

Request for Proposals (RFP)

The provision of mobile application development services to the CSIR

RFP No. 983/12/01/2022

Date of Issue	Friday, 03 December 2021
Compulsory Briefing Session	Date: Friday, 10 December 2021 Venue: Ms Teams - See link on page 8 Time:10:00 am
Closing Date	Wednesday, 12 January 2022
Enquiries and tender submission	tender@csir.co.za
CSIR business hours	08h00 – 16h30
Category	Computer Equipment

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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

The Department of Science and Technology (DSI) has requested the CSIR to facilitate the provision of technical advisory and support services in respect of the development and pilot testing of the mobile application to complement and promote the biennial IB Technology Showcase and Matchmaking Event and Science Forum South Africa.

Phase 1 of the mobile application has been completed and successfully piloted at the joint Innovation Bridge Technology Showcasing and Matching and, Science Forum South Africa (IB/SFSA) event, which took place in 2019.

The app is available for download on [Google Play Store](#) and [iOS App Store](#) as;

The mobile application currently comprises of the below elements or high-level functionalities;

Current elements/functionalities
Relevant for Android and IOS operating systems
Ability to host multiple events
Able to pull exhibitor/attendee registration information from the IB Portal
Displays a list of exhibitors and technologies incl but not limited to stand location, websites, technology names etc.
The ability for attendees to schedule meetings with other attendees/exhibitors before the event
Ability to display the event digital programme and related information
Ability to create a profile of each attendee/exhibitor and link it to their personal or company LinkedIn profiles.
Ability to display details/profile of sponsors
The ability for attendees/exhibitors to book a speed dating slot

Ability to bookmark content to explore later
Ability to display live announcements such as reminders, changes to the event programme etc.
Ability to draw event data out of the application, after the event.

It is envisaged that phase 2 development will be focused on enhancing the existing elements as well as additional elements for an optimised user experience. Additionally, the mobile application will be complementing multiple DSI organised events.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of Mobile Application Development Services the CSIR. The service provider will be responsible for the enhancement of the web service required for the mobile application.

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.

4.1 The service provider is expected to further develop the Event mobile application with the below high-level requirements. The development and implementation needs to be concluded by the **31 August 2024**.

High-level Requirements
Enable onboard event streaming via virtual conferencing applications
Ability to monitor social media activity surrounding the event in real-time
Ability to collect social media feed activity from the event for real-time event displays
Ability to do polls/surveys per session/event
Ability to deactivate and activate certain functionalities on the App.
Alignment of the App to the Popi Act
Ability to separately brand multiple events on the App i.e Logo's, event colours etc.
Ability for presenters to upload presentations
Ability for users to view and download presentations
Ability for users to download event attendance certificates

4.2 In addition to the abovementioned highlevel requirements, the service provider should set aside **400 hours** for any additional requirements that may be identified during requirements solicitation process.

4.2 The service provider will be required to provide **support during 2 events**.

4.3 The service provider will be required deploy the mobile application in the applications stores and provide support and maintenance for the duration of the contract.

4.4 The service provider will be required to transfer all software code to the CSIR and, will not be allowed to make use of proprietary software.

5 FUNCTIONAL EVALUATION CRITERIA

#	Criterion	Description	Weight
1	Experience in mobile application development & web service development	Experience in mobile application development (across various versions of Android, iOS & mobile web applications)	25
2	Experience in publishing and maintaining mobile applications	Experience in publishing and maintaining applications in the various application stores for Android and iOS	10
3	Responsive design and development	Experience in interactive application UX capabilities and application usability standards	25
4	Development methodology: Agile	Development methodology to be used must be agile and should be described.	10
5	Track record	Quality of portfolio/track record of professional applications designed and built	20
6	Testimonials	Client testimonials	10

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

- CV's using the criteria as per Annexure A.
- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 65% and less than 50% on any individual criteria will be eliminated from further evaluation.
- Proposals without demonstrated capability in mobile application development will be eliminated from further evaluation.
- The use of proprietary software to substantiate proposals will not be considered.
- Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

5.2 Evaluation criteria explained;

- Experience in mobile application development - The experience should be evident in the submitted portfolio of mobile applications historically developed and, the detailed CV's of the proposed resources.
- Experience in publishing and maintaining mobile applications - The experience should be evident in the submitted portfolio of mobile applications historically developed. Add a list of the mobile applications and indicate in which application store/s each is available/live. The CV's of the proposed resources should clearly reflect whether the resource(s) worked on the aforementioned published applications (submitted as part of the portfolio) or any other application currently available on applications stores.
- Responsive design and development – This should be evident in the submitted portfolio of mobile applications historically developed. The CV's of the proposed resources should clearly reflect UX experience as it relates to the submitted published applications or any other applications published on applications stores.
- Development method: Agile – The development methodology to be used should be clearly stated and explained in the proposal and it must be an agile methodology.
- Track record – This refers to a portfolio of work. All work submitted as evidence/proof of track record should already be published on the relevant application stores.
- Testimonials – The submitted testimonials should link to the submitted portfolio/track record of mobile applications historically developed. The testimonials should be dated and signed by the client(s).

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Detailed and comprehensive CV's not attached; and
- Resources do not have the required skills
- Proposals suggesting use of proprietary software (license agreements)

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

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

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified (SANAS approved) 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 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted via email; tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: 03 December 2021
- Compulsory briefing session / site inspection etc: 10 December 2021
Via MS Teams;

[Click here to join the meeting](#) (Ctrl+Click to follow link)

OR

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F%23%2F%2Fmeetup-join%2F19%3Ameeting_MzZjNjdiY2UtYjk4My00YWYzLThiNTctZmY0MzRmMzM1ZWVj%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522fd3c5d5-ddb2-4ed3-9803-f89675928df4%2522%252c%2522Oid%2522%253a%2522ce3e7060-487b-432d-ad9d-35ea2122b785%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=1ceead39-5db8-4e45-b319-2c422ef93201&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

- Last date for submission of queries: 15 December 2021
- Closing / submission Date: 12 January 2022

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.:983/12/01/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 983/12/01/2022

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 12 January 2022 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**
- 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 983/12/01/2022 - The provision of mobile application development services to the CSIR ”*** as the subject.

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

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 One electronic copy (email only) of each proposal (Technical and Financial) must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

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-imbursements, 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 R1400 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.

DECLARATION BY TENDERER

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

RFP No:

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..... 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:	

28 ANNEXURE A

CRITERIA DESCRIPTION	SCORING RATING						
	%	0	2	5	7	8	10
	Weight	No response	Poor	Average	Good	Very good	Excellent
Experience in mobile application development & web service development (across various versions of Android, iOS & mobile web applications)	25	No information provided	Experience without any track record	1 year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years experience (proof provided)
Experience in publishing and maintaining applications in the various application stores for Android and iOS	10	No information provide	Experience without any track record	1 year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years experience (proof provided)
Experience in interactive application UX capabilities and application usability standards	25	No information provided	Experience without any track record	1 year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years experience (proof provided)
Development methodology: Agile	10	Methodology omitted from the proposal or the proposed methodology is not an agile methodology	Not applicable	Use of Agile methodology for development stated	Not applicable	Not applicable	Methodology explained and reflects clearly an agile methodology
Quality of portfolio/track record of professional applications designed and built	20	No information provided	Portfolio with no evidence	Not applicable	Portfolio includes evidence	Not applicable	Portfolio includes evidence of excellent, high profile attractive and useable applications with similar functionality to that specified in section 4
Client testimonials	10	No information provided	2 Unverifiable testimonials	Not applicable	2 Verified and testimonial	Not applicable	2 Verified testimonials from reputable, high volume and high profile applications with similar functionality to that specified in section 4