

Request for proposals (RFP)

The Supply of Network and Security Equipment, Software and Services to the CSIR

RFP No. 3395/09/10/2020

Date of Issue	Friday, 18 September 2020	
Briefing session	None	
Closing Date and Time	Friday, 09 October 2020 at 16h30	
Tender submission: Only electronic submissions will be accepted	Email: tender@csir.co.za If the documents size exceeds 30MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	Email: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Computer hardware & Software	

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RFP STRUCTURE

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SECTION A – GENERAL RFP TERMS AND CONDITIONS

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.

1.1 CENTRE FOR HIGH PERFORMANCE COMPUTING ('The centre')

The Centre for High Performance Computing (CHPC) is a national facility managed by the CSIR and one of the three primary pillars of the National Integrated Cyber-Infrastructure System (NICIS) supported by the Department of Science and Innovation (DSI). The South African National Research Network (SANReN) and the Data Intensive Research Initiative of South Africa (DIRISA) complement the CHPC through the provision of low latency, high-bandwidth connectivity, and the effective curation of a variety of notably large and critical databases. The CHPC infrastructure is upgraded and maintained to comply with international standards.

The **mission** of the CHPC is to provide a world-class High Performance Computing (HPC) facility that enables cutting-edge research with high impact on the South African Economy.

In its **vision**, the centre wants to become an accomplished and preferred partner for High Performance Computing solutions.

The main objectives of the centre are to enable South Africa to become globally competitive and to accelerate Africa's socio-economic upliftment through the effective application of high-end cyberinfrastructure.

1.2 Bid Information

DESCRIPTION	RFP for the Supply of Network and Security equipment, software and services to the CSIR
ACCESS TO THE RFP	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.
ISSUE DATE	Friday, 18/09/2020
CLOSING DATE	Friday, 09/10/2020 at 16:30
TENDER BRIEFING SESSION	Not Applicable
ISSUE AND DOWNLOAD DEADLINE	<p>Bidders are to note that the RFP documents will be available for download from 18/09/2020 on eTender Portal.</p> <p>Once Bidders download the RFP off the Portal, they are required to send their contact details to the following address: tender@csir.co.za</p> <p>This is to ensure that any required communication in relation to this RFP reaches those intending to respond. Furthermore, any addenda to the RFP or clarifications will be published on the e-tender portal. Bidders are required to check the eTender portal prior to finalising their bid submissions for any changes or clarifications to the RFP. CSIR will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
METHOD OF SUBMISSION	tender@csir.co.za (Please use RFP Number and RFP description as subject reference) If submissions exceed 25MB multiple emails can be submitted.
LAST DATE OF SUBMISSION OF ENQUIRIES	<p>Friday, 02/10/2020 @ 16:30</p> <p>Query submissions to be made to tender@csir.co.za</p>
VALIDITY PERIOD	<p>120 Business Days from Closing Date</p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p>
ESTIMATED APPOINTMENT DATE	Friday, 30/10/2020
ESTIMATED CONTRACT DURATION (IN MONTHS/YEARS)	Three (3) years (including support, warranty and maintenance)

Any additional information or clarification will be emailed to all Respondents from tender@csir.co.za, if necessary.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the SUPPLY OF NETWORK AND SECURITY EQUIPMENT, SOFTWARE AND SERVICES TO THE CSIR

2 BACKGROUND & INVITATION FOR PROPOSAL

Proposals are hereby invited for the suppliers to propose to the CSIR, a Network and Security Solution based on the latest accepted industry standard, methods and practices to deliver on the mandate of the CSIR.

The current CHPC Network and Security solution was implemented in 2008. The aim of the network design and architecture is to provide the CHPC users with a network environment that is highly secured, and this was achieved through the use of Firewalls and Network Access Control. The CHPC as a national facility provides resources to the research community and it is therefore important that user data that is stored in the cluster/system is protected and secured. Due to the complexity of modern cyberattacks and advanced hacking methodologies, the CHPC network devices need to be able to mitigate such risks and prevent such attacks.

The CHPC Network communicates with the rest of the world through SANReN's high speed network, which has recently been upgraded to a 100 Gbps backbone across the country. Data transfer to the CHPC from users needs to be optimal in taking advantage of this fast network.

The CHPC intends to procure Network Core Switches, Distribution and Access Switches, Firewall, IPS, Wireless devices and Network Monitoring tools. High Availability (HA) for Core Switches and various failovers needs to be considered.

The overall goal of this RFP is to procure industry tested and best of breed equipment, as well as long term comprehensive, reliable, timely, proactive network management and support that will promote the mission of the CHPC in serving its users.

2.1 Current Environment And Technical Background

2.1.1 The following is a description of existing hardware and services found on the CHPC Network:

- Core Switch: Cisco WS-C6509-E with 12 X 10 Gigabit Ethernet interfaces and 48 X 1 Gigabit Ethernet interfaces;
- Cisco Identity Service Engine (ISE);
- Access switches: Cisco WS-C3560X with 48ports and 2x 10 Gigabit Ethernet uplink;
- Cisco 5508 wireless Controller with 12 Access points supported;
- Cisco access points: AIR-CAP3602I-E-K9 and AIR-AP3802I-E-K9;
- Cisco ASA5585-SSP-60, 24576 MB RAM, CPU Xeon 5600 series 2399 MHz 2 CPUs, 24 cores;
- On all access switches, 802.1x authentication is enabled and enforced by Cisco Identity Service (ISE);
- All switches provide Power over Ethernet (POE);
- Network equipment that is not being replaced by this RFP, include the Cisco Identity Service Engine (ISE); and Items that must be migrated include but not limited to all existing running configurations, and all existing Access Control Lists (ACL).

3 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing **will not be held**, but should Respondents have specific queries they should email these to the CSIR employee(s) indicated in paragraph 9 [Communication] below.

4 SOURCE DOCUMENTS

All Applicants must submit documents containing the following information together with documentary proof:

- Subcontracting and/or joint venture (where applicable);
- Valid Tax Clearance Certificate (International suppliers are required to submit a SBD1 Form) as per Annexure "D";
- B-BBEE Certificate (if applicable) and/or Sworn Affidavit; and
- Registration of the applicant on the Central Supplier Database (CSD) website (<https://secure.csd.gov.za/>) (where applicable).

5 DELIVERY/SUBMISSION INSTRUCTIONS FOR TENDER

5.1 Proposals must be submitted as follows:

DESCRIPTION: RFP FOR THE SUPPLY OF NETWORK AND SECURITY EQUIPMENT, SOFTWARE AND SERVICES TO THE CSIR

Closing date and time: Friday, 09/10/2020 at 16h30

Name of Respondent:

Contact details of Respondent:

5.2 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated;

5.3 Proposals must be submitted at: tender@csir.co.za

5.3.1 All proposals are to be clearly marked with the RFP number and the description of the RFP under the subject on each e-mail submission;

5.3.2 Proposals must consist of two parts, each of which is submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender;

5.3.3 The detail requirements for each link are provided in the technical requirements document;

5.4 Proposals submitted by companies must be signed by a person or persons duly authorised; and

5.5 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 (functional) solution, price and B-BBEE.

6 MEDIUM OF COMMUNICATION

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

7 GENERAL SUPPLIER OBLIGATIONS

- The Supplier(s) shall be fully responsible to CSIR for the acts and omissions of persons directly or indirectly employed by them.
- The Supplier(s) must comply with the requirements stated in this RFP.

8 B-BBEE AND SOCIO-ECONOMIC OBLIGATIONS

As explained in more detail in the Broad-Based Black Economic Empowerment (B-BBEE) Preference Points Claim Form (Annexure E), and as prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that CSIR will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

The value of this bid is estimated to be under R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, CSIR shall use

the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

Respondents are required to complete (the B-BBEE Preference Point Claim Form – Annexure E) and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status. Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.

Note: Failure to submit valid and original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements stipulated in this RFP (the B-BBEE Preference Points Claim Form) at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

8.1 **B-BBEE Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFP as a Joint Venture (JV) or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage (%) split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by CSIR through this RFP process. This written confirmation must clearly indicate the percentage (%) split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to CSIR.

Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by the B-BBEE Preference Point Claim Form and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Respondents must also submit the tax clearance certificates, the proof of ownership / shareholder certificates / copies and company registration certificates for each member.

Note: Failure to submit a valid and original B-BBEE certificate for the JV or a certified copy thereof at the Closing Date of this RFP will result in a score of zero being allocated for B-BBEE.

8.2 **Subcontracting**

CSIR fully endorses Government's transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to Exempted Micro Enterprises (EMEs), Start-up companies and Qualifying Small Enterprises (QSEs) which are Black Owned, Black Women Owned, Black Youth Owned, companies owned by Black People with Disabilities, including any companies designated as B-BBEE Facilitators.¹

¹ The Minister of the Department of Trade and Industry has the power to designate certain Organs of State or Public Entities as B-BBEE Facilitators. For example, the South African National Military Veterans' Association (SANMVA) has been designated as a B-BBEE Facilitator. As such they will be treated as having rights of ownership held 100% by Black People, 40% by Black Women and 20% by Black designated groups.

Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.

Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated. Respondents are responsible for all due diligence on their subcontractors. If contemplating subcontracting, please note that a Respondent will not be awarded points for B-BBEE if it is indicated in its Proposal that such Respondent intends subcontracting more than 25% (twenty-five percent) of the value of the contract to an entity/entities that do not qualify for at least the same points that the Respondent qualifies for, unless the intended subcontractor is an EME with the capability to execute the contract.

Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with CSIR's prior approval.

The contract will be concluded between the successful Respondent and CSIR, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

A person awarded a contract may not subcontract more than 25% (twenty-five percent) 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 subcontracted to an EME that has the capability and ability to execute the subcontract.

In terms of this RFP (the B-BBEE Preference Point Claim Form – Annexure E) Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s.

9 COMMUNICATION

- For specific queries relating to this RFP, an RFP Clarification Request Form (Annexure F) should be submitted to tender@csir.co.za before 16:30 on **Friday, 09/10/2020** substantially in the form set out in Annexure F hereto, RFP Clarification Request Form.
- In the interest of fairness and transparency, CSIR's response to such a query will then be made available to the other Respondents who have collected or downloaded RFP documents. For this purpose, CSIR will communicate with Respondents using the contact details provided to the Secretariat on issue of the bid documentation to the Respondent. Kindly ensure that you provide the Secretariat with the correct contact details, as CSIR will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.
- After the closing date of the RFP, a Respondent may only communicate via email to tender@csir.co.za on any matter relating to its RFP Proposal.

- Respondents are to note that changes to its submission will not be considered after the closing date.

Note: Respondents are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of CSIR in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with CSIR in the future.

10 **CONFIDENTIALITY**

All information related to this RFP is to be treated with strict confidence. In this regard, Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement (Annexure G). All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to CSIR's business, written approval to divulge such information must be obtained from CSIR.

11 **INSTRUCTIONS FOR COMPLETING THE RFP**

- Proposals must be submitted to tender@csir.co.za
- An electronic copy of the RFP Proposal must be submitted in MS Word / Excel format, and scanned PDF versions. (Note that the scanned and signed version will be legally binding). If submissions exceed 25MB multiple emails can be submitted.
- All returnable documents tabled in the Proposal Form (Annexure H - Proposal Form and List of Returnable Documents) must be returned with proposals.
- Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

12 **COMPLIANCE**

The successful Respondent (hereinafter referred to as the Service Provider) shall be in full and complete compliance with any and all applicable laws and regulations.

13 **DISCLAIMERS**

Respondents are hereby advised that CSIR is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that CSIR reserves the right to:

- modify the RFP's Goods and/or services and request Respondents to re-bid on any such changes;
- reject any Proposal/goods/components/parts which do not conform to instructions and specifications which are detailed herein;
- disqualify Proposals submitted after the stated submission deadline [closing date];
- cancel the bid process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to CSIR to do so;

- not accept any changes or purported changes by the Respondent to the bid rates and/or specification after the closing date and/or after the award of the business, unless the CSIR specifically provided for it;
- disqualify bidders if National Treasury has placed the Respondent on its Database of Restricted Suppliers, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent;
- call for goods and/or services that are an exact equivalent, and the onus resides with the Bidder to prove such;
- modify any of its scope/drawings/specifications and the onus resides with the Bidder to ensure that the latest version is obtained before a sample is called upon for testing;
- visit the bidder's premises. The Respondents must be willing to allow access to CSIR to inspect and test the products to be approved in the Respondent's premises;
- award a contract for only a portion of the proposed Goods and/or services which are reflected in the scope of this RFP;
- split the award of the contract between more than one Service Provider (whether or not they submitted a joint proposal), should it at CSIR's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
 - the CSIR may, *inter alia* conduct a credit risk profile on the potential supplier/s and use that information in order to determine and/or manage the level of risk. CSIR may also elect obtain bank codes from the potential bidder's banker/s.
- make no award of a contract.

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.

Should a bidder be awarded a contract and/or a purchase order be issued and/or a contract awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proven to have been incorrect, CSIR reserves the right to cancel the contract and/or place the Respondent on CSIR's list of Restricted / Blacklisted Suppliers.

CSIR reserves the right to undertake post-tender negotiations (PTN) with selected Respondents or any number of short-listed Respondents, such PTN to include, at CSIR's option, price negotiations and any evaluation criteria listed in this RFP document. In the event of any Respondent being notified of such short-listed/preferred bidder status, his bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, CSIR reserves the right to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required goods at the quoted price. Under such

circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid. Bidders may therefore be requested to advise whether they would still be prepared to provide the required goods at their quoted price.

Kindly note that CSIR will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract. 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.

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.

14 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review prior to consideration for an award of business. A material deviation could result in disqualification.

15 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD), which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

16 PROTECTION OF PERSONAL DATA

In responding to this bid, CSIR acknowledges that it may obtain and have access to personal data of the Respondents. CSIR agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, CSIR will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, CSIR requires Respondents to process any personal information disclosed by CSIR in the bidding process in the same manner.

CSIR urges its clients, suppliers and the general public to report any fraud or corruption to The CSIR Ethics Hotline: 0800 222 584 which operates 24 hours a day, 7 days a week, 365 days per year.

SECTION B: FUNCTIONAL OVERVIEW

17 SCOPE OF REQUIREMENTS

The CSIR Scope of Requirements and/or Specification is as stipulated in Annexure A - Proposal Specification.

SECTION C: EVALUATION METHODOLOGY / PROCESS

18 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 18.1 Submission after the deadline;
- 18.2 Proposals submitted at an incorrect email address;
- 18.3 Proposals submitted at incorrect email address and/or location; (Please submit electronically to tender@csir.co.za, (Please use RFP Number as subject reference, if tenders exceed 30MB multiple emails can be submitted).
- 18.4 Bidders fails to submit a valid confirmation letter (on the letterhead of the manufacturer) clearly stipulating consent and/or the agreement between the two parties.
- 18.5 Failure to provide the Core and Distribution Switches with 100G uplinks;
- 18.6 Core and Distribution switch not providing Ports of 100Gb, 40Gb, 25Gb, 10Gb and 1Gb
- 18.7 Access Switches has less than 40G uplink;
- 18.8 Failure to provide Wifi 6 compatible Access Point and Wireless Controller;
- 18.9 Failure to provide a Next Generation Firewall with Intrusion Prevention System and URL filtering;
- 18.10 Failure to provide a Firewall with 100G uplinks;
- 18.11 Failure to provide a Network Monitoring tool with the following: Reporting, real time alerts, bandwidth monitoring and Network traffic visibility;
- 18.12 Failure to indicate how existing running configurations and all existing Access Control List will be migrated to the new equipment;
- 18.13 Failure to provide the solution that is fully compatible with Network Access Control;
- 18.14 Failure to provide Switches with Power Over Ethernet;
- 18.15 Details of the completed Network and Security previously implemented project not supplied;
- 18.16 No skills transfer and training commitment and
- 18.17 If proposals do not achieve an average of 70% and do not pass critical criteria as indicated in Annexure B

19 PRICING PROPOSAL

- 19.1 The pricing must be submitted strictly as per Annexure C.
- 19.2 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.
- 19.3 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.
- 19.4 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable. 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*

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

Additional requirements

- 19.6 Clearly indicate VAT charged where applicable (if not VAT registered please state so clearly).

20 DOCUMENTATION

- 20.1.1 The Bidder must provide documentation for the network design and configuration to the administrators in order to effectively operate, configure, and use the platform.
- 20.1.2 The Bidder must provide documentation for the proposed solution describing the configuration; Network topology, labelling schema, hardware layout, etc. of the Network and Security infrastructure as deployed before the commencement of the system acceptance testing.
- 20.1.3 The Bidder shall supply support system and user-level documentation for all components of the system. The Bidder shall supply additional documentation necessary for the operation and maintenance of the system.
- 20.1.4 All documentation shall be distributed and updated electronically and in a timely manner. For example, changes to the equipment shall be accompanied by relevant documentation. Documentation of changes and fixes may be distributed electronically in the form of release notes. Reference manuals may be updated later, but effort should be made to keep all documentation current.
- 20.1.5 The Bidder must submit their entity's latest Annual Audited Financial Statement.

21 FUNCTIONAL EVALUATION CRITERIA

- 21.1 The evaluation of the functional/technical detail of the proposal will be based on the following criteria. Please refer to Annexure B for functional evaluation criteria
- 21.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and do not pass critical criteria as indicated in Annexure B will be eliminated.

22 EVALUATION METHODOLOGY

CSIR will utilise the following methodology and criteria.

Tender Evaluation Methodology

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Responsiveness	Substantive Responsiveness	Adherence to Specification requirements	Weighted Scoring	Post tender negotiation (as applicable) requesting best & final offer, price, B-BBEE, lead times, technical aspects, risk or financial management etc.	Negotiation of final terms & conditions (if applicable)
BID LODGED ON TIME, RETURNABLE DOCUMENTS	RETURNABLE DOCUMENTS & SCHEDULES (As stated in Annexure H of this RFP)	TECHNICAL	Price /TCO B-BBEE WEIGHTED SCORE	POST TENDER NEGOTIATION	AWARD OF CONTRACT

NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, CSIR reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

CSIR criteria, and the process will be indicated to the bidder/applicant during communication to submit samples and/or relevant information.

22.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	Section A

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further evaluation

22.2 STEP TWO: Check for substantive responsiveness

Check for substantive responsiveness	RFP REFERENCE
<ul style="list-style-type: none"> whether the mandatory returnable documents have been submitted 	All applicable sections of this RFP

• Elimination Criteria (as applicable)	All applicable sections of this RFP
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22.3 STEP THREE: Technical Evaluation

Technical Evaluation Criteria	RFP REFERENCE
• Technical evaluation	All applicable sections of this RFP

22.4 STEP FOUR: PRICE & B-BBEE

Price and B-BBEE	RFP REFERENCE
• Price and B-BBEE	All applicable sections of this RFP

22.5 POST TENDER NEGOTIATION

- i. Post tender negotiation (as applicable) with shortlisted bidder/s including requesting best & final offer, price, B-BBEE, lead times, technical aspects, consideration of financial risks which may be used as objective criteria, etc.

22.6 AWARD

- ii. Award and/or signing of contract and issuing of Purchase Order/s to the successful Bidder/s

23 ORIGINAL EQUIPMENT MANUFACTURERS (OEMs)

The Respondents must complete Annexure J stating the actual manufacturers off all items tendered on.

- If the Bidder is not the manufacturer, it is a requirement to obtain and submit a valid confirmation letter (on the letterhead of the manufacturer) clearly stipulating consent and/or the agreement between the two parties.

24 RISK

- 24.1 Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to CSIR pertaining to potential non-performance by a Supplier, in relation to the quality and specifications of items delivered and compliance to Occupational Health and Safety Act and ISO standards. Annexure K must be completed in full and submitted as part of the returnable documents.
- 24.2 The Bidders must provide their latest Audited Annual Financial Statement which may be used as an objective criterion during the evaluation process. The CSIR may, *inter alia* conduct a credit risk profile on the potential supplier/s and use that information in order to determine and/or manage the level of risk. CSIR may also elect obtain bank codes from the potential bidder's banker/s.

25 SBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 25.1 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
- 25.2 CSIR will take all reasonable steps to prevent abuse of **the** supply chain management system and to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract and/or purchase order awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 25.3 This serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 25.4 In order to give effect to the above, the following certificate of Bid Determination (SBD 9) must be completed and submitted with the bid, together with the Declaration By Tenderer And Breach Of Law Form attached as Annexure "I":

26 CERTIFICATE OF INDEPENDENT BID DETERMINATION

All respondents must complete the independent bid determination form and return as part of the returnable documents. See Annexure L.

27 TENDER RESPONSE DOCUMENTS

Tender documents must be submitted in two parts as listed below. No pricing information should be included in part 1 of the submission.

28 ADDITIONAL TERMS AND CONDITIONS

- 28.1 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.
- 28.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 28.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 28.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

Engagement of Consultants

- 28.5 The consultants will only be remunerated at the rates:
 - 28.5.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
 - 28.5.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
 - 28.5.3 Prescribed by the body - regulating the profession of the consultant.

Travel Expenses

- 28.6 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via reimbursements, must be in line with the CSIR's travel policy. The following will apply:
- 28.7 Only economy class tickets will be used.
- 28.8 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 28.9 No car rentals of more than a Group B will be accommodated.

Correctness of Responses

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

Appointment of Service Provider

- 28.11 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.
- 28.12 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 an agreement CSIR reserves the right to appoint an alternative supplier.
- 28.13 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

- 28.14 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 28.15 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.