



Request for proposals (RFP)

The provision of tailored Practical training for Digital Doorway System Administrators for CSIR

RFP No. 3230/28/09/2018

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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.

1 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.

2 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of tailored Practical training for Digital Doorway (DD) System Administrators to the CSIR.

The number of people to be trained on DD System Administration is forty eight (48) and these may be trained at ideally in two or more groups, at a venue in Thaba Nchu (GPS Coordinates -29.174943, 26.794228), approximately 75km from Bloemfontein via N8 to Ladybrand /Maseru or at each Digital Doorway site. The trainees will be nominated by the Client, the Department of Rural Development and Land Reform (DRDLR), who will be responsible for bringing the trainees to the Training Centre in Thaba Nchu and taking them back after the training. DRDLR will also provide the trainees with accommodation and meals

at the Training Centre. The trainer will be required to cater for their own transport to and from the Training Centre, accommodation and meals, except lunch, which DRDLR will provide at the Training Centre for the duration of the training.

3 PROPOSAL SPECIFICATION

Tenderers to submit tenders in a format they deem fit.

- 3.1 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.

3.2 Description of the Container Digital Doorway

- 3.2.1 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.
- 3.2.2 The front, rear, side and aerial views of the Container Digital Doorway illustrated in Figures 1, 3, 4, 5 and 6 respectively, provide an impression of the look of a fully installed container DD.

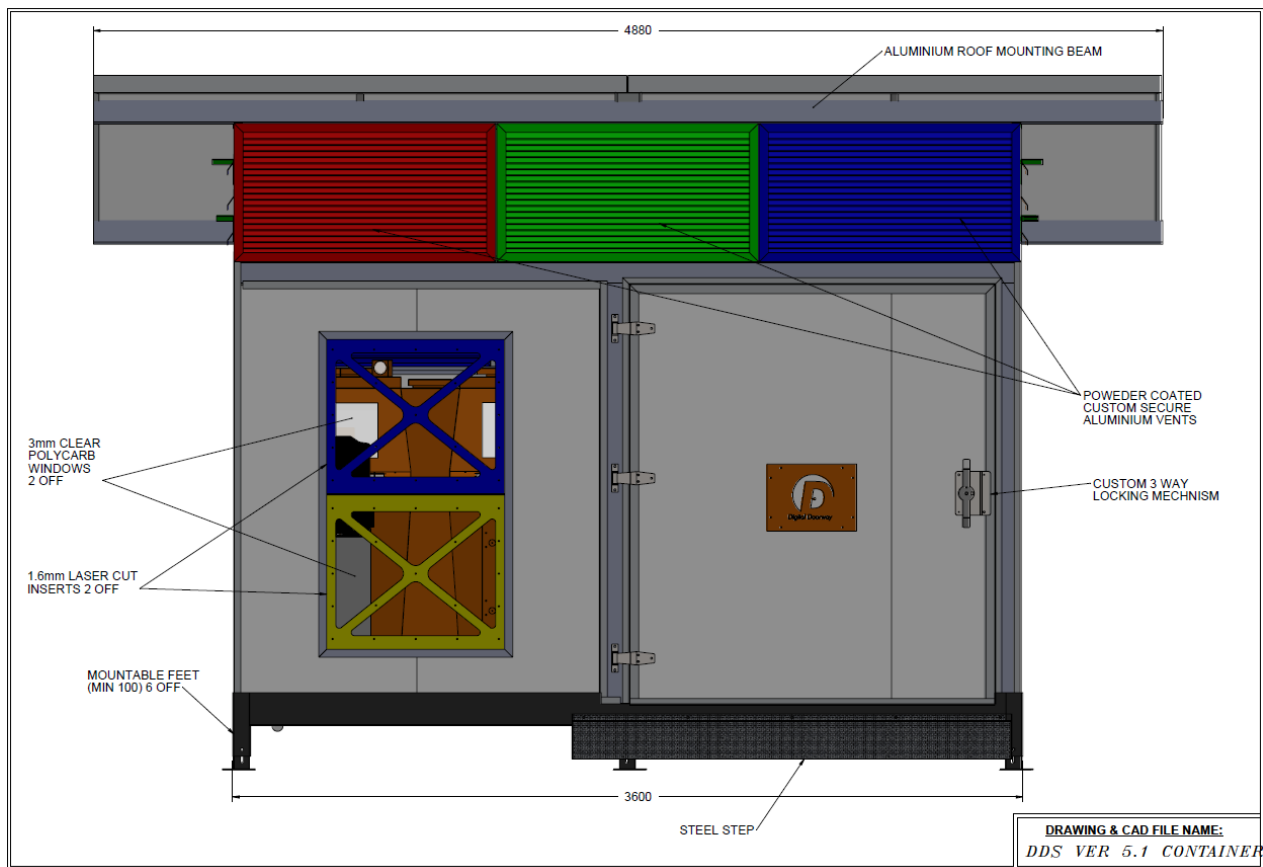


Figure 1 Front View of the Container Digital Doorway

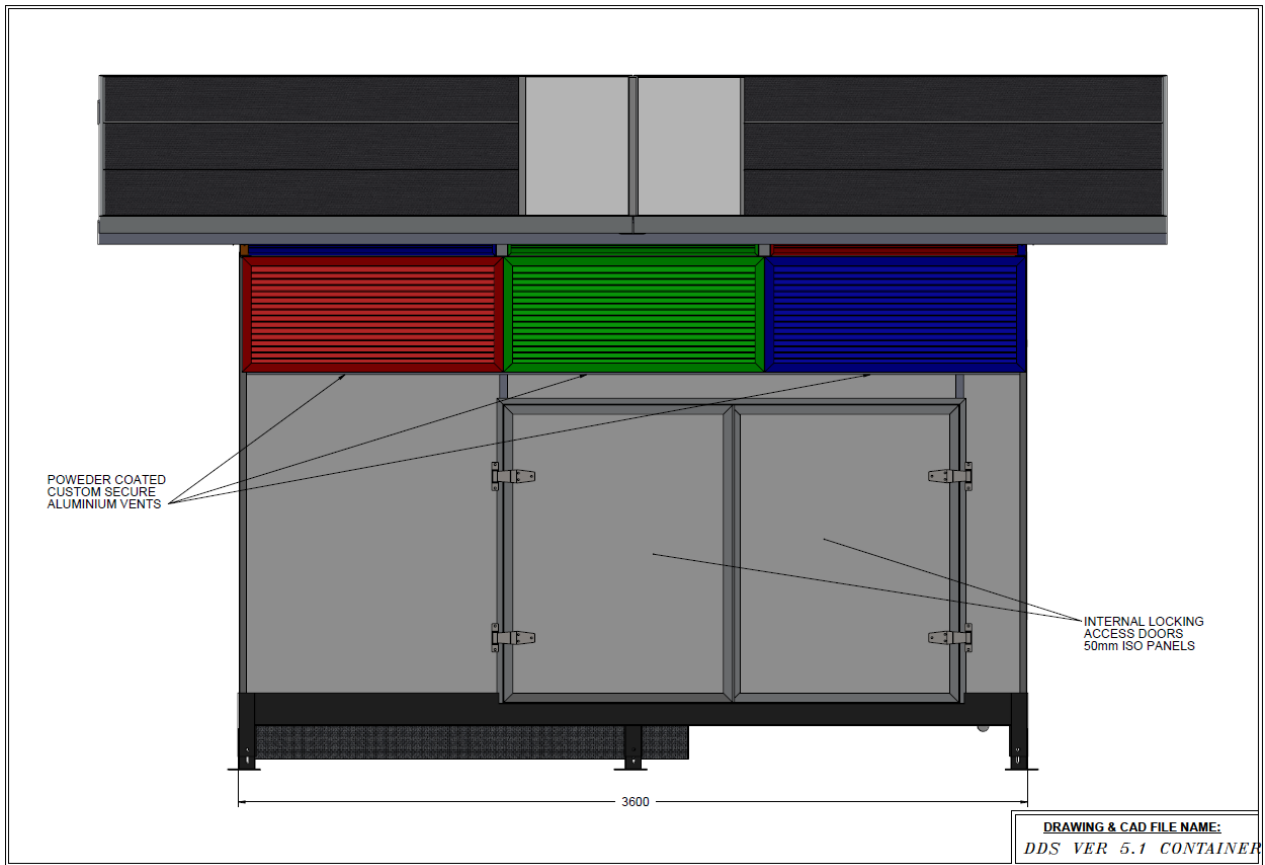


Figure 3 Rear View of the Container Digital Doorway

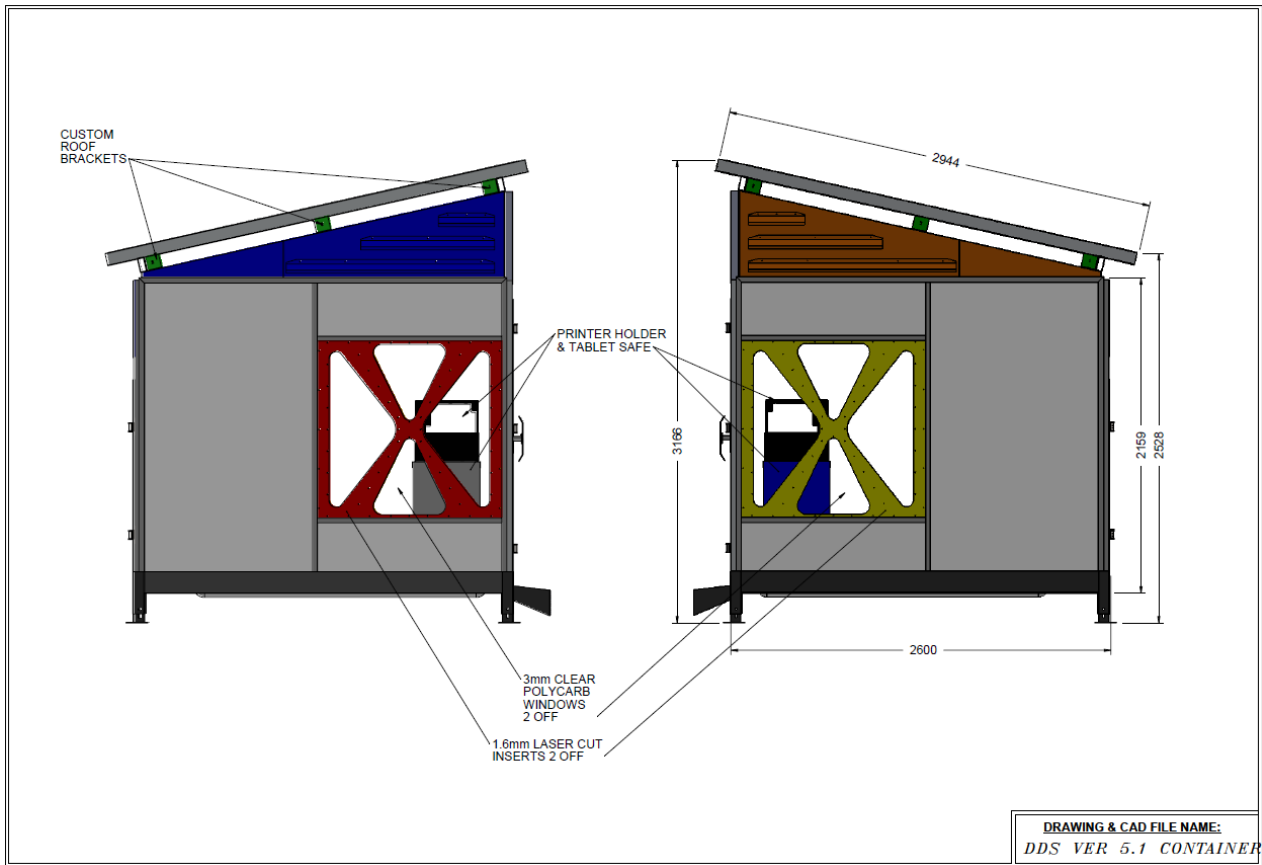


Figure 4 Side Views of the Container Digital Doorway

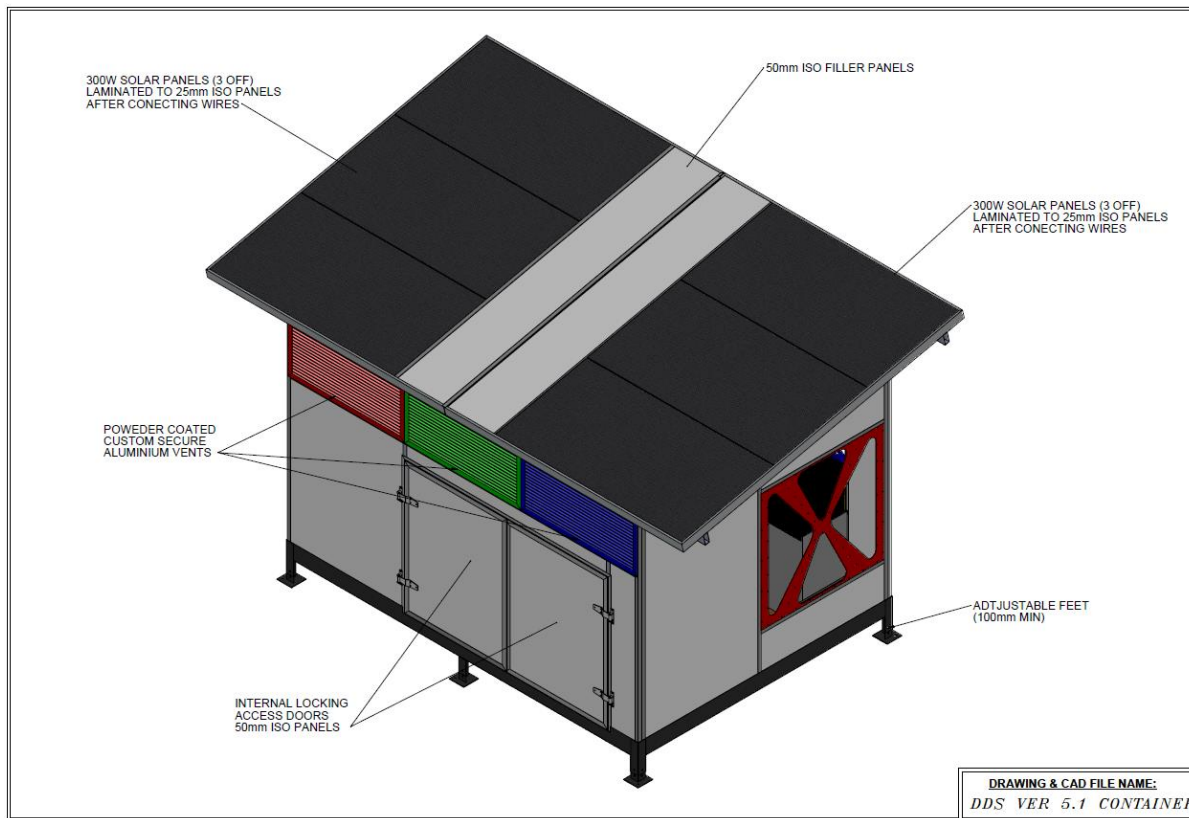


Figure 5 Slanted rear view of the Container Digital Doorway

3.2.3 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

3.2.4. The interior equipment will include three standing, rugged user terminals, manufactured to withstand constant use, in a rural environment, with 20 inch screens, and rugged keyboards, touchpad, speakers and webcams, as illustrated in Figure 7.

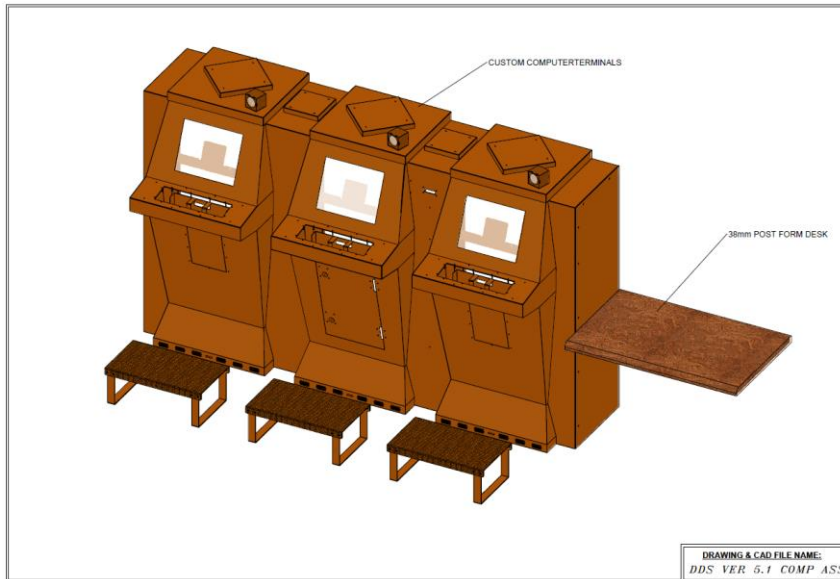


Figure 7 Rugged user terminals (with climb-on stools for use while standing)

3.3 Required Practical Training for the Digital Doorway System Administrators

3.3.1 In order to equip the trainees to become competent Digital Doorway (DD) Administrators, also known as DD Champions, the training must cover the content summarized in Table 1, customized for the DD and provided by the CSIR.

Table 1 Envisaged content of DD Champions' Practical Training

Module	Description
1	Computer Hardware Basics
2	The Digital Doorway
2.1	Digital Doorway Hardware – including the basic wiring diagram, Identification and function of major components, basic fault finding etc
2.2	Inside the public area of the Digital Doorway – including Identification and function of major components, basic fault finding, External WiFi AP, Printers and Tablet Management
2.3	Requirements for a Digital Doorway Site

3.3.2 A full list of the content of the training material from a previous edition of the training manual for DD Champions is included as **Annexure B** to this RFP. In addition the practical practical training provider will have to train the champions on:

- Digital Doorway essentials
- DD hardware components walkthrough
- DD Management board basics
 - Unlocking the DD
 - Powering on
 - Logging in
 - Cleaning the DD
- Contacting DD helpdesk and basic troubleshooting
- Community engagement

The CSIR are only providing material for DD-specific parts of the training. Proposals must depict the tenderer's extent of familiarity with the training content summarized in Table 1 and outlined in more detail in Annexure B and the available skills for delivery of such training.

In **Annexure B** the modules that should be covered for practical training are:

- **Modules: 1, 2A, 2B, 2C, 2D, 2G**

3.3.3 Tenderers must indicate the number of years they have been in business as well as the number of years they have undertaken similar training.

- 3.3.4 A comprehensive list of examples of similar training service previously delivered by the tenderer must be provided.
- 3.3.5 The winning tenderer will be required to work with the CSIR to update the content of the DD System Administration training to be consistent with the current version of the DD and Client's expectations of the competences of the DD System Administrator (Champion).
- 3.3.6 The proposed training delivery approach must be fully described in the response to this RFP.
The winning tenderer is expected to work towards providing DD System Administration training as a qualification or part-qualification registered on the National Qualifications Framework (NQF) at the right standard for DD Champions.
- 3.3.7 Proposals must clearly indicate the NQF level to which the DD System Administration training will be accredited or to which the trainer will work towards accreditation.
- 3.3.8 Whilst the current scope of work is for 48 candidates DD System Administrators (Champions), the results of this tender will be used to pre-qualify the future supplier(s) of similar training over the next three years.

4 FUNCTIONAL EVALUATION CRITERIA

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

Table 2 Functional / technical evaluation criteria

	Criterion Description	Weight
1	Capability of undertaking the required training service	20
2	Track record / experience of working on similar nature of training service-as measured by examples of previously undertaken projects.	20
3	Track record / experience of working on similar nature of training service-as measured by the duration in business working on similar projects	20
4	Familiarity with the training content specified in Table 1 and Annexure B	20
5	Suitability of proposed approach to the training delivery	20
	Total	100

- 4.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than 50% on any of the individual criteria will be eliminated from further evaluation.
- 4.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Proposed training does not lead to accreditation (NQF equivalent)
- Submission after the deadline;
- Proposals submitted at incorrect location;
- Proposals that cannot be adequately evaluated as a result of missing information explicitly requested in this RFP.

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: 07 September 2018
- Closing / submission Date: 28 September 2018
- Estimate appointment date of successful tenderer: 15 October 2018
- Estimated contract duration (in months/years) 3 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: 3230/28/09/2018

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: 3230/28/09/2018

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, 28 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 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. 3230/28/09/2018 - The provision of tailored Practical training for Digital Doorway System Administrators for 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 (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-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: 3230/28/09/2018

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. 3230/28/09/2018 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 training service	20	Proposals will be ranked 0, 5, or 10 in respect of capability of undertaking the required training service by assessing the skills of the tenderer depicted in the response to proposal.	<p>10 = Skills of tenderer exactly match requirements for the training service</p> <p>5 = Skills of tenderer partially match requirements for the training service</p> <p>0 = Skills of tenderer do not match requirements for the training service</p>

2	Track record / experience of working on similar nature of training service-as measured by examples of previously undertaken projects.	20	Proposals will be ranked on a scale of 0, 1, through 10 in respect of Track record / experience of working on similar nature of training service by assessing: record of examples of similar type of projects previously undertaken; and	<p>10 = Examples of similar type of projects previously undertaken exactly match requirements for this.</p> <p>5 = Examples of similar type of projects previously undertaken partly match requirements for this.</p> <p>0 = No examples of similar type of projects previously undertaken provided or examples provided do not match requirements for this tender, regardless of the duration in business.</p>
3	Track record / experience of working on similar nature of training service-as measured by the duration in business working on similar projects	20	Proposals will be ranked on a scale of 0, 1, through 10 in respect of Track record / experience of working on similar nature of training service by assessing the following: Duration in business working on similar projects	<p>10 = The duration in business working on similar projects is at least three years and more.</p> <p>5 = The duration in business working on similar projects is less than three years.</p> <p>0 = No duration in similar type of project in business.</p>

4	Familiarity with the training content specified in Table 1 and Annexure B	20	Proposals will be ranked 0, 5, or 10 in respect of Familiarity with the training content specified in Table 1 and Annexure B by assessing the familiarity of the tenderer depicted in the response to proposal.	<p>10 = Proposal depicts full familiarity with the training content specified in Table 1 and Annexure B</p> <p>5 = Proposal depicts partial familiarity with the training content specified in Table 1 and Annexure B</p> <p>0 = Proposal depicts no familiarity with the training content specified in Table 1 and Annexure B</p>
5	Suitability of proposed approach to the training delivery	20	The proposed approach to the training delivery will be awarded a score of 10 or 0 (zero) depending on whether the approach is deemed suitable or unsuitable	<p>10 = The approach to the training delivery is suitable for the project requirements</p> <p>0 = The approach to the training delivery is not suitable for the project requirements</p>
	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 Content of Digital Doorway Champion Training (Previous Manual)

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29 ANNEXURE C – SBD1 Form (Supplier to complete and submit with proposal)

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	3230/28/09/2018	CLOSING DATE:	28 Sep 2018	CLOSING TIME:	16:30
DESCRIPTION	The provision of tailored Practical training for Digital Doorway System Administrators for 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]	
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**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED 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.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE 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: