers.
19	Y	Provide Business Process Management around content (i.e. Content Management) that is clearly understood, visible, accessible and defined.
20	Y	Have a capability that allows social media integration, live feeds and promoted videos (e.g., sharing function for articles, Facebook, LinkedIn, Twitter and Instagram feed boxes) and feedback forms.
21	Y	Provide stakeholders with information and platforms for engagement and collaboration in order to be able to interact with the organization instantly (e.g. chatbots).
22	N	Enable business to business (B2B) or business to consumer (B2C) transactions with relevant stakeholder groups (e-commerce functionality for the CSIR Gift Store).
23	Y	Have an event management module or platform that will enable proper and efficient management of events across the CSIR (e.g. conferences, webinars, Excellence awards etc).
24	Y	Provide traffic and other Management Information Statistics for the purpose of getting detailed insights (Web Analytics).
25	N	Have an ability to provide page-specific alerts as well as a global website alert.
26	N	Provide an ability to customize and develop modules/plugins based on future needs.
27	Y	Have support for content aggregation and syndication (via APIs, REST interfaces, RSS or similar (API Integration)).
28	Y	Enable users to sign-in using their active directory information (LDAP - Active Directory Integration).
29	Y	Integrate with existing tools (MicroSoft 365 etc).
30	Y	Provide Polling/Voting functionality.
31	Y	Have the ability to create shareable content to test staff interactivity and prompt feedback (Social Integration e.g. calendar events, news).

32	Y	Provide reporting capabilities on the operations of the website in terms of effectiveness and performance.
33	Y	Include an efficient search functionality
34	Y	Include an analytics functionality to support effective reporting on Intranet activities and usage

5.3 Profile Information

1. Company or Service Provider Name
2. Company Profile
3. List current offices and locations.
4. List relevant experience of resources in your employ that are typically assigned to these types of projects.
5. Competitive advantage: What are the top three reasons companies would select you to provide the required services as per this RFI.

5.4 Professional Service Requirements

1. Describe your ability to do a Market Analysis and detailed requirements as described above.
2. Describe your ability to develop a business case for the services required as described above.
3. Provide a methodology and approach of how the required services would be rendered and accomplished.
4. Provide a list of previous websites from different clients that you have redesigned and upgraded.

5.5 Solution Requirements

If you do already have a solution to provide that can meet the high-level needs as described above, name and provide detail of how your solution works.

Respond to sections 5.6. to 5.10 only if you already have an existing database management solution to provide.

5.6   Requirements for existing database management solution services

1. For how many customers and in which industries have you delivered a similar information management system?

2. Please provide details of your organization's experience and track record of Website development and upgrades in South Africa.

3. Please provide key examples of the functionality delivered in your existing website designs that is relevant to this RFI, and which has not been considered.

4. What escrow arrangements would you make to support the company project?

5. What is the largest number recorded of users actively using or visiting websites designed/developed by you?

6. Please provide details of three existing clients we can contact for reference checks and to understand business impact as a result of your service offering in relating to the scope of this RFI.

5.7   Technical Skills

1. Please provide details of your skills resourcing strategy. Are these resources in-house or do you plan on supporting the delivery of the websites through subcontractors?

2. Please provide details of your resource capabilities in South Africa, Gauteng.

3. Please provide details of resource roles, how many, experience and their current geographical location to be provided/allocated during the program implementation phases. (Please append CVs for your proposed team.)

4. Based on your experience of previous client implementations, please provide details on the resource types and experience CSIR requires to support and maintain a successful website and intranet.

5.8   Support Options

1. Please provide details of your track record of third-party application and/or services integration, highlighting approach, methodology and client management processes used. (Please append supporting case studies)

2. Please provide specific details of your plan and approach to integrate into CSIR's application infrastructure for the website designs and upgrades.

3. Please provide details of your approach to client knowledge transfer and how you would approach the training and upskilling of CSIR's employees.

5.9 Methods and Maturity

1. Please provide a detailed and realistic delivery plan outlining how your iterative teams will deliver the solution.
2. Please provide details of your existing client management/relationship process and how your organization deals with escalation matters, change requests and reporting etc.
3. Please provide your approach and methodology for prioritizing feature enhancements requested by CSIR.

5.10 Pricing and Commercial

1. Please provide details of your pricing model for the database delivery as a whole.
2. Please provide details of your available licensing options, i.e., companywide versus user-based and of any such licensing discounts for longer-term contracts.
3. Please advise your policy for factoring in index changes, e.g., inflation, into annual licensing changes.
4. Will you be including any of your own intellectual property when delivering CSIR's database solution?
5. What steps will you take to protect intellectual property developed specifically for CSIR in the course of this project? In particular how will you ensure that.
6. Please provide details of costing for your proposed build phase of delivery.
7. Please provide details of your configuration and/or customization costs and structure for any packaged applications you provide.
8. Please provide details of costing and structure payable for maintenance.
9. Please mention any joint ventures or partnerships.
10. Please mention relationships and integration with other development platforms.

All information is to be submitted in a format specified in this enquiry (as applicable). However, service providers or consultants are welcome to submit additional or alternative information over and above the originally specified format (e.g., other capabilities that you may be deem to be relevant).

6   FUNCTIONAL EVALUATION CRITERIA

6.1   The evaluation of the functional / technical detail of the expression of interest will be based on the responses to the requirements in the following format:

CSIR Internet Website specification

Ref No.	Mandatory (Yes/No)	Requirement description	Yes/No/Partial	Comment
To be effective and to meet our institutional goals the CSIR intranet website must:				
1	Y	Be easy to navigate and intuitive.		
2	Y	Be visually pleasing.		
3	Y	Be informative.		
4	Y	Be safe and secure.		
5	Y	Be quick to load and operate.		
6	Y	Be responsive across a wide range of devices (mobile phones, tablets and PCs).		
7	Y	Improve Net Promoter Scores and Google Rankings.		
8	Y	Be Search Engine Optimized (SEO) with proper keyword search.		
9	Y	Have advanced and robust search functionality.		
10	N	Serve as an ambassador for the CSIR brand.		
11	Y	Provide a modern, relevant design update.		

12	Y	Showcase the divisions, clusters, departments and programs at the CSIR.		
13	N	Improve customer service and engage site visitors.		
14	N	Strengthen relationships with community partners.		
15	Y	Provide a scalable, maintainable solution.		
16	N	Document CSIR's rich history in innovation.		
17	Y	Enable the creation of microsites.		
18	Y	Provide a dynamic content management platform with support for content creation, editing, approval and publishing workflows thus enabling content authors and owners to create, modify, update, remove and archive web content.		
19	Y	Enable Content Management System (CMS) installation & customisation administrator(s) to securely access, edit and change predetermined website content easily.		
20	Y	Enable Content Management System (CMS) in-site editing for all facets of content management presentation layers.		
21	Y	Provide Business Process Management around content (i.e. Content Management) that is clearly		

		understood, visible, accessible and defined.		
22	Y	Have a capability that allows social media integration, live feeds and promoted videos (e.g., sharing function for articles, Facebook, LinkedIn, Twitter and Instagram feed boxes) and feedback forms.		
23	Y	Provide stakeholders with information and platforms for engagement and collaboration in order to be able to interact with the organization instantly (e.g. chatbots).		
24	N	Enable business to business (B2B) or business to consumer (B2C) transactions with relevant stakeholder groups.		
25	Y	Have an event management module or platform that will enable proper and efficient management of events across the CSIR (e.g. conferences, webinars, Excellence awards etc).		
26	Y	Provide traffic and other Management Information Statistics for the purpose of getting detailed insights (Web Analytics).		
27	N	Have an ability to provide page-specific alerts as well as a global website alert.		
28	N	Provide an ability to customize and develop modules/plugins based on future needs.		

Ref No.	Mandatory (Yes/No)	Requirement description	Yes/No/ Partial	Comment
29	Y	Have support for content aggregation and syndication (via APIs, REST interfaces, RSS or similar (API Integration)).		
30	Y	Have content migration ability from current website.		
31	Y	Have the ability to create shareable content (Social Integration e.g. calendar events, news).		
32	Y	Provide reporting capabilities on the operations of the website in terms of effectiveness and performance.		

CSIR Intranet Website specification

Ref No.	Mandatory (Yes/ No)	Requirement description	Yes/No/ Partial	Comment
To be effective and to meet our institutional goals the CSIR intranet website must:				
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2	Y	Be visually pleasing.		
3	Y	Be informative.		
4	Y	Be safe and secure.		
5	Y	Be quick to load and operate.		
6	Y	Be responsive across a wide range of devices (mobile phones, tablets and PCs).		
7	Y	Have advanced and robust search functionality.		

8	N	Serve as an ambassador for the CSIR brand.		
9	Y	Provide a modern, relevant design update.		
10	Y	Showcase the divisions, clusters, departments and programs at the CSIR.		
11	N	Improve customer service and engage site visitors.		
12	N	Strengthen relationships with community partners.		
13	Y	Provide a scalable, maintainable solution.		
14	N	Document CSIR's rich history in innovation.		
15	Y	Enable the creation of microsites.		
16	Y	Provide a dynamic content management platform with support for content creation, editing, approval and publishing workflows thus enabling content authors and owners to create, modify, update, remove and archive web content.		
17	Y	Enable Content Management System (CMS) installation & customisation administrator(s) to securely access, edit and change predetermined website content easily.		
18	Y	Enable Content Management System (CMS) in-site editing for all facets of content management presentation		

		layers.		
19	Y	Provide Business Process Management around content (i.e. Content Management) that is clearly understood, visible, accessible and defined.		
20	Y	Have a capability that allows social media integration, live feeds and promoted videos (e.g., sharing function for articles, Facebook, LinkedIn, Twitter and Instagram feed boxes) and feedback forms.		
21	Y	Provide stakeholders with information and platforms for engagement and collaboration in order to be able to interact with the organization instantly (e.g. chatbots).		
22	N	Enable business to business (B2B) or business to consumer (B2C) transactions with relevant stakeholder groups (e-commerce functionality for the CSIR Gift Store).		
23	Y	Have an event management module or platform that will enable proper and efficient management of events across the CSIR (e.g. conferences, webinars, Excellence awards etc).		
24	Y	Provide traffic and other Management Information Statistics for the purpose of getting detailed insights (Web Analytics).		

25	N	Have an ability to provide page-specific alerts as well as a global website alert.		
26	N	Provide an ability to customize and develop modules/plugins based on future needs.		
27	Y	Have support for content aggregation and syndication (via APIs, REST interfaces, RSS or similar (API Integration)).		
28	Y	Enable users to sign-in using their active directory information (LDAP - Active Directory Integration).		
29	Y	Integrate with existing tools (Microsoft 365 etc).		
30	N	Provide Polling/Voting functionality.		
31	Y	Have an ability to create shareable content to test staff interactivity and prompt feedback (Social Integration e.g. calendar events, news).		
32	Y	Provide reporting capabilities on the operations of the website in terms of effectiveness and performance.		
33	Y	Include an efficient search functionality		
34	Y	Include an analytics functionality to support effective reporting on Intranet activities and usage		

6.2 Responses will be scored based on compliance to provide the requested functionality.

6.3 A maximum of 10 suppliers will be shortlisted and invited to present and demonstrate their solution offering. The top ten based on points allocation will be shortlisted.

6.4 The service provider shall prepare for a possible presentation should CSIR require such and the service provider shall be notified timeously.

6.5 Refer to the following scoring sheet that will be used to evaluate functionality**.**

6.6   Scoring Sheet

Points	Response	Description
0	No	No being able to provide the functionality.
1	Partial	Partial compliance.
2	Yes, with no comment	No comment provided indicating compliance.
3	Yes, with convincing Comment of compliance	Clear indication that the requirement can be met.

7   ELIMINATION CRITERIA

Expression of interest will be eliminated under the following conditions:

- Submission after the deadline.
- Responses submitted at incorrect email address.
- Not completing the response in the required format.
- Not providing three acceptable reference internet websites.
- Where mandatory requirements cannot be met, meaning an N next to a mandatory requirement.

SECTION B – TERMS AND CONDITIONS

8   PROCEDURE FOR SUBMISSION OF INFORMATION

8.1   All information must be submitted electronically to tender@csir.co.za.

8.2   All proposals must be submitted with a completed and sign *Annexure A SBD 4* and *declaration by tenderer* on page 25.

8.3   Respondents must use the RFI number as the subject reference number when submitting their bids.

8.4   The e-mail and file sizes should not exceed a total of 25MB per e-mail.

8.5   The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).

8.6   All documents submitted electronically via e-mail must be clear and visible.

8.7   All proposals, documents, and late submissions after the due date will not be evaluated.

8.8   Documents submitted via cloud (i.e dropbox, WeTransfer, Google Drive) will not be considered.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9   RFI PROGRAMME

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

- Issue of tender documents: 06 September 2022
- Closing / submission Date: 20 September 2022

10   SUBMISSION OF INFORMATION

10.1 All information is to be submitted electronically to tender@csir.co.za. No late responses will be accepted.

10.2 Responses submitted by companies must be signed by a person or persons duly authorised.

10.3 All e-mailed submissions are to be clearly subject-referenced with the RFI number.

10.4 Information submitted must be in the following file formats:

- PDF.

11 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the address mentioned above no later than the closing date of *Tuesday, 20 September 2022* 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 submission. Late submissions will not be considered.

12 EVALUATION PROCESS

There will be no 80/20 or 90/10 evaluations as this is only an information seeking exercise that will be followed by a formal competitive bidding process should a business need be identified as a result of this RFI process.

13 VALIDITY PERIOD OF RESPONSES

Each **submission** shall be valid for a minimum period of 12 months calculated from the closing date.

14 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFI shall be submitted in writing to CSIR at tender@csir.co.za with *"RFI No 7032/20/09/2022 - The Redesigning, Development or Upgrading of the CSIR internet and intranet websites"* as the subject.

15 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Request for Information must be in English.

16 COST OF REQUEST FOR INFORMATION

Service providers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of RFI preparation and

participation throughout the RFI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

17 CORRECTNESS OF RESPONSES

17.1 The service provider must confirm satisfaction regarding the correctness and validity of their RFI.

18 VERIFICATION OF DOCUMENTS

18.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

18.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

19 ADDITIONAL TERMS AND CONDITIONS

19.1 Service providers 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.

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

19.3 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.

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

20 CSIR RESERVES THE RIGHT TO

20.1 Extend the closing date;

20.2 Verify any information contained in a response;

20.3 Request documentary proof regarding any tendering issue;

20.4 Cancel or withdraw this RFI as a whole or in part; and

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

21 DISCLAIMER

This RFI is a request for information 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 RFI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the RFI, 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.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFI No. 7032/20/09/2022

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 *RFI No. 7032/20/09/2022* 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: …………………………..

22 Annexure A : SBD 4

Please see the separate attachment