

Request for Proposals (RFP)

The provision of a digital conferencing platform and related services to the CSIR

RFP No. 3389/11/09/2020

Date of Issue	Friday, 28 August 2020	
Last date for submission of intent to bid form (Appendix A)	Wednesday, 02 September 2020	
Last date for submission of queries	Thursday, 03 September 2020	
Date and platform where answers to queries will be published	Friday, 04 September 2020	
Closing Date	Friday 11 September 2020 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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, the 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 CSIR turns 75 on 5 October 2020 and the organisation will host its 7th CSIR conference on 11 and 12 November 2020 digitally to celebrate this milestone and to use it as an anchor event for related stakeholder engagements. At this virtual event, the CSIR will communicate its work through pre-recorded and live online talks, interviews and discussions as well as through a virtual exhibition. The theme of the conference is: CSIR@75 – Touching lives through innovation. This request for proposals relates to a digital/virtual hosting platform.

2 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of a digital conferencing platform and related services to the CSIR.

The CSIR is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the digital platform for a range of fully interactive webinars and numerous semi-interactive recorded events, as well as virtual exhibitions and tours for a two-day conference, planned to take place on 11 and 12 November 2020. In addition, the platform must remain accessible for the downloading and/or streaming of created content, until 11 February 2021.

The solution is expected to be a turnkey solution, including but not limited to the platform, infrastructure, connectivity and capabilities associated with a world-class digital conference, to host an estimated 3 000 unique attendees.

The proposal must be inclusive of all costs required to deliver the required services, including any travelling and accommodation.

3 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified below, however, tenderers are welcome to submit additional / proposals over and above the originally specified required capabilities, still maintaining the prescribed format.

All proposals must cover the following scope of services and submitted in the format specified below, in section 11 - Technical Proposal Specification.

3.1 Part 1: Technical Proposal Specification

3.1.1 Requirements:

The conference must be able to accommodate a combined +/- 3 000 international and local participants.

The following list of capabilities are required:

- 3.1.1.1 The platform must have the ability to be branded.
- 3.1.1.2 The landing page must have the ability to display important information, directing the attendees to the appropriate links, files, presentations, videos and break-out areas etc.
- 3.1.1.3 Social media feeds must be available, covering as a minimum Facebook, Instagram, Twitter and LinkedIn.
- 3.1.1.4 The RSVP portal must have the ability to register manually and automated, via emails and send confirmation emails. The portal must be able to offer registration for the different webinars/talks that make up the overall conference.
- 3.1.1.5 The platform must cater for panel discussions.
- 3.1.1.6 The platform must be able to host survey polls and voting roles, making results available and visible where required.
- 3.1.1.7 Reporting must include:
 - Number of Attendees;
 - How long attendees remained engaged; and
 - Technical reports indicating the latency, user experience and technical issues experienced.
- 3.1.1.8 Download and upload network bandwidth capacity must be provisioned for an adequate subjective user experience for attendees. The minimum sustained available rate

throughout the conference period must be at least 1Gbps where peaks of 10Gbps can be further accommodated.

3.1.1.9 Recording of sessions saved and made available from within the portal, to be streamed during and after the conference for a duration of three months.

3.1.1.10 The live seminars will require an average of 50 simultaneous participants, up to approximately 200 for most sessions, with an average data rate of 80 Mbps and also accommodate a peak rate of 200 Mbps for 60 minutes and up to 70 minutes to allow for spillage.

3.1.1.11 A two-hour live webcast of one event, with separate registration. The session should allow for live comments and should be recorded for viewing after the event;

3.1.1.12 The conference must be securely accessible from any browser-enabled device and in the case of mobile devices the view must be mobile aware.

3.1.1.13 The website or portal must have a chat box.

3.1.1.14 The solution must be compliant to GRPR or POPIA requirements

- Access to the virtual platform must auto expire after a set date, which will be communicated later
- Only administrators can view all attendees
- The attendee list must not be made publicly available
- Only administrators can record the sessions
- Attendees must (mandatory field) accept the terms and conditions, of the CSIR and the Cloud Service provider (could be one for both parties)
- If information is stored across the borders of South Africa, consent from attendee must be obtained and therefore terms and conditions should be stated for the attendees to familiarise themselves with.

3.1.1.15 The portal must host pre-recorded sessions and presentations

3.1.1.16 The solution must host a number of events with different technology capabilities, such as live streaming, recorded events, live webcasts, technology demonstrations, virtual tour videos (+/- 3m), virtual exhibitions

3.1.1.17 Conference app with all relevant information i.e. Q&A, polling, chat, feedback, social media feeds, how-to sessions and tutorials – which must be itemised in the pricing proposal

3.1.1.18 The full capability is to be piloted at least two weeks before the conference

3.1.1.19 Technical support team to be made available, dedicated for the week of the event.

3.1.1.20 Post presentation and video on demand.

3.2 Technical Proposal

The following must be submitted as part of the **technical** proposal:

3.2.1 Covering letter

3.2.2 Track record and experience:

- A company **profile**, stipulating the number of years you have rendered similar services;
- At least three contactable references;
- **A portfolio of evidence** for rendering similar services that include 1) a list of such events and 2) evidence of the hosting of digital conferences and its associated components, such as webinars, recorded events and virtual exhibitions in the form of web addresses, pdf documents and a demo video.
- A **detailed privacy response** on how you will meet PoPIA and GDPR compliant requirements and where personal information will be stored.
- A **detailed response on any additional functionalities** or benefits that your solution offers in relation to virtual conferencing outside of the CSIR specifications provided, such as virtual networking and breakout rooms that allow participants to engage separately, 3D exhibition capabilities, search engine optimisation and others.

3.2.3 Implementation approach:

Provide a project methodology and approach for delivering the required solution as well as a project implementation plan.

3.3 Part 2: Financial proposal:

The following must be submitted as part of the financial proposal:

- Cover letter
- Proposed cost/ commercial offer as per attached Pricing Schedule (Annexure B) on an official company letterhead
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit.

4 SCOPE OF WORK / DELIVERABLES

This section should be studied together with Section 3.

The appointed service provider will be required to provide services that enable an integrated virtual conference solution, with the following specifications:

4.1 Overall

- An integrated online conferencing and virtual event solution that allows for management of all virtual components and the entire event lifecycle.
- The management of all related aspects, including the website/portal, digital media design and functional use of the digital space.
- All technical preparation required for the complete hosting of the digital conference, facilitating secure access from any browser enabled device.
- The creation, design and maintenance of an integrated web interface for all components of the virtual event specified in this document, including a landing page/foyer from where all these facets can be accessed, and the combination of live webcasting technologies and recorded aspects of the event.
- Provision of a perfect technology experience for all attendees in terms of video quality, ease of access and no latency.
- Comprehensive technical support, including for live recorded events, session handouts, networking rooms, technical testing of the full solution two weeks before the event, a full-time technical support team available during the week of the conference, and preparation and packaging of online how-to sessions and/or tutorials.
- **Recorded events:** Semi interactive; simultaneous, estimated 50 talks. The recording of the actual presentations is outside of the scope of this contract; but will be supplied in the required format by the CSIR. Presentations to be uploaded and webcasted simultaneously with the talk. The presentations is outside of the scope of this contract, to be provided in required format by the CSIR. For the Q&A's, the questions are sent to the presenter, who will be online/logged in to answer questions in text.

- **Classic, live webinars:** Live presentations and fully interactive events. Estimated 25 webinars, some of which will be run as concurrent sessions. Q&A's will be done live.

4.2 Audience and attendance: access, registration, communication

- Attendance of an estimated 3 000 unique attendees from across the world, of which the majority is expected to be based in South Africa.
- Attendees must be able to access the conference website from any browser-enabled device; in the case of mobile devices, the view must be mobile aware.
- User-friendly online registration for prospective attendees through an RSVP portal/functionality that makes provision for confirmation and attendance and reminder emails.
- Communication ability with registered attendees containing detailed and clear connection instructions; push notifications for e.g. reminders.

4.3 Programme-related functionality

- **Pre-recorded sessions:** Hosting of pre-recorded talks/presentations with the ability for attendees to post questions and for speakers to answer the questions in real-time at the scheduled time, as well as respond to queries offline over a period of a month after the conference. The solution should allow for the integration of the speaker's talk, presentation as well as additional information, such as fact sheets to be uploaded, as well as an area for questions and answers – in a single screen to ensure ease of use. An estimated 50 talks will need to be accommodated in this fashion in a series of sessions, some of which will run concurrently.
- **Live sessions:** Allow for the hosting of classic webinars with live presentations and fully interactive events: live presentation, live facilitator, live Q&A's, social media integration. An estimated 25 such sessions. Recording of all live sessions and making it available for watching after the live sessions.
- **Virtual tours:** Hosting of pre-produced virtual tours. Files to be supplied for upload. Estimated number of tours: 10.
- **Technology demonstrations:** Hosting of pre-recorded three-minute CSIR technology demonstrations. Experts available online at scheduled time to answer questions. Estimated number of demonstrations: 10.
- **Exhibitions:** Virtual exhibition with booths where visitors can view videos, download material and engage with a CSIR representative. Estimated number of exhibitors: 30.
- **Opening plenary session:** Hosting of an opening plenary session with an estimated six speakers. Hosting of pre-recorded virtual entertainment for the opening session.

4.4 Additional platform requirements:

- Full social media integration/feeds: YouTube, Instagram, Facebook, Twitter
- Polls
- Conference app: An interactive conference app with full functionality as per the web-based solution. Please itemise this functionality when quoting (Part 2).

4.5 Event reporting services

- Attendee activity report: Provide the CSIR with structured data on the attendees, sessions attended, duration of engagement.
- Technical report: Latency, technical issues experienced

4.6 Post-event requirements

- All recordings to remain on the provider portal for referencing for three months.
- Record all events and deliver a digital master to the CSIR, and mastering services of all recorded material for delivery no later than five days after initial recordings.
- The CSIR will retain copyright and distribution rights for all content.

5 FUNCTIONAL EVALUATION CRITERIA

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

No	Evaluation criteria	Weighted score
1	Company experience	10
2	References	10
3	Portfolio of evidence and adherence to privacy requirements	50
4	Project methodology and implementation plan	10
5	Additional virtual conference benefits offered	20
	Total	100

5.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and 50% or less on any of the individual criteria will be eliminated from further evaluation.

5.2 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;
- Non-submission Standard Bidding Form (SBD 1 Form- Annexure C); and
- Proposals submitted at incorrect email address.

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 with their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no B-BBEE points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

8 INTENT TO BID

Prospective bidders are requested to complete the intent to bid form (Appendix A) published with this RFP and confirm their intention to submit a bid. All interested bidders **MUST** submit the completed intent to bid form by not later than **Wednesday, 02 September 2020 @ 16:30** to tender@csir.co.za. The RFP Number must be used on the email subject.

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All proposals must be submitted electronically to: **tender@csir.co.za**.
- Respondents must use the RFP number as the subject reference number when submitting their bids.
- The email and file sizes should not exceed a total of 25mb per email
- The naming / labelling syntax of files or documents must be short and simple (e.g. Product Catalogues)
- All documents submitted electronically via email must be clearly visible and not scanned.
- Proposals or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

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

Issue of tender documents	Friday, 28 August 2020
Last date for submission of intent to bid form	Wednesday, 02 September 2020
Last date for submission of queries	Thursday, 03 September 2020
Date when answers to queries will be published	Friday, 04 September 2020
Closing / Submission date	Friday, 11 September 2020
Estimate appointment date of successful tenderer	Monday, 05 October 2020

11 SUBMISSION OF PROPOSALS

11.1 All proposals are to be submitted electronically to **tender@csir.co.za**. No late proposals will be accepted.

11.2 Responses submitted by companies must be signed by a person or persons duly authorised.

11.3 All emailed proposal submissions are to be clearly subject-referenced with the RFP number.

11.4 All emailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

PART 1: Technical Proposal: RFP No.: 3389/11/09/2020

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 3389/11/09/2020

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 (functional) solution, price and B-BBEE.

11.6 Proposals submitted must be in any of the following file formats:

- PDF
- XLS and XLSX (Excel) - **Only where required**

12 DEADLINE FOR SUBMISSION

Proposals shall submitted at the **email address** mentioned above no later than the closing date of **Friday, 11 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 stipulated email address, it will be regarded as a late submission. Late submissions will not be considered.

13 AWARDING OF TENDERS

13.1 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.

14 EVALUATION PROCESS

14.1 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.

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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

15 PRICING PROPOSAL

15.1 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.

15.2 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.

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

15.4 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.

15.5 Bidders must quote as per pricing schedule (Annexure B).

**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.*

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

16 VALIDITY PERIOD OF PROPOSAL

Each proposal **shall be valid for a minimum period of three (3) 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.

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

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **“RFP No. 3389/11/09/2020- The provision of a digital conferencing platform and related 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.

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 Only one electronic copy of the proposal (Technical and Financial) must be submitted via email to tender@csir.co.za. In the event that the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

22.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate email 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 proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

24.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

24.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

25 CSIR RESERVES THE RIGHT TO

25.1 Extend the closing date;

25.2 Verify any information contained in a proposal;

25.3 Request documentary proof regarding any tendering issue;

25.4 Give preference to locally manufactured goods;

25.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

25.6 Award this RFP as a whole or in part;

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: 3389/11/09/2020

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. 3389/11/09/2020** 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

1

2

DATE:

28 SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 3 years must be provided.

Company Name	Contact Person and contact details (email and telephone number)	Nature Of Work (Description of service performed and extent of Bidder's responsibilities)	Value of contract (Inclusive of VAT)	Contract duration (Start and End Dates)

29 RETURNABLE DOCUMENTS

PART A: TECHNICAL PROPOSAL RETURNABLES <i>ONE ELECTRONIC COPY</i>			
Description		Submitted (Please tick)	
		Yes	No
1	Cover letter		
2	Company profile		
3	Contactable references, minimum three (3)- Completed reference information (section 28 of RFP) must be submitted		
4	List of completed projects and portfolio of evidence		
5	Privacy response		
6	Additional functionalities outline		
7	Project methodology and project implementation plan		
8	Electronic copy of technical proposal		
PART B: PRICING PROPOSAL RETURNABLES <i>ONE ELECTRONIC COPY</i>			
9	Cover letter		
10	Pricing on official company letterhead		
11	Completed pricing schedule		
12	B-BBEE Certificate		
13	Electronic copy of pricing proposal		

NOTES:

1. THE DOCUMENTS SHALL BE PROPERLY ANNEXED FOR EASE OF REFERENCE.
2. ANY OTHER REQUESTED DOCUMENTATION REQUESTED IN THIS RFP MUST BE SUPPLIED.
3. IRRELEVANT DOCUMENTATION MUST NOT BE SUPPLIED.

30 ANNEXURE A - SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Company Experience: <ul style="list-style-type: none"> Number of years the company has been rendering similar services The service provider must have a minimum of five years in providing similar solutions to the nature of this RFP 	<ul style="list-style-type: none"> The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services in similar portfolios dealing with digital/virtual conferences and events. Proof that the company has been in business for five (5) years or more. Submit company registration documents. 	No experience = 0 points <5 years = 5 points 5 years = 7 points >5 years = 10 points	10%
2	Client References (Only relevant references)	<ul style="list-style-type: none"> Provide a minimum of three (3) relevant contactable references indicating work carried out or completed successfully in the provision of digital/virtual conferences and events within the last 5 years. The reference information table on section 28 above must be completed. 	0 relevant references = 0 points <3 references = 5 points 3 relevant references = 7 points >3 relevant references = 10 points	10%
3	List of similar virtual events hosted and portfolio of evidence of previous work/digital conference hosting	<ul style="list-style-type: none"> Supply a list of similar events hosted and a portfolio of evidence of such digital events of similar nature. Provide either website addresses of such digital events or pdf documents capturing the events Include a section in which you explain how you meet PoPIA and GDPR compliant requirements 	-No evidence supplied and/or insufficient adherence to PoPIA and GDPR compliance = 0 points -Evidence of events hosted are not convincing, appears unprofessional, does not adhere to CSIR standards, and/or are not suitable to the nature of the CSIR Conference; and/or evidence of how PoPIA and GDPR compliant requirements are met is insufficient = 5 points	50%

			<p>-Evidence of events hosted are acceptable in terms of levels of professionalism expected for digital events and the nature of the CSIR Conference. Evidence of how PoPIA and GDPR compliant requirement are acceptable = 7 points</p> <p>-Evidence supplied points to best-in-class in hosting of professional virtual events and highly suitable to the CSIR Conference. Evidence of how PoPIA and GDPR compliant requirement are acceptable, points to best-in-class standards = 10.</p>	
4	Project methodology and project implementation plan	<ul style="list-style-type: none"> • Provide a detailed methodology in approaching a project of this nature or magnitude. • Provide a detailed and specific project roadmap/plan (generic downloaded plan from the internet not allowed) 	<p>No methodology or project plan submitted = 0 points</p> <p>Only the methodology or project plan has been submitted, or the documents are not suitable, do not create confidence or is not realistic in terms of timelines = 5 points</p> <p>Detailed methodology and project plan of acceptable quality has been submitted with realistic timelines = 7 points</p> <p>The proposed methodology and project plan exceeds the expectations of the CSIR and is well articulated with clear, realistic timelines = 10 points</p>	10%
5	Additional virtual conference benefits offered	Detail any additional functionalities and benefits that your solution offers in relation to virtual conferences that have not been included in the specifications, like networking rooms or	<p>-No additional functionalities or benefits outside of specs = 0 points</p> <p>-Additional functionalities or benefits are not attractive or are not suitable to the CSIR Conference = 5 points</p>	20%

		similar, 3D exhibition capabilities, search engine optimisation and others advantages and that are included in the offering and pricing.	-Additional functionalities or benefits are attractive and suitable to the CSIR Conference = 7 points -Highly sought after additional functionalities or benefits suitable to the CSIR Conference = 10 points	
TOTAL				100

31 ANNEXURE B – PRICING SCHEDULE

No.	Deliverable / Item Description	Unit of Measure	Quantity	Unit Price / Rate (Excl. VAT)	Price (Excl. VAT)
The provision of a digital conferencing platform and related services to the CSIR					
1	Full service solution as outlined in technical specifications for the provision of a digital conferencing platform and related services to the CSIR	Each	1		
2	Conference app	Each			
				Sub-total	
				VAT	
				Total	

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.