

Request for Proposals (RFP)

The upgrading of the eThekweni Municipality Electronic Booking system (EBS) that was developed by the CSIR in 2015/16.

RFP No. 942/19/02/2021

Date of Issue	Friday, 05 February 2021	
Compulsory briefing session	Non, send all questions to tender@csir.co.za	
Closing Date	Friday, 19 February 2021 at 16:30	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Software	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

CSIR undertakes GIS based facility location planning on behalf of municipalities and other authorities. In undertaking such projects and analysis and identifying facility backlogs it is often necessary to undertake certain supporting actions. In the case of eThekweni it was found that the booking of community halls and other facilities was still undertaken using a paper based system that was distributed across several sites. As a result there is potential inefficient use of facilities and very poor reporting data regarding historic and current usage data as it require human intervention to record and report on the usage patterns over time with no direct spatial representation of data available. A review of the latter is essential before proceeding to implementation of new facilities, closure or upgrading. To this end as part of the wider facility planning and development support to eThekweni by CSIR, an Electronic Booking System (EBS) for the municipality was scoped and the development by a third-party developer was undertaken and installed in 2015/16. Due to a range of factors the system was not brought into operation at the time. The requirement is to make the system operational in 2021, however some of the software components are no-longer compatible with current system requirements and require updating.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited to upgrade the eThekweni Electronic Booking system (EBS) that was been developed by the CSIR in conjunction with a third party-software developer on behalf of the eThekweni Municipality in 2015/16.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

OR

Tenderers to submit tenders in a format they deem fit.

- 4.1 The Technical proposal is to update and upgrade the eThekwini Electronic Booking system (EBS) to operate within current system and technology environments. The Electronic Booking System (EBS) was developed by the CSIR on behalf of the eThekwini Municipality in 2015/16 in collaboration with an external sub-contractor who undertook the software development of the EBS.

- **The technical proposal should address the following requirements:**

The supplier should be **willing and capable** of executing all reasonable tasks relating to the project and must specifically undertake the following tasks:

1. Update/upgrade the dependent software (server) to the latest available stable version.
2. Upgrade/update the EBS code and executable to be compatible with the upgraded software stack.
3. Upgrade the google map interface to use Google API key -API key will be provided (Ideally swap Google maps with OpenStreetMap).

- **The software stack used in 2015/16:**

The existing system runs on a LAMP environment as follows:

- 1 Linux Ubuntu Server 14.04 (Trusty Tahr)
- 2 Apache 2.4
- 3 MySQL Server 5.5
- 4 PHP 5.5

The source is maintained in a git repository.

The system uses Google Maps as a backdrop to display the location of the facilities.

A flow diagram of the process flow of the EBS will be made available.

- **Access to current code:**

To enable the tender to make a reliable assessment of the extent of work required the CSIR will by appointment and in conjunction with the eThekwini IT department arrange for the consultants to remotely view the existing code via TeamViewer.

- **Recommended platform: Client side**

<u>Operating system:</u>	Windows 10 (or higher)
<u>Software:</u>	Any HTML 5 compliant browser but preferably Internet Explorer or Microsoft Edge
<u>Hardware:</u>	Any computer capable of running Windows 10 (or higher) and a compatible internet browser.

- **Proposed method of interaction with the eThekwini system:**

- The current server is installed on a standalone machine (eThekwini)
- It is recommended that all communication and upgrades to the server is done via “TeamViewer”.

TIME FRAME: All work must be completed with a maximum of 4 weeks after appointment which is expected to occur by mid-February and any potential consultants have sufficient capacity and capability to start work with immediate effect

The Technical proposal shall clearly outline all tasks required, how this well be achieved and provide a time frame to achieve and test the upgraded system.

5 FUNCTIONAL EVALUATION CRITERIA

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

No	Description	Weight
1	Experience in Web Development	(20%)
2	Technical skill in the use of Linux, Apache, MySQL, PHP (LAMP) stack on Linux.	(50%)
3	Experience in the use of GitHub.	(10%)
4	Experience in the use of Google API	(10%)
5	Experience in the use of OpenStreetMap API	(5%)

6	Software documentation experience and track record	(5%)
	Total	100%

5.2 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.

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

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect e-mail address, all proposals must be submitted to tender@csir.co.za

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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

8 PLACE FOR PROPOSAL SUBMISSION

All proposals must be submitted at: tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: Friday, 05 February 2021
- Closing / submission Date: Friday, 19 February 2021, 16:30

10 SUBMISSION OF PROPOSALS

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

10.2 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: RFP No.: **94219/02/2021**

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: **942/19/02/2021**.

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

10.4 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.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 19 February 2021** 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.

12 AWARDING OF TENDERS

12.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 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**, local production and content.
- 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.

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

14 PRICING PROPOSAL

14.1 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.

14.2 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.

14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

14.4 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.*

14.5 Payment will be according to the CSIR Payment Terms and Conditions.

15 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDER

16.1 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.

16.2 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.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 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 942/19/02/2021 –The upgrading of the eThekweni municipality Electronic Booking system"** 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.

18 MEDIUM OF COMMUNICATION

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

19 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.

20 CORRECTNESS OF RESPONSES

20.1 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.

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

21 VERIFICATION OF DOCUMENTS

21.1 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.

21.2 All proposal must be submitted to tender@csir.co.za.

21.3 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 SUB-CONTRACTING

- 22.1 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.
- 22.2 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.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

24 TRAVEL EXPENSES

- 24.1 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:
- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1 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.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 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.
- 25.4 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.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

27 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.

28 DECLARATION BY TENDERER

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

RFP No: 942/19/02/2021.

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. **942/19/02/2021** 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:	

29 ANNEXURE A FUNCTIONALITY EVALUATION CRITERIA

The functionality evaluation criteria will be based on the following:

- Technical skill in the use of Linux, Apache, MySQL, PHP (LAMP) stack. - 50%
 - 5 or more years of experience with at least 3 letters of recommendation from successful previous projects - 10 points
 - 3 – 4 years of experience with at least 2 letters of recommendation from successful previous projects - 8 points
 - 1 – 2 years of experience with at least 2 letters of recommendation from successful previous projects - 5 points
 - No experience – 0 points

- Experience in Web Development– 20%
 - 5 or more years of experience with at least 3 letters of recommendation - 10 points
 - 1 - 4 years of experience with at least 2 letters of recommendation -5 points
 - No experience – 0 points

- Experience in the use of GitHub. and software documentation -10%
 - 5 or more years of experience - 10 points
 - 1 - 4 years of experience -5 points
 - No experience – 0 points

- Experience in the use of Google API – 10%.
 - 1 or more years of experience - 10 points
 - No experience – 0 points

- Experience in the use of OpenStreetMap API – 5%.
 - 1 or more years of experience - 10 points
 - No experience – 0 points

- Software documentation experience and track record – 5%.
 - 2 or more years of experience with at least 2 letters of recommendation from successful previous projects - 10 points
 - No experience – 0 points