



Request for Proposals (RFP)

For

The Supply, Maintenance and Repairs of the CSIR ICT Cabling Infrastructure for a period of three (3) years on an “as and when required basis”

RFP No. 3542/31/10/2022

Date of Issue	Wednesday, 12 October 2022	
Closing Date and Time for Submission of Intent To Bid	Date: Wednesday, 19 October 2022 Time: 16:30	
Compulsory Briefing Session	Date: Monday, 24 October 2022 Venue: CSIR Pretoria Campus, Building 9 Time: 10:00am	
Closing Date and Time for Submission of Proposals	Date: Monday, 31 October 2022 Time: 16:30	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za <i>(Please use the RFP No. as subject reference)</i>
CSIR business hours	08h00 – 16:30	
Category	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 request for proposals is for the supply, maintenance and repairs of the CSIR's network cabling, radio links, UPS batteries and cabling infrastructure enclosures. This cabling infrastructure is specified below. Pricing should be standardized across all CSIR premises. The support and maintenance is required for a three (3) year period on an "as and when required basis".

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from qualified service providers for the supply, maintenance, and support of current cabling infrastructure to the CSIR for a period of three (3) years on an "as and when required basis"

3.1 The CSIR requires the following services:

- Based on the information per site listed below, we require the bidder to service any cabling infrastructure related calls, quotation, repair or installation.
- All cabling infrastructure related calls will be logged via the CSIR call management system, to which the contractor team will have access to. All of the above calls, to be managed from the Pretoria site, including such requests, queries for the remote sites.
- An agreed infrastructure catalogue (see below) with associated prices. Initial catalogue pricing may be re-negotiated bi-annually. Subject to increases beyond the supplier's control, excluding handling fees and profit margins.
- An agreed labour pricing structure, which forms part of the infrastructure catalogue.
- 24/7 support service function to provide maintenance and support for the requested service.

3.2 Information per site:

3.2.1 SITE 1 - CSIR Pretoria

Total buildings - 54

Existing Category Copper cabling

- CAT4 < 1% if any
- CAT5e <30%
- CAT6 = balance

Existing Fibre Optic cabling

- Combination of Multi-Mode and Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following:
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors.

3.2.2 SITE 2 - CSIR Cottosloe JHB

Total buildings - 4

Existing Category Copper cabling

- CAT5e > 90%
- CAT6 < 10%

Existing Fibre Optic cabling

- Combination of Multi-Mode and Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc.

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors. These cabinets ranges from (25U – 43U)

3.2.3 SITE 3 - CSIR Durban

Total buildings - 3

Existing Category Copper cabling

- CAT5e = 50%
- CAT6 = 50%

Existing Fibre Optic cabling

- Combination of Multi-Mode and Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc.

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors. These cabinets ranges from (25U – 43U)

3.2.4 SITE 4 - CSIR Rosebank Cape Town

Total buildings - 2

Existing Category Copper cabling

- CAT5e =50%
- CAT6 =50%

Existing Fibre Optic cabling

- Combination of Multi-Mode and Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc.

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors. These cabinets ranges from (25U – 43U)

3.2.5 SITE 5 - CSIR Stellenbosch

Total buildings - 4

Existing Category Copper cabling

- CAT5e =50%
- CAT6 =50%

Existing Fibre Optic cabling

- Combination of Multi-Mode and Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc.

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors. These cabinets ranges from (25U – 43U)

3.2.6 SITE 6 - CSIR Paardefontein

Total buildings - 3

Existing Links

Radio Links between Paardefontein and Kloppersbos

Existing Category Copper cabling

- CAT5e =20%
- CAT6 =80%

Existing Fibre Optic cabling

- Combination of Multi-Mode and Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc.

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors. These cabinets ranges from (25U – 43U)

3.2.7 SITE 7 - CSIR Kloppersbos

Total buildings - 1

Existing Links

Radio Links between Paardefontein and Kloppersbos, Kloppersbos and CSIR Main Campus

Existing Category Copper cabling

- CAT5e =5%
- CAT6 =95%

Existing Fibre Optic cabling

- Single Mode
- Termination of fibre Optic cabling according to CSIR ICT Standard

Existing Routing

- All routing on the CSIR campus external to buildings are done on the estate into 400 – 600 mm deep and 300 mm wide gravel trenches.
- Cable sleeves are done by means of 110mm pipes
- The cable sleeves are covered by 150mm soft soil or sand
- Inspection / service boxes are installed every 50m per trench or on every bend on the trench.
- The inspection/service boxes currently in use are similar to the normal irrigation boxes commercially available. The lid of these inspection/service boxes are marked with a stainless steel marker which are riveted onto the lid.
- The stainless steel marker contains a description of the fibre route and /or service
- All cable trenches on the CSIR premises are recorded on a CAD drawing
- Routing within the buildings consists of one or more of the following
 1. Dual steel power/data skirting (typical CabStrut P801)
 2. Servitudes within the floors or walls of the buildings
 3. Galvanized CabStrut trays
 4. Galvanized Bosal Piping 50mm
 5. P9000 trunking etc.

Existing Cabling Infrastructure enclosures

- Floor standing cabinets 600mm wide (depth ranges from 800mm – 1100mm) with perforated doors. These cabinets ranges from (20U)

4 PROPOSAL SPECIFICATION

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

Bidders must note the following important requirements:

4.1 Technical Specification:

4.1.1 Category Copper Cabling.

- All patch cables within the DataCentre and ICT Nodes (cabinets) must be PatchSee cables
- All Category copper cables must be terminated on either single or dual surface mounted termination boxes at the end point and on a 1U MegaNet 24 port copper CATEGORY 5/6 patch panel in the cabling enclosure

4.1.2 Fibre Optic Cabling.

- All fibre optic cables must be fibre optic cables
- All fibre optic splice panels must be Mega Net splice panels
- All fibre optic patch leads must be and a minimum of 2m unless otherwise requested

4.1.3 Routing and Trenching.

- All routing must conform to CSIR standards
- Trenches must conform to CSIR standards
- NO mechanical or motorized trenching are allowed unless specifically approved by the CSIR

4.1.4 Cabling Infrastructure.

- All racks and/or cabinets must have perforated front and back doors
- Plinths only to be used when specifically specified
- All racks and/or cabinets must be black in colour

- All racks and/or cabinets must be fitted with one zero “U” PDU (Power distribution unit) with either 15A three prong plug outlets or C13/14 outlets as specified by the CSIR. PDU power cable must be a minimum of 3 metres in length
- Floor standing racks and/or cabinets must cater for castors unless otherwise specified

4.1.5 Maintenance, Diagnostics, Repairs and Installations.

- It will be expected of the successful bidder to do maintenance, diagnostics, repairs and new installations for the CSIR locally as well as on the remote sites.
- All the above work will be scheduled through from CSIR’s Call Management System. New Installations can in addition to the above also be requested during project requests and/or proposals.

4.1.6 Maintenance and Support

The CSIR requires services at Pretoria and as and when required at the Regional offices. It will be expected of the prospective bidder to provide services as per below mentioned service levels as well as the ANNEXURE A.

The service levels required are:

Service Level	Description	Response Time		Restore Time	
		Office Hours	After Hours		
Critical Failure	If a critical equipment fails where there is no redundancy.	Immediate to 30 Minutes	Immediate to 45 minutes	1 Day	1 Day
Incident	Incident failure (Single user Affected)	Immediate to 4 hours	N/A	1 Day	N/A
Request Fulfilment	All the service request	Immediate to 8 hours	N/A	2 Days	N/A

- Daily Incident management and request fulfilment,
- Change management and configuration management for the environment.

4.1.7 Monthly SLA performance reports

- Service level reports are required to be provided by the successful bidder every month and as and when required, which reports on the performance of services provided.
- The successful bidder will have to use the CSIR call management system to extract data, which is to be used to compile the required reports for Incident Requests and Change management. All other reports must be generated from the systems owned by the successful bidder.

4.1.7.1 The sample reports are required to be submitted for at least the following:

- a. Incident and request management
 - i. The number of calls per month over 12 months per category.
 - ii. The restore time of all incidents.
 - iii. The % of incidents completed within 8-hour resolution.
 - iv. The % of requests completed within 16-hour resolution.
 - v. The % of calls re-opened.
 - vi. The % customer satisfaction for all.
- b. Change and configuration management
 - i. Change plans for all planned changes.
 - ii. Supply configuration documentation for a total solution, updated after each change.

4.2 **Additional Conditions and Requirements.**

- The bidder will be required to attend the compulsory site briefing session.
- The bidder must submit completed and signed SBD 6.2 local content declaration form together with completed and signed Annexure C, D and E.
- The bidder must submit fully completed Annexure A (Catalogue)
- The bidder must provide a valid all hour support contact number on a company letterhead.
 - Support during the day – the bidder to make use of the CSIR Call logging system to manage call and service request.
 - After hours' number needs to be provided in order to log calls and services after hours.
- The bidder must submit a Letter/ Memo on a company letterhead indicating the number of years the company have been in the ICT cabling service

- The bidder must provide at least 3 reference letters with contact details of previous / existing customers with whom the bidder has/ has had cabling agreements / contracts in place. These references must be of customers that have a national footprint.
- The bidder must provide the service transition plan in Microsoft Word or Microsoft PowerPoint showing the project plan, project schedule and duration. It is encouraged that the Bidder focuses on duration, practicality, quality and presentability of the plans as it will be expected of the successful bidder to commence a month before the current contract end date. The take on the plan should therefore not exceed one month.
 - The transition plan should cover at least the following:
 - a. Activities and milestones
 - b. Dependencies and durations
 - c. Responsibilities
 - d. Stakeholders
 - e. Change management plan
 - f. Communications plan
 - g. Risk and Issue management plan
- The bidder must provide completed and signed SBD 1 and SBD 4 Form.
- The bidder will be required to provide the safety file as part of on boarding process.

4.3 Financial Specification

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

- Pricing Proposal Form & Declaration by Bidder;
- Proposed cost/ commercial offer as per the specifications specified in the Annexure A (Catalogue)
- Copy of B-BBEE certificate (Issued by SANAS accredited agency) or sworn affidavit (In line with the DTI regulations); and registration report (RSA supplier).

5 FUNCTIONAL EVALUATION CRITERIA

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

	Evaluation criteria	Weighted score (%)
1	<p>Company Experience in Network Cabling</p> <p>Experience of the company with respect to specific aspects of the project / comparable projects</p> <p>Bidders to provide a Letter/ Memo on a company letterhead indicating the number of years the company has been in the ICT network cabling service</p>	50%
2	<p>Client/ Customer References</p> <p>Bidders to attach reference letters from previous clients / customers specific to ICT cabling infrastructure</p>	30%
3	<p>Service Transition Plan</p> <p>The service transition plan must cover activities & milestones, dependencies & durations, responsibilities, stakeholders, change management plan, communication plan and risk and issue management plan</p>	20%
	TOTAL	100

5.2 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.

5.3 **Refer to Annexure B for the scoring sheet that will be used to evaluate functionality.**

6 ELIMINATION CRITERIA

Service providers will be eliminated under the following conditions:

- Bidders that submit late proposals will not be considered.
- Bidders that submit to the incorrect location or email address will be eliminated (**Please submit electronically to tender@csir.co.za**)

- Bidders that are listed on the National Treasury database of restricted suppliers will not be considered.
- Bidders that are registered on the National Treasury Register of Tender Defaulters will not be considered.
- Bidders that do not attend the compulsory site briefing session will not be considered.
- Bidders that do not submit fully completed Annexure A (Catalogue) will not be considered.
- Bidders that do not submit company letterhead indicating the all hours support contact number will not be considered.
- Bidders that do not meet local production and content requirements (Bidders must submit a fully completed and signed **SBD 6.2** and its **Annexure C**) will not be considered.
- Bidders that do not submit a fully completed and signed **SBD 1** and **SBD 4 Form** will not be considered.

7 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:

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

SECTION B – TERMS AND CONDITIONS

8 SUBMISSION OF ENQUIRIES AND CONTACT WITH THE CSIR

- All enquiries must be submitted electronically at: tender@csir.co.za
(Please use the RFP No. as subject reference)
- All enquiries must be submitted no later than **Wednesday, 26 October 2022 at 16:30**

NB: 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.

9 TENDER PROGRAMME

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

- Issue of tender documents: 12 October 2022
- Last day for submission of Intent to bid Form: 19 October 2022 at 16:30
- Compulsory briefing session: 24 October 2022 at 10:00am
- Last date for submission of enquiries: 26 October 2022
- Closing date for submission of proposals: 31 October 2022 at 16:30
- Estimated contract duration (in months) 36 months

10 SUBMISSION OF PROPOSALS

10.1 All proposals must be submitted **electronically only** to tender@csir.co.za and clearly marked with the RFP number and the name of the bidder on the subject of the email address provided. Proposals must consist of two parts, each of which is created a folder clearly marked:

10.2 **PART 1:** Technical Proposal:

RFP No. 3542/31/10/2022

For example, marked as:

(Email 1 of 2: PART 1: Technical Proposal _RFP No. 3542/31/10/2022)

PART 2: Financial Proposal:

RFP No. 3542/31/10/2022

For example, marked as:

(Email 2 of 2: PART 2: Financial Proposal_RFP No. 3542/31/10/2022)

Note: One (1) email can be submitted with two (2) separate folders clearly marked

- 10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 10.4 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 10.5 Proposals and all other documents must be submitted electronically in **PDF format only**. The email and file size must not exceed a total of **25mb per email**.
- 10.6 The naming / labelling syntax of files or documents must be short and simple (e.g., B-BBEE Certificate).
- 10.7 All documents submitted electronically via email must be clearly visible.
- 10.8 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.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED.

11 DEADLINE FOR SUBMISSION OF PROPOSALS

- Proposals must be submitted to the email address mentioned above no later than the closing date of **Monday, 31 October 2022** and **closing time of 16:30**. The CSIR business hours are between 08:00am and 16:30.
- Where a proposal is not received by the CSIR by the due date and time at the stipulated place, it will be regarded as a late tender. **Late tenders will not be considered.**

12 INTENTION TO BID

All bidders are requested to complete and sign the Intent to Bid Form – **Annexure F**. The fully completed and signed Intent to Bid Form **MUST** be submitted no later than **Wednesday, 19 October 2022** to tender@csir.co.za at **16:30** to confirm the bidder's intention to bid for this RFP.

13 COMPULSORY BRIEFING SESSION INFORMATION AND PROTOCOL

13.1. A compulsory briefing session and/or site inspection will be held under the following details:

Date	Monday, 24 October 2022
Time	10:00am – 11:00am
Venue	CSIR Pretoria Campus, Building 9

13.2. Please take note of the following Protocols to follow when visiting the CSIR for the briefing session/site inspection:

- Only a maximum of two (2) delegates from each company will be allowed to attend the session
- All bidders/ contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/> (*The COVID-19 screening must be conducted on the day of the CSIR site visit, and a screenshot or email confirmation is to be presented to CSIR security personnel when entering the CSIR premises*)
- An attendance register will be circulated for signatures. Bidder's must clearly write their details on the attendance register and sign. Only a maximum of two people from the same company allowed to sign attendance register.
- No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc.
- No refreshments will be served during the site inspection

14 AWARDING OF TENDERS

Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent to unsuccessful bidders.

15 EVALUATION PROCESS

15.1 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 the successful bidder.

A three-phase evaluation process will be followed.

- The first phase includes **elimination criteria evaluation**
- The second phase includes the **functionality criteria evaluation**, and
- The third phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after elimination and functionality phases have been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

15.2 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.
- B-BBEE Certificate must be issued by SANAS accredited agency or a sworn affidavit must be in line with the DTI regulations. No B-BBEE status will be equal to zero points for B-BBEE.

16 PRICING PROPOSAL

16.1 The 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.

- 16.2 The 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.
- 16.3 The price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4 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.*

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

17 VALIDITY PERIOD OF PROPOSAL

- 17.1 Each proposal shall be valid for a minimum period of 120 days calculated from the closing date.
- 17.2 Tenderers are to note that they may be requested to extend the validity period of their proposal at the same terms and conditions if the internal evaluation processes have not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful tenderer(s)' proposal will be deemed to remain valid until a final contract has been concluded.

18 APPOINTMENT OF SERVICE PROVIDER

- 18.1 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.

18.2 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.

18.3 A Standard CSIR contract will be signed as a form of agreement.

19 LOCAL CONTENT

19.1 Only locally produced or locally manufactured plastic pipes with a stipulated threshold for local production and content will be considered.

19.2 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written exemption from the DTI should there be no need to import such raw material or input; and

19.3 A copy of the exemption letter must be submitted together with the bid document at the closing date and time of the RFP. For further information, bidders may contact the DTI directly.

19.4 The Declaration Certificate for Local Production and Content (SBD 6.2) together with the **Annexure C** (Local Content Declaration: Summary Schedule), **Annexure D** (Imported Content Declaration and **Annexure E** (Local Content Declaration) must be completed, duly signed and submitted by the bidder at the closing date and time of this bid.

19.5 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

19.6 The exchange rate to be used for the calculation of local production and content must be exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.

19.7 The DTI's guidance document for the calculation of local production and content can be accessed on the DTI's official website <http://www.thedti.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

19.8 Bidders must clearly indicate in their bids the quantities of materials and products to be supplied and the level of local content for each product.

19.9 Applicable local production and content minimum thresholds for this RFP are as per the table below:

Designated Products	Local Content	Stipulated minimum threshold
Plastic Pipes	Applicable	100%

19.10 To ensure that the above minimum local content on the actual manufacturing activities, the designated plastic pipes must be discharged against the following manufacturing processes:

Plastic Pipes: Polyvinyl Chloride (PVC) Pipes

No.	Item Description	Local Content Threshold
1.	32 mm PVC pipe	100%
2.	50 mm PVC pipe	100%
3.	110mm PVC flexible pipe	100%

20 MEDIUM OF COMMUNICATION

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

21 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.

22 CORRECTNESS OF RESPONSES

22.1 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.

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

23 VERIFICATION OF DOCUMENTS

Bidders 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.

N,B: TWO ELECTRONIC COPIES OF THE PROPOSAL MUST BE SUBMITTED

Pricing schedule and B-BBEE credentials should be submitted with the financial proposal, and no such information should be available in the technical proposal.

24 SUB-CONTRACTING

24.1 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.

24.2 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.

24.3 If the bidder intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.

24.4 All B-BBEE certificates or sworn affidavit(s) of the sub-contractor(s) must also be submitted. Non-submission will result in 0 points being awarded for BBEE.

25 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

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

25.3 Prescribed by the body – regulating the profession of the consultant

26 TRAVEL EXPENSES

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

26.1.1 Only economy class tickets will be used.

26.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

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

27 ADDITIONAL TERMS AND CONDITIONS

27.1 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.

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

27.3 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

27.4 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.

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

28 PERSONAL INFORMATION

28.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.

28.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

- 28.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 28.4 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 28.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 28.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

29 CSIR RESERVES THE RIGHT TO

- 29.1 Extend the closing date;
- 29.2 Verify any information contained in a proposal;
- 29.3 Request documentary proof regarding any tendering issue;
- 29.4 Give preference to locally manufactured goods;
- 29.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 29.6 Award this RFP as a whole or in part;
- 29.7 Cancel or withdraw this RFP as a whole or in part.

30 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

31 ANNEXURE A – NETWORK CABLING SERVICE CATALOGUE
(See separate Excel spreadsheet with areas to complete)

Annexure A – Catalogue spreadsheet

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

32 ANNEXURE B – SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<p>Company Experience in Network Cabling</p> <p>Minimum of 3 years is required</p>	<ul style="list-style-type: none"> Letter/ Memo on a company letterhead indicating the number of years the company has been in the ICT network cabling service, include the contact details and company where service was provided and number of years of experience. 	<p>Irrelevant or non-submission or less than 3 years – 0 points</p> <p>3 – 5 years – 5 points</p> <p>More than 5 years – 10 points</p>	50%
2	<p>Client/ Customer References</p> <p>Minimum of three (3) client/ customer reference letters specific to ICT cabling infrastructure must be provided</p>	<ul style="list-style-type: none"> Relevant client/ customer reference letters specific to ICT cabling infrastructure The reference letters should be less than five (5) years and contain the following: <ul style="list-style-type: none"> Client / Customer company name Geographical location of the customer / client Relevant service scope Years of contract service Customer contact name Customer contact email address and telephone number 	<p>Irrelevant or Non-submission or Reference letters that are not in the past 5 years or less than 3 customer reference letters submitted – 0 points</p> <p>3 – 5 relevant reference letters – 5 points</p> <p>More than 5 relevant reference letters – 10 points</p>	30%

3	Service Transition Plan	<ul style="list-style-type: none"> A transition plan, covering all aspects stipulated above under additional conditions and requirements 	<p>Non-submission of the transition plan or does not cover any of the aspects stipulated – 0 points</p> <p>The transition plan covers some but not all aspects as stipulated – 5 points</p> <p>The transition plan covers all aspects as stipulated – 10 points</p>	20%
TOTAL				100%

N.B: 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.

33 ANNEXURE G – RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his/ her ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –			
PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes.			
		Yes	No
1	SBD 6.2 together with local content declaration Annexures C, D and E		
2	Fully completed and signed SBD 1 Form – <i>Annexure H</i>		
3	Fully completed and signed SBD 4 form – <i>Annexure I</i>		
4	Company letterhead indicating the all hours support contact number		
5	Letter/ Memo on a company letterhead indicating the number of years the company has been in the ICT network cabling service		
6	Relevant client/ customer reference letters specific to ICT cabling infrastructure – <i>Annexure J</i>		
7	Service Transition Plan – <i>Annexure K</i>		
8	Intention to Bid Form – <i>Annexure F</i>		
PART B: FINANCIAL PROPOSAL			
Returnable Schedules that will be incorporated into the Contract.			
9	Fully completed Annexure A (Catalogue)		
10	Pricing Proposal Form – <i>Annexure M</i>		
11	Declaration by Bidder – <i>Annexure N</i>		
12	B-BBEE Certificate or Sworn Affidavit – <i>Annexure L</i>		

34 ANNEXURE H – SBD 1 FORM

(Must be completed by the bidder and submitted with the tender)

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

35 ANNEXURE I – SBD 4 FORM

(Must be completed by the bidder and submitted with the tender)

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

36 ANNEXURE J – CLIENT/ CUSTOMER REFERENCE LETTERS

The bidder shall attach hereto reference letters from previous clients/ customers specific to ICT cabling infrastructure projects that have been undertaken successfully in the past five (5) years.

Note that no letters of appointment will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic.

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

37 ANNEXURE K – SERVICE TRANSITION PLAN

The bidder shall attach a service transition plan in Microsoft Word or Microsoft PowerPoint showing the project plan, project schedule and duration. It is encouraged that the Bidder focuses on duration, practicality, quality and presentability of the plans as it will be expected of the successful bidder to commence a month before the current contract end date. The take on the plan should therefore not exceed one month.

The transition plan should cover at least the following:

- a. Activities and milestones
- b. Dependencies and durations
- c. Responsibilities
- d. Stakeholders
- e. Change management plan
- f. Communications plan
- g. Risk and Issue management plan

SIGNATURE:
(of person authorised to sign on behalf of the Bidder)

DATE:

38 ANNEXURE L - B-BBEE CERTIFICATE OR SWORN AFFIDAVIT

The bidder shall attach a certified copy of their B-BBEE Certificate or Sworn Affidavit.

If no valid B-BBEE certificate or sworn affidavit is provided, no points will be scored for B-BBEE during the evaluation process. (RSA suppliers only)

SIGNATURE:

DATE:

(of person authorised to sign on behalf of the Bidder)

39 ANNEXURE M - PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....
..... Rand (in words); R (in figures),
(firm)

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) _____
Name(s) _____
Capacity _____
For the Bidder _____
Name and _____
signature of _____
witness _____ **Date** _____

40 ANNEXURE N - DECLARATION BY BIDDER

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

RFP No: 3542/31/10/2022

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. 3542/31/10/2022** 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 bidder 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.....	