



Request for Proposals (RFP)

The provision of services for the development of the National Integrated Data Management Information Platform (NIDMIP)

RFP No. 3321/23/08/2019

Date of Issue	08/08/2019	
Closing Date	23/08/2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	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 INVITATION FOR PROPOSAL

The invitation for proposal is issued for the purpose of supporting the development of a National Integrated Data Management Information Platform (NIDMIP) that provides improved access to information, fostering decision making and enhancing set key performance indicators relevant to the support of selected major infrastructure development programmes.

3 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional /alternative proposals over and above the originally specified format.

The CSIR has been appointed to implement a national integrated data management and implementation platform (NIDMIP) for the major infrastructure development initiatives.

The NIDMIP should be an online tool which will be an integral part to major infrastructure initiatives for the submission, capturing, benchmarking, analysing and reporting of submissions which will be used by administrative, internal and external staff members and stakeholders. The proposed format of the response should highlight the following criteria of the online NIDMIP system.

The Tool
Web and System Interface
System Intelligence
Security
Reporting
Project Management
Service

In addition to the response, service providers are required to provide the following information as part of the response:

- Detailed infrastructure description of the solution
- Infrastructure and solutions architecture availability
- Company experience
- Detailed project plan
- Ability to deliver the project
- Support services

3.1 System Interface

3.1.1 The proposed solution should be a web interface for the submission and capturing of information

- Should be compatible with all web browsers and open source mobile devices
- Ability to save and unsaved and interrupted forms and documentation. Users should be able to continue the process if interrupted
- Upload and save relevant documentation in various formats such as PDF, Word, Excel, IMG files
- Should be a user-friendly interface
- Ensure that the solution caters for various organisational user roles including defined features and functionality
- Provide a detailed breakdown of the proposed solution

3.2 System Intelligence

- Ability to access intelligence from the developed system based on the data captured
- Should have the ability to provide an up-to-date information sharing database and analysis for stakeholders and sector participants
- Accommodate departmental key performance indicators
- Provide statistical and graphical information
- KPI measurements and benchmarking
- Backup information and support where required

3.3 Security

- Service providers to ensure that the solution provided is secure and authenticated
- Application must provide access for defined company roles
- Provide encryption for all reports and defined access control per role
- Should cater for secure and encrypted channels (HTTPS) using fully signed and trusted certificates

3.4 Reporting

- Provide detailed reports on information submitted
- Provide analysis of information including statistical information
- Provide relevant management reports
- System should have the capability of providing automated information and management reports (Daily, Monthly, Weekly, Annual Reports)
- User reports should be defined per user role where applicable (General user, systems user, administrator, general role)
- Analytical reports
- KPI and matrix reports
- Integrated data reports
- Audit reports
- Should be downloadable in Word, excel, pdf

3.5 Project Management

- Ensure that a detailed project plan is submitted
- Provide a detailed scope including a phase of the project
- Provide a test and verification resource for each scope of phase of the project
- Ensure a training schedule is submitted with the response
- Project handover and support files must be submitted

3.6 Service

- The service provider should provide a service agreement where applicable
- Provide a detailed cost analysis of the solution including training, support and development costs

- Include all hosting and management charges as well as maintenance options where applicable for at least 24 months.
- The system must be robust and created around open source platforms.
- The propriety data, tool and information gathered will belong to the CSIR initiative

4 FUNCTIONAL EVALUATION CRITERIA

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

- 4.1 Number of years' experience and expertise in the relevant field as defined in the project scope
- 4.2 Articulate and understanding of the overall requirements of the project as per the defined scope
- 4.3 Detailed project plan and timeframes for delivery
- 4.4 Maintenance and support

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 80% and less than 70% on any of the individual criteria will be eliminated from further evaluation.

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location.
- Only QSE & EME will be considered for this tender

6 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) 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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

7 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **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

8 TENDER PROGRAMME

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

- Issue of tender documents: 08/08/2019
- Closing / submission Date: 23/08/2019

9 SUBMISSION OF PROPOSALS

9.1 All proposals are to be sealed. No open proposals will be accepted.

9.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No.: **3321/23/08/2019**

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP No.:
3321/232/08/2019

9.3 Proposals submitted by companies must be signed by a person or persons duly authorised.

9.4 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.

10 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 23 of August 2019** 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.

11 AWARDING OF TENDERS

11.1 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.

12 EVALUATION PROCESS

12.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for 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 tenderers.

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.

12.2 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.

13 PRICING PROPOSAL

13.1 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.

13.2 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 clearly indicated.

13.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

13.4 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.

**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.*

13.5 Payment will be according to the CSIR Payment Terms and Conditions.

14 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

15 APPOINTMENT OF SERVICE PROVIDER

15.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

15.2 Appointment as a successful service provider 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 supplier.

15.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

16 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 RFP NO. 3321/23/08/2019- The provision of services for the development of a National Integrated Data Management Information Platform”*** 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.

17 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

18 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer 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 tenderers.

19 CORRECTNESS OF RESPONSES

19.1 The tenderer 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.

19.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

20 VERIFICATION OF DOCUMENTS

20.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

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

20.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

20.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

21 SUB-CONTRACTING

21.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

21.2 A tenderer 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.

22 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

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

22.3 Prescribed by the body - regulating the profession of the consultant.

23 TRAVEL EXPENSES

23.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursments, must be in line with the CSIR's travel policy. The following will apply:

23.1.1 Only economy class tickets will be used.

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

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

24 ADDITIONAL TERMS AND CONDITIONS

- 24.1 A tenderer 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 Give preference to locally manufactured goods;
- 25.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 25.6 Award this RFP as a whole or in part;
- 25.7 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, tenderers 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 tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

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

RFP No:

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..... 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:	

27 ANNEXURE A

Functional Criteria	Weighting	5	7	10
Number of years of experience and expertise in the relevant field with experience in similar projects.	25	Did not provide any information	Should demonstrate more than 1 years of experience in at least 2 projects undertaken by the team	<p>The project team should demonstrate more than 2 years of experience in at least 5 projects undertaken by the team. With detailed example of one similar platform created.</p> <p>Team must comprise of relevant specialist knowledge for the project undertaken.</p> <p>Demonstrate clear understanding of analytical and statistical information and implementation.</p>
Articulate an understanding of the overall requirements of the project as per the project scope.	25	Requirements of the requested solution not addressed at all	Requirements of the requested solution partially addressed but not convinced	<p>Requirements of the requested solution addressed well including understanding and demonstration of all requested criteria.</p> <p>Clear understanding and demonstration of statistical applications.</p> <p>Use of open source technology.</p> <p>Infrastructure, specifications, configuration, system interface and clear demonstration of a technical solution with IT related infrastructure.</p>
Provision of a detailed project plan, methodology and roll-back plan	25	Not likely to address the needs of the evaluation and poor project plan	60% project scope with project plan and methodology demonstrated	<p>Well-articulated and defined scope with methodology demonstrated and a detailed understanding of the project.</p> <p>Clear understanding with roll-back plan.</p> <p>Bring in-depth knowledge of relevant IT, statistics and analytics expertise demonstrated.</p>

Maintenance and support services	25	No maintenance or support options provided	Maintenance and support provided but not clearly articulated and understood	Support and maintenance options well-articulated and understood
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