



Request for Proposals (RFP)

The provision of Managed Bandwidth Connectivity Link for University of Venda for the CSIR based in Pretoria

RFP No. 3354/07/02/2020

Date of Issue	Tuesday, 21 January 2020	
Compulsory briefing session	None	
Closing Date	Friday, 07 February 2020 at 16h30	
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	Computer Equipment	

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Glossary

Abbreviation	Term	Description
B-BBEE	Broad-Based Black Economic Empowerment	A term describing South African Government Policy regarding the economic upliftment of persons previously excluded from involvement in the economy of South Africa
CSIR	Council for Scientific and Industrial Research	A statutory body established in terms of Scientific Research Council Act 46 of 1988, as amended
DSI	Department of Science & Innovation	
RFP	Request for Proposal	A request for organisations and companies to submit a proposal to supply goods and services to CSIR
RSA	Republic of South Africa	
SANReN	South African National Research Network	The South African National Research Network (SANReN) is a high-speed network dedicated to science, research, education and innovation traffic.

Definition of Terms

Term	Definition
Managed Bandwidth service	A service provided by telecoms companies where a point-to-point link/service of a particular bandwidth capacity is provided to the customer.

● **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 South African National Research Network (SANReN), a major research infrastructure initiative of the Department of Science and Innovation (DSI), has a responsibility to connect all research, education and innovation institutions to a high speed telecommunications network. The SANReN has a requirement to connect the University of Venda (UNIVEN) to the SANReN existing Point of Presence (PoP) in Unisa Makhado with a managed bandwidth link on fixed fibre infrastructure.

The CSIR has been issued with a Licence Exemption in terms of the regulations for Licence exemption as defined in the Electronic Communications (EC) Act no 36 of 2005, for the establishment of SANReN. This licence exemption entitles the CSIR to build and acquire its own communications infrastructure, or to lease connectivity and capacity from licensed telecommunications operators holding ECNS licences issued in terms of the EC Act.

This document describes the general terms and conditions to which all respondents must comply.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of a managed bandwidth link on fixed fibre infrastructure as detailed in Table 1 below:

Table 1: Project List

Main RFP	Managed Bandwidth Connectivity for University of Venda	
	Site A	Site B
Link	UNISA Makhado	UNIVEN Thohoyandou

4 REQUIREMENT LEVEL KEYWORDS

To eliminate ambiguity, respondents are to interpret the meaning of technical requirements using the keywords; "must", "must not", "required", "shall", "shall not", "should", "should not", "recommended", "may", and "optional", as defined by the IETF RFC (Request For Comments) document designated as RFC2119.

5 PROPOSAL SPECIFICATION

5.1 CSIR requests tenders to provide managed bandwidth as follows:

Site A	Site B	Capacity	Type of Connectivity	Contract Period
UNISA Makhado	UNIVEN Thohoyandou	10/20/100 Gbps	Point to Point	5 Years

5.2 Tenderers must provide all the documentation requested in the main RFP once only. The Technical and Price responses must not be included in the main RFP, please refer to Table 6: Tender File Structure for more detail.

5.3 Tenderers who intend to bid for this RFP must complete the Technical Compliance Matrix for the link.

5.4 Table 2 below summarises the expected responses for this RFP.

Table 2: Response Table

Respondent response	Main RFP response required?	Technical solution response required?	Price information required?
Main RFP Managed bandwidth Connectivity for University of Venda	Yes		
Technical Compliance Matrix		Yes	
Pricing Schedule Matrix			Yes

5.5 The CSIR expects tenderers to provide an end-to-end connectivity solution for this link. I.e. The link must terminate on the rack where CSIR's equipment is hosted, or next to this rack when no space is available on the rack.

6 TECHNICAL EVALUATION CRITERIA

6.1 The Technical Compliance Matrix spreadsheet will be used by the CSIR to facilitate the technical evaluation of tenderers. The tenderer must complete the technical compliance matrix in full. Completion of this matrix is mandatory and tenderers who do not submit a completed matrix will not be evaluated

6.2 The technical evaluation of tenderers is conducted in two stages. The first stage confirms whether tenderers comply with the technical elimination criteria that have been identified. The technical elimination criteria are explicitly identified in the first section of Technical Compliance Matrix. Only tenderers that comply with all technical elimination criteria will be evaluated further.

6.3 In the second stage of the technical evaluation, tenderers will be evaluated on various general technical criteria. Each of these criteria will be scored individually and grouped into several categories (i.e. Quality, Reliability, Technical Capacity of Tenderer, Viability and Durability). Each category will be weighted and summed together to determine the overall score for each tenderer

6.4 Proposals with technical scores of less than the predetermined minimum overall percentage of **65%** or less than **40%** on any of the individual criteria category (i.e. Quality, Reliability, Technical Capacity of Tenderer, Viability and Durability) will be eliminated from further evaluation.

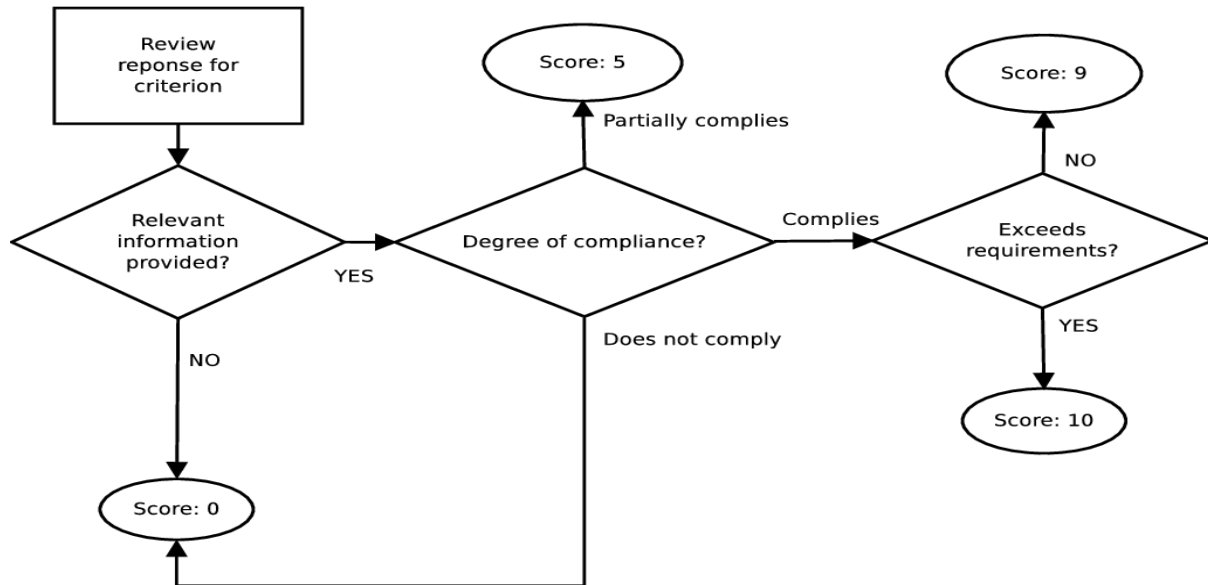
6.5 The weighting for each category for the technical evaluation is provided in the table below:

Table 3: Technical Criteria Weighting

Technical Criteria	Weighting
1. Quality	30 points
2. Reliability	25 points
3. Technical Capacity of Tenderer	30 points
4. Viability	10 points
5. Durability	5 points
Total	100 points

- Scores for each question under the above criteria will be awarded based on the following flow-chart.

Table 4: Scoring Process



7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to complete the Technical Compliance Matrix;
- Failure to complete the Pricing Schedule Matrix;
- Failure to provide at least one of the requested link capacities of 10, 20 or 100Gbps as per the requirements. Tenderers are expected to bid on all requested bandwidth capacities but, if one cannot provide some of the required bandwidth capacities, they are welcome to bid on any of the three.
- Failure to provide circuits that are end-to-end and based on fixed-line infrastructure; and
- Failure to provide Service quality that is 98% availability.

8 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 with valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; or

- Valid sworn affidavits made on dti designed templates; or
- dti issued sworn affidavit; or
- CIPC issued B-BBEE certificate.
- Preference will be given to suppliers with Level 1 – 4 B-BBEE contributions
- Provide the CSIR with a valid copy of tax certificate.

- **SECTION B – TERMS AND CONDITIONS**

9 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

10 TENDER PROGRAMME

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

Table 5: Tender Programme

● Issue of tender documents:	Tuesday, 21 January 2020
● Compulsory Briefing session:	None
● Closing / submission Date:	Friday, 07 February 2020
● Estimate appointment date of successful tenderer:	30 March 2020
● Estimated contract duration	5 Years

11 SUBMISSION OF PROPOSALS

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

11.2. 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 three parts, each of which is placed in a separate sealed package clearly marked:

- **PART 1:** General Terms, Conditions and Documentation: RFP No. 3354/07/02/2020
- **PART 2:** Technical Proposals, Technical Compliance Matrix: RFP No. 3354//07/02/2020
- **PART 3:** Pricing Proposals: RFP No. 3354//07/02/2020

The detail requirements for the link are provided in the project's technical requirements document.

The supplier must follow the file structure in Table 6 in the structuring of the tender documents.

Table 6: Tender File Structure

RFP Section	Tender Response Documents
Part 1	Signed main RFP document (this document)
	Declaration of Interest Form
	Any other information the bidder wishes to submit, e.g. marketing messages, sales executive messages, etc. This information must not contain any pricing information, i.e. Part 3, or any information referenced in Part 2 of the submission
Part 2	Technical Compliance Matrix
	Project management related information
	Audited Financial Statements
	References related information
	Any other technical information the bidder wishes to share as part of the technical submission, e.g. Maps, Network diagrams, SLA info, etc. This information must not contain any pricing information (Part 3).
Part 3	Pricing Schedule Matrix
	Recent audited financial statement
	Any other pricing information the bidder wishes to share as part of the pricing submission.
	This information must not contain any technical information i.e. Part 2 information.

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

11.4. The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical solution, price and B-BBEE.

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 07 February 2020** 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 at the stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

13.1. Awarding of tenders will be published on the National Treasury e-tender portal website. No regret letters will be sent out.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for technical capability, 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 the **technical criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.
- Shortlisted service providers may be asked to do a presentation of their tender during the evaluation process.

Pricing Proposals will only be considered after technical capability phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for technical capability will be evaluated further using the preference points system

14.2 Preference points system

The **80/20** preference point system will be used where **80** points will be dedicated to price and **20** points to B-BBEE status.

15 PRICING PROPOSAL

- 15.1. Pricing proposal must be cross-referenced to the respective sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 15.2. Pricing Schedule Matrix is a mandatory submission designed to facilitate evaluation. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 15.3. 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.
- 15.4. Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.5. Price should indicate the Rand/Dollar exchange rate and the cost of the forward cover valid for SIX (6) Months from the date of the proposal if applicable.
- 15.6. 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.
- 15.7. Payment will be according to the CSIR Payment Terms and Conditions.
- 15.8. Pricing Expectation
 - * Respondents are reminded that the CSIR expects all solutions offered to be "Wholesale Transmission Services" at carrier quality, availability and pricing levels normally associated with such services sold on to licensed providers of electronic communications service providers.

- * Since the SANReN network is a research and education network, and will not be used by the CSIR in a “for profit” sense, respondents are encouraged to provide discounted pricing below the “wholesale transmission services” rate.

16 VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of six (6) months calculated from the closing date.

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1. 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.
- 17.2. 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 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. 3354//07/02/2020 - Managed Bandwidth Connectivity for University of Venda” as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

19 MEDIUM OF COMMUNICATION

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

20 COST OF PROPOSAL

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.

21 CORRECTNESS OF RESPONSES

- 21.1. 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.
- 21.2. The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1. Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 22.2. 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.
- 22.3. 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.
- 22.4. 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.

23 SUB-CONTRACTING

- 23.1. 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.
- 23.2. 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.

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 to a single supplier or multiple suppliers;
- 25.7. Request best and final price during negotiation before award;
- 25.8. 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.

27 DECLARATION BY TENDERER

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

RFP No: 3354//07/02/2020

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. 3354/07/02/2020** 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
.....
.....
DATE: