

Request for Proposals (RFP)

The Supply, delivery and setup, configuration and programming of inventory scanner and 2 printers to central stores and planning office at the CSIR Scientia Campus

RFP No: 936/09/02/2021

Date of Issue	Friday 22 January 2021	
Closing Date	Tuesday, 09 February 2020	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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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.

Proposals are hereby invited from suitably-qualified service providers for the Supply, delivery and setup, configuration and programming of inventory scanner and 2 printers to central stores and planning office at the CSIR Scientia Campus.

2 BACKGROUND

The CSIR Scientia has central maintenance store, which support the entire maintenance team with maintenance spares to provide services to the CSIR buildings. The spares kept include:

- 2.1** Electrical spares
- 2.2** Fire Detection Systems
- 2.3** Mechanical spares
- 2.4** HVAC /Air conditioning units spares
- 2.5** Handyman/ Carpentry spares
- 2.6** Plumbing spares
- 2.7** PPE
- 2.8** Chemicals spares
- 2.9** Consumables spares
- 2.10** General spares
- 2.11** Specialized tools

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for supply, delivery and programming/setup of inventory scanner and 2 printers to central stores and planning office at the CSIR Scientia.

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.

SCOPE OF WORK

The following services will be performed by the service provider as duties and responsibilities in terms of the service level agreement:

4.1 Supply and delivery of inventory portable hand held scanner and 2 printers

4.1.1 Supply and delivery of cordless scanner and power supply, set-up, configure and program scanner together with the CSIR applications team and stores. The scanner should integrate/link to Archibus (CMMS) and be able to;

- Scan existing barcodes and own printed barcodes for inventory and assets (Both QR-Code 2D and Normal 1D).
- Scan stock to be issued to work teams, work request and users ID (Employee number) to be mandatory for each part issued before issuing.
- Scan stock to be received from suppliers to stores, invoice or delivery note and date to be mandatory before acknowledging the receipt.
- Scan returned unused stock from work teams, work request and users ID (Employee number) to be mandatory for each part returned before accepting to stores.
- Automatically insert data in terms of part number and description and quantities to the system without it being tempered with.

- Save data on the scanner and download to PC separately.
- Scanner to identify user as per allocated user ID.

4.1.2 Supply and delivery of 2 x printers and power supplies, set-up, configure and program printers together with the CSIR applications team and stores. The printers should integrate/link to Archibus (CMMS) and be compatible to the scanner and be able to;

- Print 1D and 2D bar codes which include the Part number and its description,
- Printer to be linked to PC for effective and easier printing.
- Printer to identify user as per allocated user ID.

4.1.3 Supply printer ribbons, this should be accessible in the market

4.1.4 Scanner and printer maintenance and software upgrades

4.1.5 Service provider must come and demonstrate on site that the system will work before purchasing is done and to provide references where the setup has been done and currently running.

4.1.6 Provide scanner and printer manuals both hardcopy and soft copies.

4.1.7 Provide Guarantee documents

4.1.8 Maintenance training

4.1.9 On-site user training up 9 people

5 PRE-QUALIFYING CRITERIA TO ADVANCE CERTAIN GROUPS

Service Providers that meet one or more of the following pre-qualification criteria may respond;

- A service provider having a level 1 or 2 B-BBEE status contributor and is an Exempted Micro Enterprise (EME) or a Qualifying Small Enterprise (QSE)

6 FUNCTIONAL EVALUATION CRITERIA

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

6.2

Functional Factor	Criteria Description	Weighting (%)
Number of years servicing	<ul style="list-style-type: none">• The service provider must have a minimum of 3 years in installing, setting up, configuring and programming the inventory systems.• The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services.	40
Client References	<ul style="list-style-type: none">• A minimum of 3 contactable references for similar service is required• Reference letters must be provided to substantiate such claims.	30
Staff Capability	<ul style="list-style-type: none">• The installation technician(s) must have a minimum of 3 years installing and setting up the systems.• Detailed CV(s), indicating the number of years the technicians have been installing, setting up, configuring and programming the inventory systems must be provided.	30
TOTAL POINTS FOR FUNCTIONALITY		100

6.3 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and a subminimum of 50% on each individual criterion will be eliminated from further evaluation.

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

7 ELIMINATION CRITERIA

7.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Failure to attend the briefing session;
- Failure to submit a clear detailed company profile indicating years rendering the services;
- Failure to provide 3 contactable references;
- Failure to provide the
- Failure to meet the pre-qualification to advanced certain groups. A B-BBEE Certificate or sworn affidavit must be submitted.

8 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 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

9 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted via E-mail: tender@csir.co.za

10 TENDER PROGRAMME

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

- Issue of tender documents: Friday, 22 January 2021
- Last date for submission of queries: Tuesday, 05 February 2021
- Closing / submission Date: Tuesday, 09 February 2021

11 SUBMISSION OF PROPOSALS

11.1 All proposals to be submitted together with a soft copy (**BOQ to be submitted on Excel format**).

11.2 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.936 /09/02/2021**

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No. 936/09/02/2021

11.3 The proposals must be clearly labelled and annexured.

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

11.5 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Tuesday, 09 January 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.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal 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.

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.

**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.*

15.5 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: 936/09/02/2021 – “The Supply, delivery and setup, configuration and programming of inventory scanner and 2 printers to central stores and planning office at the CSIR Scientia Campus”*** 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** **NO HARD COPY MUST BE SUBMITTED.**
- 22.3** Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

23 SUB-CONTRACTING

- 23.1** A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 23.2** A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

25 TRAVEL EXPENSES

25.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursments, must be in line with the CSIR's travel policy. The following will apply:

25.1.1 Only economy class tickets will be used.

25.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

25.1.3 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

26.1 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.

26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

26.3 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;

26.4 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.

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

27 CSIR RESERVES THE RIGHT TO

27.1 Extend the closing date;

27.2 Verify any information contained in a proposal;

27.3 Request documentary proof regarding any tendering issue;

27.4 Give preference to locally manufactured goods;

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

27.6 Award this RFP as a whole or in part;

27.7 Cancel or withdraw this RFP as a whole or in part.

28 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.

29 DECLARATION BY TENDERER

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

RFP No: 0000/00/00/2020

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: 0000/00/00/2020 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:	

30 RETURNABLE DOCUMENTS

PART A: TECHNICAL RETURNABLES			
<i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i>			
Returnable Schedules required only for Tender Evaluation Purposes			
Description		Submitted (Please tick)	
		Yes	No
1	Company Profile		
2	Reference Letters		
3	Proposed Maintenance Team organogram, CVs (Including qualifications and any affiliation registrations)		
4	Bidder's Experience - Annexure B		
5	Bidder's proposed Systems application Team – Annexure C		
6	Proposed Implementation methodology that is aligned to the scope of work, highlighting the risks and mitigation measures and quality plan		
7	Electronic copy of technical proposal		
PART B: PRICING PROPOSAL			
<i>ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)</i>			
Returnable Schedules that will be incorporated into the Contract			
9	Pricing Proposal Form Annexure C		
10	B-BBEE Certificate		
11	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.**

31 ANNEXURE A - SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	<p>Company Experience:</p> <ul style="list-style-type: none"> Number of years the company has been rendering similar services The service provider must have a minimum of 3 years in supplying, delivering, setting up, configuration and programming of inventory systems. 	<ul style="list-style-type: none"> The bidder must provide a clearly detailed company profile, stipulating the number of years rendering similar services 	<p>< 3 years – 0 points 3 – 5 years – 5 points 5– 8 years – 7 points >8 years – 10 points</p>	20%
2	<p>Client References (Only relevant references)</p> <ul style="list-style-type: none"> A minimum of 3 references is required 	<ul style="list-style-type: none"> Contactable reference for similar work/projects undertaken in the last 3 years and the value. Completed reference form for each reference. 	<p>< 3 references – 0 points 3 – 4 references – 5 points 5 – 8 references – 7 points >8 references – 10 points</p>	50%
3	<p>Staff Capability</p> <ul style="list-style-type: none"> The installation technician(s) must have a minimum of 3 years setting up, configuration and programming of inventory systems. 	<ul style="list-style-type: none"> Detailed CV(s), indicating the number of years the technician has been setting up, configuration and programming of inventory systems. must be provided. 	<p>< 2 years – 0 points 2 – 3 years – 5 points 3 – 5 years – 7 points >5 years – 10 points</p>	30%
TOTAL				100

32 ANNEXURE C REFERENCE FORM: TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER)

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: **Project End Date:**

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature:

Date:

33 ANNEXURE D – PRICING SCHEDULE THE BOQ NEEDS TO HAVE ALL ITEMS

34 ANNEXURE D SBD1 FORM