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## **Request for Proposals (RFP)**

### **SANReN Managed Bandwidth links for the Western Cape Garden Route Sites**

**RFP No. 3390/18/09/2020**

Date of Issue	Friday, 28 August 2020	
Compulsory briefing session	None	
Closing Date	Friday, 18 September 2020 at 16h30	
Electronic Submission	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> If the size of the documents exceed 30MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
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	
NICIS	National Integrated Cyber-Infrastructure System	A Centre of the Department of Science and Innovation hosted by the CSIR. NICIS = SANReN + CHPC + DIRISA
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.

The National Integrated Cyber-Infrastructure System (NICIS) is responsible to provide integrated Cyber-Infrastructure in the form of a high-speed network, large scale processing capacity and long term data storage system to all research community in South Africa. NICIS provides these services through the Centre for High Performance Computing (CHPC), South African National Research Network (SANReN) and Data Intensive Research Initiative of South Africa (DIRISA).

### **2 BACKGROUND**

The SANReN is a major research infrastructure initiative of the Department of Science and Innovation (DSI) with the responsibility to connect all research, education and innovation institutions to a high-speed telecommunications network. The SANReN currently has a number of backbone links with a current capacity of 100Gbps, that is expected to grow in the future. The current managed bandwidth links in the Western Cape Garden Route links are due to expire in October 2020, February 2021 and May 2021. For the Cape Town to Hermanus link, the SANReN has decided to replace this link at its expiry date with the same capacity of 10Gbps, whilst the other two links with 1Gbps capacity will be upgraded to 10Gbps. These new links in the Western Cape Garden Route are meant to replace the currently expiring links in the Garden Route but are also a complement to the SANReN Backbone network, providing the aforementioned metros with network connectivity. All these links will be contracted for five years.

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 the Electronic Communications Network Services (ECNS) licences issued in terms of the EC Act.

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

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited for the supply of fixed-line managed bandwidth links as detailed in Table 1 below. The technology to be used is fibre. CSIR requests tenderers to provide managed bandwidth point to point links with 10Gbps as stated in the respective technical tender documents for the SANReN Network.

Table 1: List of links

Link	Site A	Site B	Current Link Expiry Date
1	Centre for High Performance Computing (CHPC) Rosebank	South African National Space Agency (SANSA) Hermanus	02 February 2021
2	SANSA Hermanus	Nelson Mandela University (NMU) George	11 May 2021
3	NMU George	NMU Port Elizabeth	08 October 2020

### **4 REQUIREMENT LEVEL KEYWORDS**

**4.1** To eliminate ambiguity, 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 tenderers to provide managed bandwidth circuits/links as follows:

*Table 2: Specification Table*

Project No.	Capacity	Type of Connectivity	Contract Period
Project	10 Gbps	Point to Point	5 Years

**5.2** CSIR requests tenderers to provide point to point managed bandwidth links as stated in the technical requirements document *Annexure 1: Technical Requirements*.

- 5.3** 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.
- 5.4** Tenderers who intend to bid for this RFP must complete the Technical Compliance Matrix.
- 5.5** The CSIR expects the tenderers to provide an end-to-end connectivity solution for each link.
- 5.6** Links may be awarded independently of each other or as a bundle.

## **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 tenderers 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 the 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.
- 6.4** Proposals with technical scores of less than the predetermined minimum overall percentage of **70%** or less than **50%** on any of the individual criteria will be eliminated from further evaluation.
- 6.5** Technical Compliance Matrix provides details of how the scores will be awarded to bid responses.
- 6.6** The weighting for each criteria for the technical evaluation is provided in *Table 3* below.

*Table 3: Technical Criteria Weighting*

<b>Technical Criteria</b>	<b>Weighting</b>
Committed Link capacity rates of 10Gbps	10%
Direct Physical Routing	8%

Technical Criteria	Weighting
Existing Core Infrastructure	10%
Circuits are end-to-end and based on fixed-line fibre infrastructure	9%
Leased infrastructure	5%
Infrastructure shared with other services provided to SANReN	5%
Demarcation Equipment	3%
AC Power at end points	3%
Link Loss Forwarding	3%
Jumbo Frames	3%
Ethernet handoff with 10GBASE-LR (LAN) PHY interface	3%
End-to-end service quality is managed with an availability of 98% per link	10%
Supplier Maintenance Activities	10%
Project Plan	10%
Acceptance Documentation (Soak testing results)	8%
<b>Total</b>	<b>100 %</b>

## 7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at an incorrect email address;
- Failure to complete the Technical Compliance Matrix;
- Failure to complete the Pricing Schedule Matrix; and
- Failure to comply with the technical criteria listed in the technical compliance matrix.

## 8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning tenderer it will be required from the winning tenderer to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number;
- 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);

- B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations; and
- 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: [tender@csir.co.za](mailto:tender@csir.co.za)

In light of the Covid-19 pandemic, the CSIR requires that all tender submissions be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). Should tender file size exceed 30 MB, tenderers can submit tender in multiple emails. Use the tender number 3390/18/09/2020 and description of the tender as the subject on your email.

### **10 TENDER PROGRAMME**

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

*Table 5: Tender Programme*

• Issue of tender documents:	Friday, 28 August 2020
• Compulsory Briefing session:	None
• Closing / submission Date:	Friday, 18 September 2020 @ 16h30
• Estimate appointment date of successful tenderer:	30 September 2020
• Estimated contract duration	5 Years

### **11 SUBMISSION OF PROPOSALS**

**11.1.** Due to the Covid-19 pandemic, proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za).

**11.2.** All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.

**11.3.** Proposals must consist of three parts, each of which is submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender:

- **PART 1:** General Terms, Conditions and Documentation: RFP No. **3390/18/09/2020**
- **PART 2:** Technical Proposals, Technical Compliance Matrix: RFP No. **3390/18/09/2020**
- **PART 3:** Pricing Proposals: RFP No. **3390/18/09/2020**

The detail requirements for each link are provided in each of 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*

<b>RFP Section</b>	<b>Tender Response Documents</b>
<b>Part 1</b>	Signed main RFP document ( <b>this</b> document)
	Completed and duly signed Declaration of Interest Form
	Declaration of Interest Form
	Any other information the tenderer 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
<b>Part 2</b>	Technical Compliance Matrix
	Project management related information
	Audited Financial Statements
	References related information
	Any other technical information the tenderer 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).
<b>Part 3</b>	Pricing Schedule Matrix
	Recent audited financial statement
	Any other pricing information the tenderer wishes to share as part of the pricing submission.
	This information must not contain any technical information i.e. Part 2 information.

- 11.4. Proposals submitted by companies must be signed by a person or persons duly authorised.
- 11.5. 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 to [tender@csir.co.za](mailto:tender@csir.co.za) no later than the closing date of **Friday, 18 September 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 and time via the stipulated email address, 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 the 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

  - \* Tenderers 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, tenderers are encouraged to provide discounted pricing below the “wholesale transmission services” rate. E.g. E-rate, education discounts

## **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](mailto:tender@csir.co.za) with “**RFP No. 3390/18/09/2020 – SANReN Managed Bandwidth links for the Western Cape Garden Route Sites**” as the subject.

The closing date for the technical enquiries is **11 September 2020**. Responses to the enquiries will be published at CSIR website under tenders.

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.** Due to the Covid-19 pandemic, the CSIR requires that all suppliers to submit proposals electronically to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za)
- 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.

## **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 a proposal from a joint venture, the following must be submitted together with the proposal:

**24.3.1** Joint venture Agreement including split of work signed by both parties;

**24.3.2** The original or certified copy of the B-BBEE certificate of the joint venture;

**24.3.3** The Tax Clearance Certificate of each joint venture member;

**24.3.4** Proof of ownership/shareholder certificates/copies; and

**24.3.5** 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.

**24.6.** During Contracting, the CSIR will negotiate with the winning tenderer to convert any Partial Compliance Scores that they have received in their tender response to become fully compliant. This is done to ensure that the tenderer fully complies with all of the CSIR's requirements. Furthermore, this will be done at no additional cost to the CSIR.

## **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.** 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: 3390/18/09/2020**

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. **3390/18/09/2020** 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: .....