



Request for Proposals (RFP)

The provision of installation services for Container Digital Doorways and ICT Centres to CSIR

RFP No. 3228/21/09/2018

Date of Issue	07 September 2018	
Compulsory briefing session	Not Applicable	
Closing Date	Friday, 21 September 2018 at 16:30	
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 Service	

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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

For more than a decade to date, CSIR – through the Meraka Institute – pursued the goal of making a fundamental difference to computer literacy and associated skills through the development and use of the Digital Doorway (DD). The DD initiative is underpinned by the concept of people's inherent cognitive ability to teach themselves computer-related skills with minimal external intervention. It provides a mechanism for unassisted learning to allow a user to become functionally computer literate. Deployment of a variety of configurations of DD computer systems in the country is enabling communities to learn through experimentation. To date, CSIR has deployed over 250 DDs country-wide, varying from single terminal DDs, desktop single terminal DDs, DDs for disabled users, 4-terminal DDs, 3-terminal DDs and more recently solar energy-powered container DDs. For the foreseeable future, the version of DDs CSIR will focus on deploying are the solar energy-powered Container DDs.

The CSIR has also implemented a number ICT Labs, dubbed "ICT Centres", applying similar software technologies as for the DDs.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of the services of installing 5 DDs and 2 ICT Centres for CSIR.

4 PROPOSAL SPECIFICATION

- 4.1 All proposals must be responsive to the specification in this enquiry. All information explicitly requested must be provided or annotated "Not Applicable", if it does not apply. Additional information may be provided, as the tenderer sees fit, but no information

explicitly requested may be omitted. Proposals that do not comply with this requirement for responsiveness will be disqualified.

4.2 Description of the Container Digital Doorway

4.2.1 The Container Digital Doorway (DD) is a unique invention of the CSIR comprising specialized, ruggedized computer equipment, housed in a container powered by solar energy. Figures 1 through 7 illustrate various elevations of the Container DD and the three terminals fitted as part of the Container DD.

4.2.2 The front, rear, side and aerial views of the Container Digital Doorway illustrated in Figures 2, 3, 4 and 5 respectively, provide an impression of how the container DD will look when fully installed.

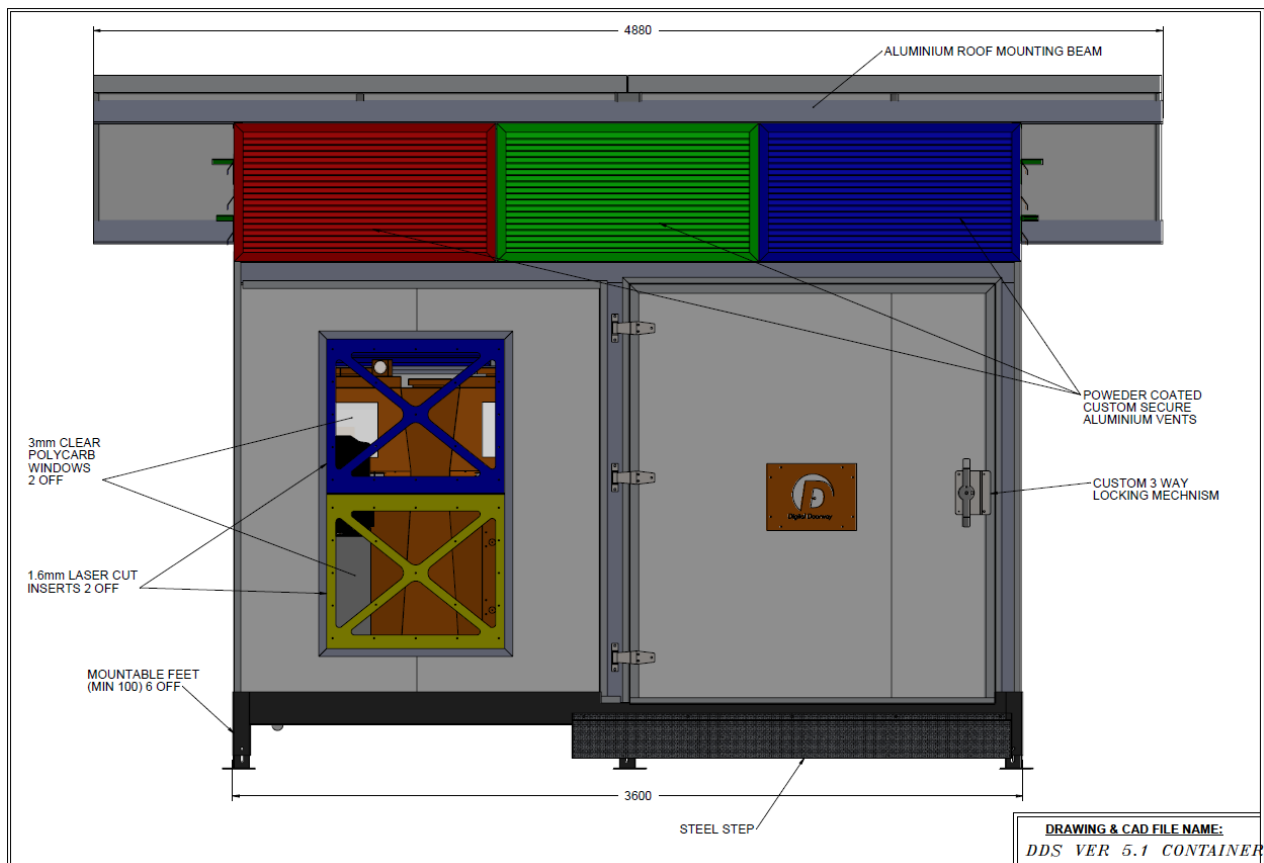


Figure 1 Front View of the Container Digital Doorway

4.2.3 The front view in Figure 2 highlights the following features of the Container Digital Doorway:

- Aluminium roof mounting beam, on which the roof covering, comprising solar panels rests;
- Powder coated aluminium vents/louvers;
- 2 x 3mm clear polycarb window panels;
- 2 x 1.6mm laser cut inserts;
- 6 x mountable feet of minimum height 100mm; and
- Steel step on the doorway.

4.2.4 Figure 3 illustrates the rear view of the Container Digital Doorway.

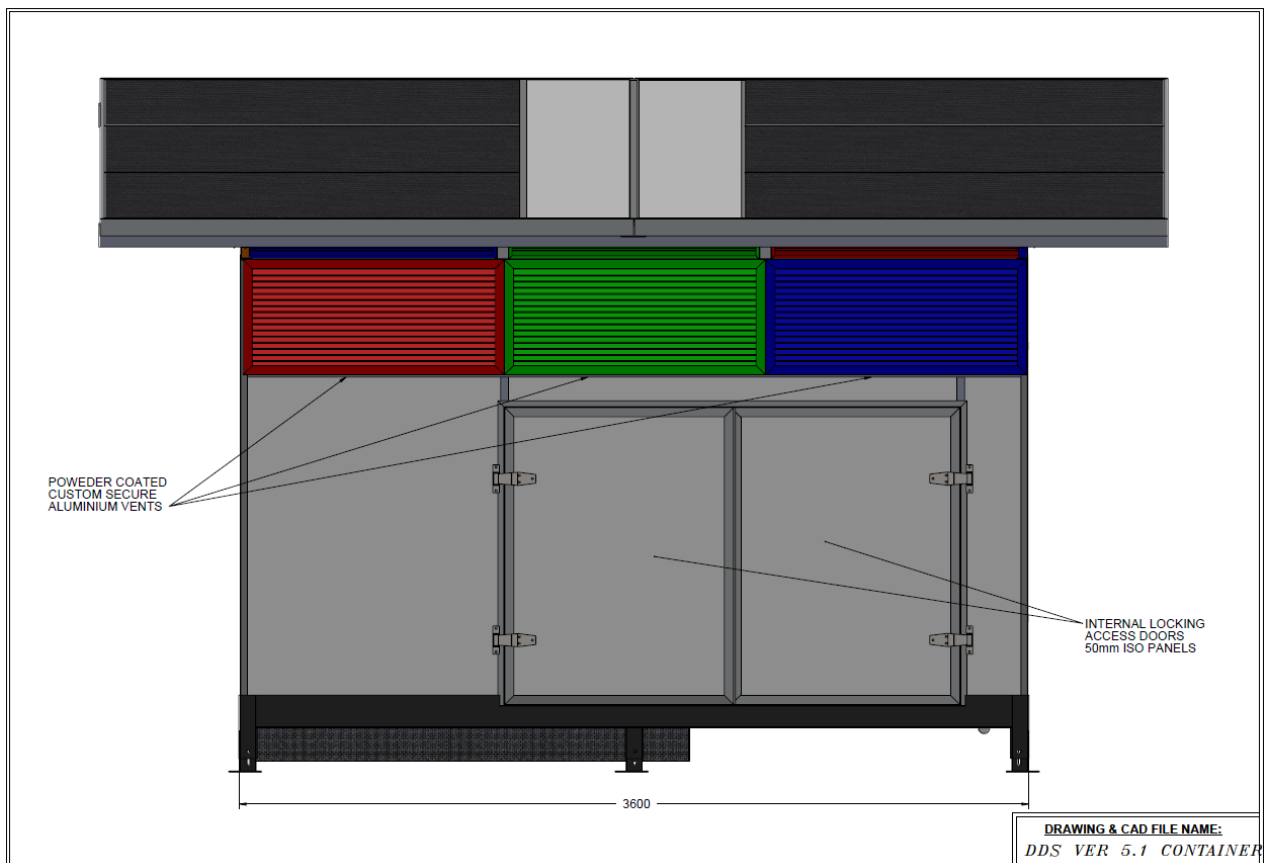


Figure 3 Rear View of the Container Digital Doorway

4.2.5 Highlighted on the rear view illustration in Figure 3 of the Container Digital Doorway are:

- Powder coated aluminium vents/louvers; and
- Double swing doors lockable from inside.

4.2.6 The side views of the Container Digital Doorway in Figure 4 highlight:

- Brackets for the roof structure;
- 2 x 3mm clear polycarb window panels; and
- 2 x 1.6mm laser cut inserts.

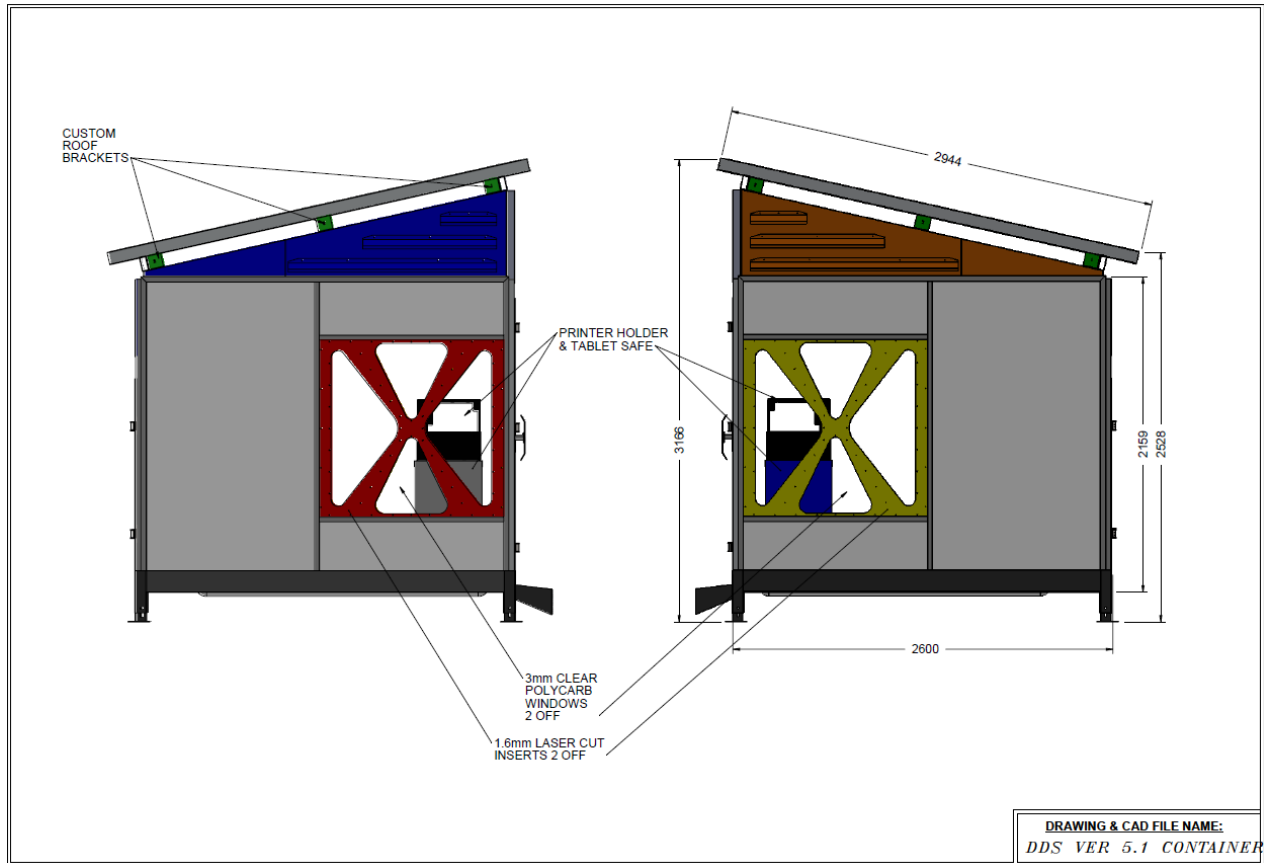


Figure 4 Side Views of the Container Digital Doorway

4.2.7 The slanted rear view of the Container Digital Doorway in Figure 5 highlights the following:

- 6 x 300W Solar Panels (3 of each on either side) and 50mm ISO filler panels.
- Powder coated aluminium vents/louvers; and
- The rear double swing doors lockable from inside.

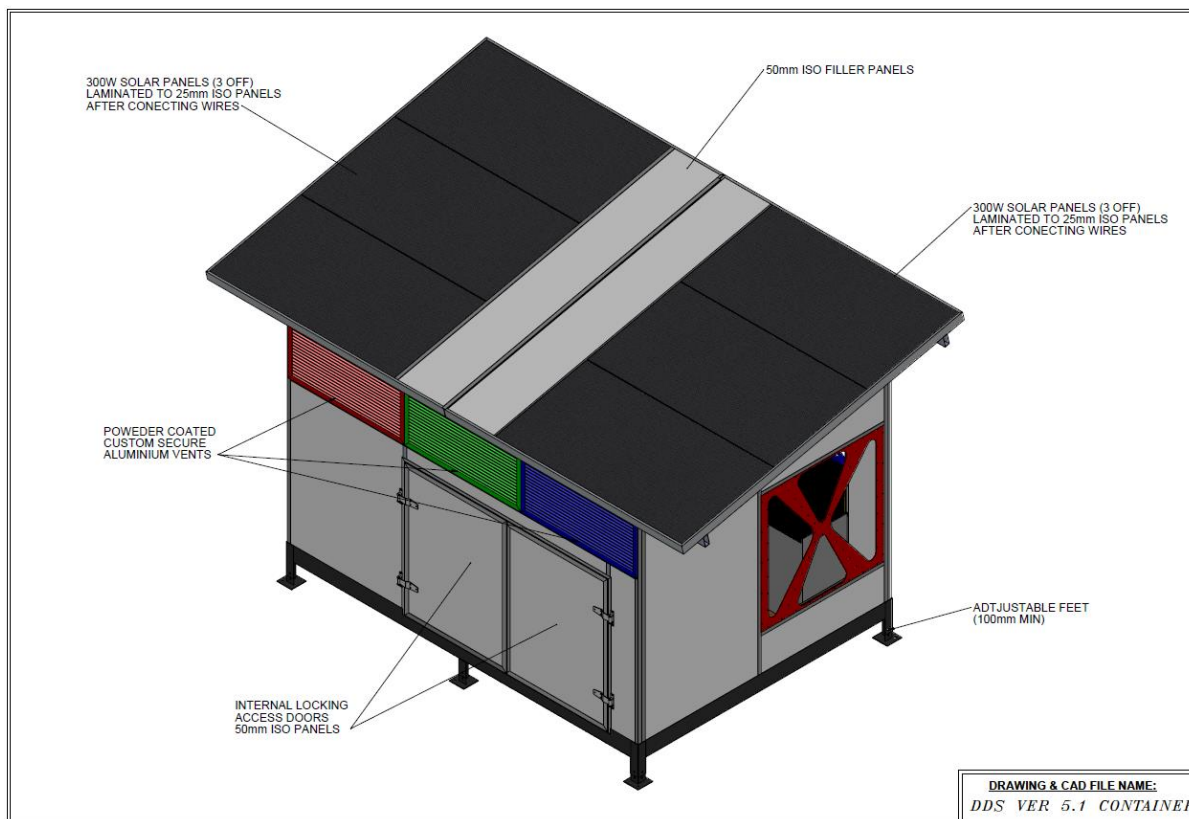


Figure 5 Slanted rear view of the Container Digital Doorway

4.2.8 A slanted frontal view of the Container Digital Doorway would look like the illustration in Figure 6.



Figure 6 Slanted Frontal View of the Container Digital Doorway

4.2.9 When fully installed, the container Digital Doorway be self-standing as illustrated in Figure 6, with all equipment powered by solar panels (6 x 300 Watts) and 2 banks of lead acid batteries (170 AmpHour North Start).

4.2.10 The interior equipment will include three standing, rugged user terminals, manufactured to withstand constant use, in a rural environment, with 17 inch screens, and rugged keyboards, touchpad, speakers and webcams, as illustrated in Figure 7.

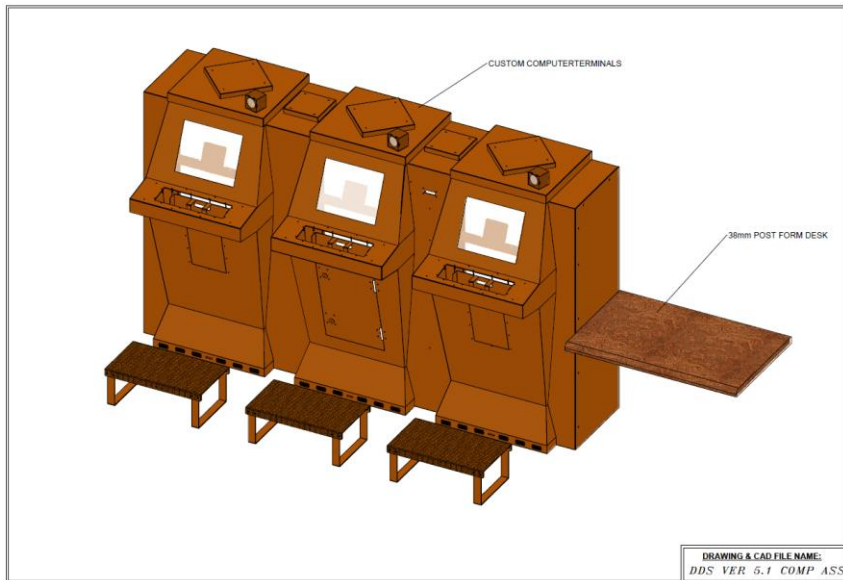


Figure 7 Rugged user terminals (with climb-on stools for use while standing)

4.1 Description of the ICT Centre

4.1.1 Each ICT Centre will have 8 three-user ICT Centre Assemblies installed within a building at the respective site. Each ICT Centre Assembly (Figure 8 shows two such Assemblies) will be pre-fabricated by a manufacturer. The installer will be involved in assembling and integration of procured equipment with the pre-fabricated assemblies. For each ICT Centre Assembly, computers will be mounted inside of the custom green steel lip channel which in turn may be mounted to the wall. Each computer will be accessed through a suitably sized steel door with a safe lock to secure it. Each ICT Centre Assembly may be mounted to a wall. Alternatively, two Assemblies may be mount back to back, enabling the users to see each other over the steel lip channel. In the paired back-to-back configuration, the number of users becomes six (6) – three (3) on each assembly.

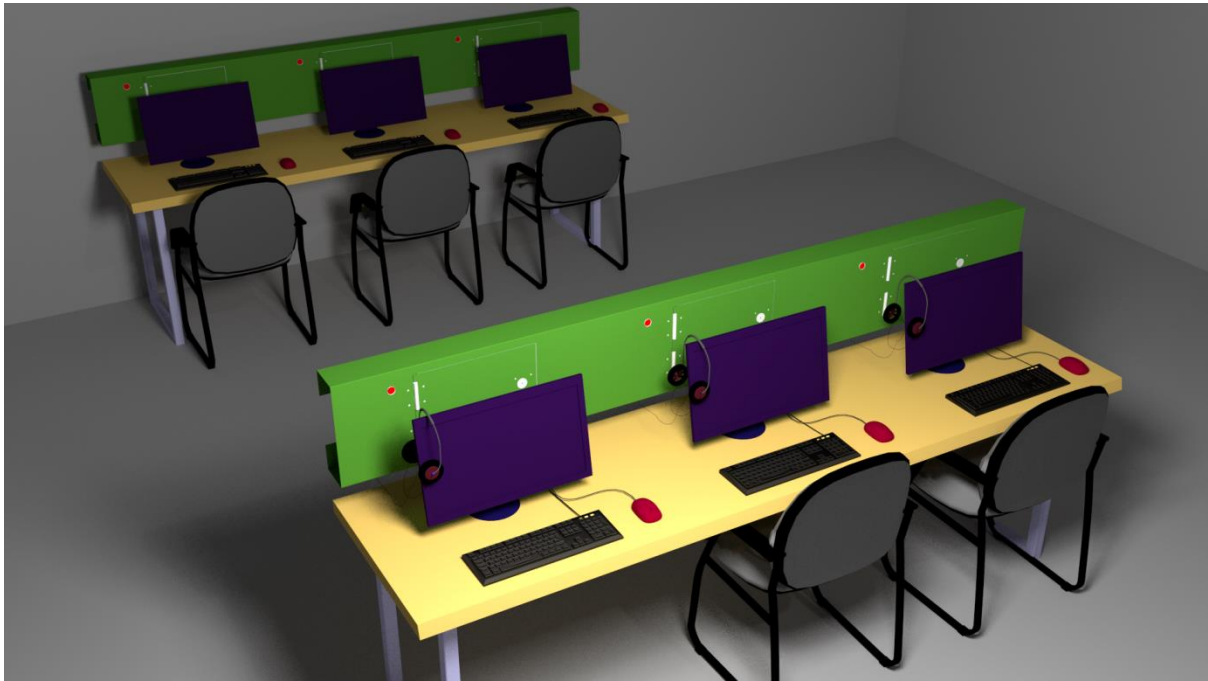


Figure 8 ICT Centre Assemblies

4.1.2 Hexagonal box setup

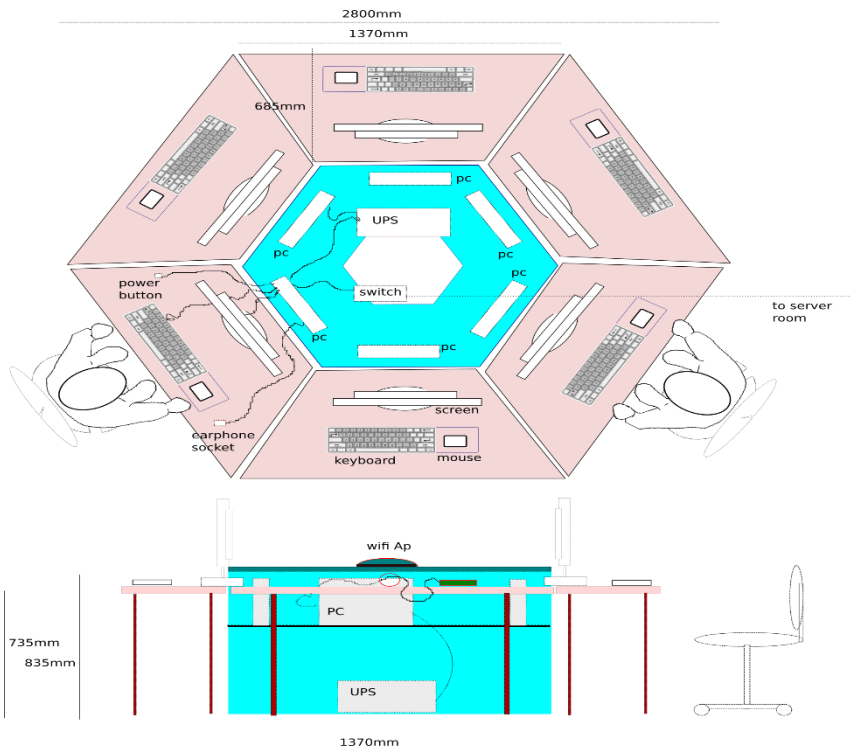


Figure 9 Hexagon box setup



Figure 10 Beaufort West Hexagonal box setup.

4.2 Installing the Digital Doorways and ICT Centres

4.2.1 For each of the container DDs, the process of installation will involve:

- (a) Staging the container DD at CSIR to confirm functionality;
- (b) Transporting the container DD to installation site, either fully assembled (with the roof removed for transporting) or disassembled into a flat pack;
- (c) Assembling the container DD at installation site;
- (d) Installing Wi-Fi routers;
- (e) Completing full functional test, handover and documentation.

4.2.2 The same approach [4.2.1 (a) to (e) above] will apply to ICT Centre installations. In addition, each ICT Centre will be linked to the internet via VSAT. The VSAT antenna and modem will be installed by the relevant VSAT service provider. The Installation Service provider will connect the ICT Centre Equipment to the VSAT equipment to establish connectivity.

4.2.3 The location of the installation sites, including GPS coordinates and approximate distances from the Pretoria Campus of CSIR, are shown in the following.

Site No	Province	Local Municipality	District Municipality	Ward	Site name	Latitude	Longitude	Estimated distance from CSIR Pretoria Campus (KM)
Digital Doorways								
1	Western cape	Overberg	Overstrand	1	Elim	34°35'30.90"	19°45'34.22"	1554
2	Western cape	Overberg	Theewaterskloof	1	Genadendal	34°02'02.91"	19°33'28.09"	1490
3	Western cape	Overberg	Swellendam	3	Suurbraak	34°00'15.33"	20°39'11.14"	1434
4	Western cape	Eden	Hassequa	1	Slangrivier	34°08'35.73"	20°51'31.95"	1392
5	Western cape	Eden	George	24	Haarlem	33°44'12.39"	23°20'59.55"	1229
ICT Centres								
6	Gauteng	City of Tshwane Metropolitan		105	Winterveld	28.057456°	-25.471454°	60km
7	Limpopo				Dzumeri	30.709168°	-23.577741°	450km

Please Note that pricing proposals must include price per individual site. If a tenderer fails to provide a price per site and only provides a total price, the cost per site will be deemed to be the simple average price for the 07 sites.

4.3 Outcome of the project

Fully assembled Container Digital Doorways and ICT Centres are installed at identified sites, tested, and their functionality demonstrated to and handed over to the user representatives on sites. These deliverables are subject to acceptance testing and sign-off by the CSIR.

4.4 Project Specifications

4.4.1 Winning tenderer(s) may be required to attend compulsory training on how to undertake the installations. If applicable, the cost of such training will be added to the bid price for purposes of evaluating and comparing supplier costs on an equal footing.

4.4.2 The successful tenderer(s) will be supervised by the CSIR throughout the project.

4.4.3 As part of demonstrating the tenderer's capability to undertake the required installation services, the tenderer must include detailed information on their skills in the proposal, to meet the following minimum requirements:

- (a) The tenderer must have basic computer literacy. Prior experience with Linux (GUI & Terminal) would be an advantage;
- (b) The tenderer must be able to read & understand electrical wiring diagrams;
- (c) The tenderer must be able to make LAN Cables to specification;
- (d) The tenderer must be able to manufacture wiring looms to specification;
- (e) The tenderer must be able to provide a minimum team size of 4 suitably qualified / experienced artisans and a supervisor;
- (f) The tenderer must provide CVs for all staff that will do the installations;
- (g) The tenderer must provide their own tools;

4.4.4 The successful tenderer's installation team must have the following skills:

- (a) Mechanical assembly;
- (b) Exposure to rigging;
- (c) Manufacture of LAN Cables & Wiring looms;
- (d) Reading a compass;
- (e) Lots of common sense;
- (f) Logical fault finding in terms of tracing faulty modules.

4.4.5 As part of demonstrating the tenderer's track record of working on installations of similar calibre to the required services, the tenderer must include the following information in their proposal:

- (h) Record of examples of similar type of projects previously undertaken; and
- (i) Duration in business working on similar projects.

4.4.6 Tenderers must be available, at short notice, to give a presentation, in person, of their proposal and to answer any questions in connection with the tender.

5 FUNCTIONAL EVALUATION CRITERIA

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

	Criterion Description	Weight
1	Capability of undertaking the required installation services	40
2	Track record of working on installations of similar calibre to required services	25
3	Feasibility of proposed solution(s)	25
4	Warranties on workmanship	10
	Total	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** will be eliminated from further evaluation.

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

6 ELIMINATION CRITERIA

6.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Proposals that cannot be adequately evaluated as a result of missing information explicitly requested in this RFP.

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 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: 07 September 2018
 - Closing / submission Date: 21 September 2018 16:30
 - Estimate appointment date of successful tenderer: 01 Oct 2018
 - Estimated contract duration (in months/years): Three Months

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: 3228/21/09/2018

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: 3228/21/09/2018

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, 21 September 2018** 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. If all tenders received are more than R1m, the proposal will be cancelled and re-issued.

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. In addition,

a breakdown of the total price by installation site must be provided. If a tenderer fails to provide a price per site and only provides a total price, the cost per site will be deemed to be the simple average price for the 11 sites.

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 Two contracts will be awarded to the top two tenderers who score the highest and second 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 **“CSIR RFP No. 3228/21/09/2018 - The provision of installation services for Container Digital Doorways and ICT Centres to CSIR”** 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)** 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-imburements, 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: 3228/21/09/2018

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. 3228/21/09/2018 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 – TECHNICAL SCORECARD

	Functional / Technical Criteria	Weighting	Determination of score on a scale of zero (0) to ten (10) where ten (10) is the highest achievement, one (1) is the least achievement and zero (0) depicts no achievement at all.	Basis of scoring																														
1	Capability of undertaking the required installation services. (Paragraphs 4.4.3 and 4.4.4)	40	Proposals will be ranked on a scale of 0, 1, through 10 in respect of capability of undertaking the required installation services by assessing the skills of the tenderer.	<table border="1"> <tr> <td colspan="2">Minimum requirements (4.4.3)</td> </tr> <tr> <td>Meets all specified minimum requirements</td> <td>7</td> </tr> <tr> <td>Meets only 6 of the minimum requirements</td> <td>6</td> </tr> <tr> <td>Meets only 5 of the minimum requirements</td> <td>5</td> </tr> <tr> <td>Meets only 4 of the minimum requirements</td> <td>4</td> </tr> <tr> <td>Meets only 3 of the minimum requirements</td> <td>3</td> </tr> <tr> <td>Meets only 2 of the minimum requirements</td> <td>2</td> </tr> <tr> <td>Meets only 1 of the minimum requirements</td> <td>1</td> </tr> <tr> <td>Does not meet the specified minimum requirements</td> <td>0</td> </tr> <tr> <td colspan="2">Skills of the installation Team (4.4.4)</td> </tr> <tr> <td>High Skills</td> <td>3</td> </tr> <tr> <td>Medium skills</td> <td>2</td> </tr> <tr> <td>Low skills</td> <td>1</td> </tr> <tr> <td>None</td> <td>0</td> </tr> <tr> <td>Possible Total Score</td> <td>10</td> </tr> </table>	Minimum requirements (4.4.3)		Meets all specified minimum requirements	7	Meets only 6 of the minimum requirements	6	Meets only 5 of the minimum requirements	5	Meets only 4 of the minimum requirements	4	Meets only 3 of the minimum requirements	3	Meets only 2 of the minimum requirements	2	Meets only 1 of the minimum requirements	1	Does not meet the specified minimum requirements	0	Skills of the installation Team (4.4.4)		High Skills	3	Medium skills	2	Low skills	1	None	0	Possible Total Score	10
Minimum requirements (4.4.3)																																		
Meets all specified minimum requirements	7																																	
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Meets only 3 of the minimum requirements	3																																	
Meets only 2 of the minimum requirements	2																																	
Meets only 1 of the minimum requirements	1																																	
Does not meet the specified minimum requirements	0																																	
Skills of the installation Team (4.4.4)																																		
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None	0																																	
Possible Total Score	10																																	

2	Track record of working on installations of similar calibre to required services	25	Proposals will be ranked on a scale of 0, 1, through 10 in respect of track record of working on installations of similar calibre to required services by assessing the following: (a) Record of examples of similar type of projects previously undertaken; and (b) Duration in business working on similar projects.	Record of examples	
				More than 5 examples	6
				From 4 to 5 examples	4
				From 1 to 3 examples	2
				No examples	0
				Duration in business	
				More than 5 years	4
				From 4 to 5 years	3
				1 to 3 years	2
				Less than 1 year	0
				Possible Total Score	
					10
3	Feasibility of proposed solution(s)	25	Proposals will only have either of the score 10 or 0 depending on whether or not the proposed solution is deemed feasible.	Feasible	
				Feasible	10
				Not feasible	0
4	Warranties	10	Proposals will be ranked on a scale of 0 to 10 in respect of warranties offered by the tenderer for workmanship and materials used.	Duration of warranty	
				Warranty more than 3 years	10
				Above 2 years up to 3 years	7
				Above 1 year up to 2 years	5
				Warranty up to 1 year	3
				No warranty at all	0
Total		100			

Results arrived at by evaluating the submitted proposals may be modified to be consistent with evidence discovered during presentation, in person, of proposed solution.

28 ANNEXURE B – SBD 1 Form (Completed form to be submitted with the proposal)

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	3228/21/09/2018	CLOSING DATE:	21 Sep 2018	CLOSING TIME:	16:30
DESCRIPTION	The provision of installation services for Container Digital Doorways and ICT Centres to CSIR				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CSIR GATE 03 - Main Reception Area (in the Tender box)					
Meiring Naude Road					
Brummeria					
Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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]					

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]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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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?	<input type="checkbox"/> YES <input type="checkbox"/> 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

3. 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 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 ENGAGED WITH NEGOTIATIONS BY THE CSIR THAT MIGHT RESULT IN THE ISSUING OF A PURCHASE ORDER.
4. 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 CSIR 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 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: