

Request for Proposals (RFP)

For the Provision of Database Administration (DBA) Service to Upgrade the Oracle Environment at the CSIR

RFP No. 3528/13/07/2022

| | | |
|---------------------------------------|--|--|
| Date of Issue | Tuesday, 28 June 2022 | |
| Compulsory Briefing Session (Virtual) | Date: Wednesday, 06 July 2022 MS Teams Link: Click here to join the meeting Time: 11:00-12:00 | |
| Enquiries and submission of proposals | Strategic Procurement Unit | E-mail: tender@csir.co.za |
| Closing Date and Time | Wednesday, 13 July 2022 at 16h30 <i>(Late bids will not be accepted)</i> | |

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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.

Proposals are hereby invited from suitably qualified vendors to migrate the existing Oracle databases to new provisioned servers and perform the Oracle database upgrades.

2 BACKGROUND

The CSIR ERP environment consists of a number of Application, database, web and backup servers. We are in the process to baseline all these servers and require the services of an experienced bidder to augment our current capacity, by performing the Database upgrades. Although the CSIR has the requisite skills and experience, our capacity is inadequate to complete all the work, and hence we are sourcing the services externally.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably qualified vendors to migrate the existing Oracle databases to new provisioned servers and perform the Oracle database upgrades.

The supplier will be required to commence with providing the services within two weeks after the agreement is signed. The billable hours will commence once the representative of the bidder, who will perform the upgrades, is registered and given access to the systems. The bidder to ensure that there is service continuity for supporting the environments. The on-demand services will entail the request for quotation from CSIR to the Supplier for a particular work package/project. Any rework due to the supplier's fault will be done at the supplier's expense. Each quotation must include skills transfer plan to CSIR employees and documentation of work provided.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in the format specified in this enquiry. Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

4.1 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- Covering letter.
- The Customer references letters indicating the details of the customer where the bidder has provided similar services. The reference letter should contain the following:
 - The type of service rendered, and systems managed.
 - The duration of Customer relationship
 - The company size.
 - Customer contact details.
- Curriculum Vitae (CV) of employees who will support the environments with a minimum of three years' experience.

4.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover letter
- Proposed cost/ commercial offer as per the specifications;
- Valid copy of B-BBEE certificate or sworn affidavit (RSA suppliers)

5 SCOPE OF WORK

The following services will be performed by the contractor as duties and responsibilities in terms of the specifications provided:

Migrate the existing Oracle databases to new provisioned servers and perform the Oracle database upgrades as per the below:

- a) Migrate Oracle databases from OEL5 to OEL7 – **26 servers**
- b) Upgrade Oracle databases from 12.1.0.2 to 19.3.0 – **30 instances**

6 FUNCTIONAL EVALUATION CRITERIA

6.1. The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

| Functional Factor | Criteria Description | Weighting (%) |
|---------------------------------------|---|---------------|
| Company Experience | <ul style="list-style-type: none"> The service provider must have a minimum of 3 years' experience rendering services as articulated in the RFP scope. The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services. | 20 |
| Client References | <ul style="list-style-type: none"> A list of a minimum of 3 contactable references not older than 5 years, for similar work is required. | 30 |
| Staff Capability | <ul style="list-style-type: none"> The Technician(s) must have a minimum of 3 years' experience in rendering similar services. <ul style="list-style-type: none"> Detailed CV(s), indicating the number of years of technicians' experience. | 50 |
| TOTAL POINTS FOR FUNCTIONALITY | | 100 |

6.2. The evaluation of the functional / technical detail of the proposal will be based on the scoring criteria provided in Annexure D.

6.3. Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a sub-minimum of 50% for each individual criterion will be eliminated from further evaluation.

6.4. Refer to Annexure D 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 email address
- Failure to attend the compulsory briefing session.
- Failure to submit priced, completed, and signed Bill of Quantities
- Failure to submit technician's proof of Oracle Database Administration Professional Certification (any of 12c, 2019 certification)

- If bidder is listed on National Treasury's database of restricted suppliers.
- Failure to submit the Bidder's Declaration of Interest Form

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION &

B-BBEE CERTIFICATE

Before any negotiations with the winning bidder commence, the winning bidder shall be required to:

- be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za ;
- provide their CSD registration number to the CSIR; and
- provide the CSIR with a valid copy of their B-BBEE certificate or Affidavit. If no certificate can be provided, no points will be allocated during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 The subject of the email must clearly reference the bidder's name and RFQ number – (E.g.,
Dell- RFP No. 3528/13/07/2022 email 1 of 2)
- 9.7 All proposals, documents, and late submissions after the due date and time will not be evaluated.
- 9.8 The CSIR will not consider submissions on any other platform(s), including cloud not provided for in the RFP document.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

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

- Issue of tender documents: Tuesday, 28 June 2022
- Compulsory briefing session, etc. Wednesday, 06 July 2022
- Last date for submission of queries: Friday, 08 July 2022
- Closing / Submission Date: Wednesday, 13 July 2022

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to tender@csir.co.za . No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 All e-mailed proposal submissions are to be clearly **subject referenced with the RFP number**. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
- PART 1:** Technical Proposal RFP No.: 3528/13/07/2022
- PART 2:** Pricing Proposal RFP No.: 3528/13/07/2022
- 11.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

CSIR RFP NO. 3528/13/07/2022

11.5 Proposals submitted must be in the following file formats:

- PDF

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of **Wednesday, 13 July 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 tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal or 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 **mandatory requirements, Local Content and Production, functionality, price and B-BBEE**. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful bidders.

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 indicated.
- 15.3** Price should include additional cost elements such as freight, insurance until acceptance and 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.
- 15.5** Bidders must quote as per the Bill of Quantities (Annexure C).

**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.*

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

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a period of five (05) months calculated from the RFP closing date.

17 APPOINTMENT OF BIDDER

- 17.1** The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 17.2** Appointment as a successful bidder 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 bidder.
- 17.3** Awarding of contracts will be announced on the National Treasury website or the CSIR's tender 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 with "**RFP No: 3528/13/07/2022** – “,” as the subject.

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

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each bidder 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 bidders.

21 CORRECTNESS OF RESPONSES

- 21.1** The bidder 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 bidder 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. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 22.2** 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. Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

23 SUB-CONTRACTING

23.1 A bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a bidder 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 bidder 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 bidder 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 ADDITIONAL TERMS AND CONDITIONS

24.1 A bidder 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.

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

24.3 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

24.4 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.

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

25 CSIR RESERVES THE RIGHT TO

25.1 Extend the closing date;

25.2 Verify any information contained in a proposal;

25.3 Request documentary proof regarding any tendering issue;

25.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

25.5 Cancel or withdraw this RFP as a whole or in part.

26 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, bidders 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 bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

27 ANNEXURE A - DECLARATION BY TENDERER

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

RFP No: 3528/13/07/2022

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 **RFP No: 3528/13/07/2022** 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:..... | |

28 ANNEXURE B REFERENCE FORM: TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER)

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: Project End Date:

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

| Indicator | Excellent | Very good | Good | Poor | Unacceptable |
|-----------|-----------|-----------|------|------|--------------|
| Score | 5 | 4 | 3 | 2 | 1 |

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: Date:

29 RETURNABLE CHECKLIST

The bidder must complete the following returnable documents:

| PART A: TECHNICAL RETURNABLES | | | |
|--|--|--------------------------------|-----------|
| <i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i> | | | |
| Returnable Schedules required only for Tender Evaluation Purposes | | | |
| Description | | Submitted (Please tick) | |
| | | Yes | No |
| 1 | Company Profile | | |
| 2 | List of reference or completed reference forms (Annexure B) The references letters must have the following details: <ul style="list-style-type: none"> • The reference letter must be in official client company letterhead; • The reference letter must be from different entities • The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract. • The reference letter must have email address and telephone number. | | |
| 3 | Proposed Team organogram, CVs (Including qualifications, certification) | | |
| 4 | Bidder declaration Annexure A | | |
| PART B: PRICING PROPOSAL | | | |
| <i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i> | | | |
| Returnable Schedules that will be incorporated into the Contract | | | |
| 5 | Pricing BOQ: Annexure C | | |
| 6 | SBD 1: Annexure E | | |
| 7 | Valid B-BBEE Certificate or sworn affidavit | | |

NOTES:

- 1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.**
- 2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.**
- 3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.**

30 ANNEXURE C
PRICE SCHEDULE

| Description | Quantity | Total Amount |
|--|-----------------|---------------------|
| Migrate Oracle databases from OEL5 to OEL7 | 26 | |
| Upgrade Oracle databases from 12.1.0.2 to 19.3.0 | 30 | |
| Sub-Total | | |
| VAT 15% | | |
| Total | | |

31 ANNEXURE D – SCORING SHEET

| No. | Criteria | Proof required | Points allocation | Weight |
|-----|---|--|--|--------|
| 1 | <p>Company Experience:</p> <ul style="list-style-type: none"> The service provider must have a minimum of 3 years' experience rendering services as articulated in the RFP scope. | <ul style="list-style-type: none"> The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services. | <p>< 3 years – 0 points 3 – 4 years – 5 points >4– 6 years – 7 points >6 years – 10 points</p> | 20% |
| 2 | <p>Client References (Only relevant references)</p> <ul style="list-style-type: none"> A list of a minimum of 3 contactable references not older than 5 years, for similar work is required. The type of service rendered, and systems managed. The duration of Customer relationship The company size. Customer/ referees contact details. | <ul style="list-style-type: none"> Contactable References for similar work/projects undertaken in the last 5 years. OR Completed reference form for each reference <p>Provided references may be contacted for verification (refer to paragraph 31 returnable checklist for details to be captured on the reference letters)</p> | <p>< 3 references – 0 points 3 – 4 references – 5 points 5 – 6 references – 7 points > 6 references – 10 points</p> | 30% |
| 3 | <p>Staff Capability The Technician(s) must have a minimum of 3 years' experience in rendering similar services.</p> | <ul style="list-style-type: none"> Detailed CV, indicating the number of years the technician has been rendering similar services | <p>< 3 years – 0 points 3 – 4 years – 5 points >4 – 6 years – 7 points >6 years – 10 points</p> | 50% |

| | | | | |
|--------------|--|---|--|------------|
| | | . | | |
| TOTAL | | | | 100 |

32 ANNEXURE E – INVITATION TO BID

SBD 1 FORM - PART A

| | | | | | |
|---|---|---------------|---|--|-------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR | | | | | |
| BID NUMBER: | RFP:/ 3528/13/07/2022 | CLOSING DATE: | 13/07/2022 | CLOSING TIME: | 16h30 |
| DESCRIPTION | Request for Proposal (RFP) the Provision of Database Administration (DBA) Service to Upgrade the Oracle Environment at the CSIR | | | | |
| BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS | | | | | |
| Bid response documents are to be submitted to this e-mail address: tender@csir.co.za | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Mmatabane Hlapisi | | CONTACT PERSON | Mmatabane Hlapisi | |
| TELEPHONE NUMBER | | | TELEPHONE NUMBER | | |
| FACSIMILE NUMBER | N/A | | FACSIMILE NUMBER | N/A | |
| E-MAIL ADDRESS | tender@csir.co.za | | E-MAIL ADDRESS | tender@csir.co.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| 32.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | 32.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g., company resolution)

DATE: