

Request for Proposals (RFP)

The provision of Hosting, Support and Maintenance of Domain Name System (DNS) to the CSIR for a period of 36 months.

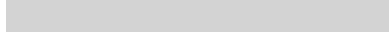
RFP No. 1063/30/01/2023

Date of Issue	Thursday, 15 December 2022	
Compulsory Briefing and Site Inspection	None	
Closing Date	Monday, 30 January 2023 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. Through collaboration with national and international institutions, CSIR undertakes directed and multidisciplinary research and technological innovation that contributes to the socio-economic development of the country which has a direct impact on 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 AND PROBLEM STATEMENT

Proposals are hereby invited for supply, support, and maintenance for the CSIR Domain naming services (DNS) for a period of three (3) years for the CSIR domains. The number fluctuates as domains are added or decommissioned. The hosting, support and maintenance is required for a three (3) year period.

The current hosting, support and maintenance has the following service requirement

- **147 Domains**

In addition to the above the CSIR would like flexibility to add and remove domain, as and when required for which a catalogue must be provided by service provider

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of Hosting, Support and Maintenance of Domain Name System (DNS) to the CSIR for a period of 36 months.

4 SCOPE OF WORK AND DELIVERABLES

The appointed service provider will be required to:

- 4.1.1 Host, Support and Maintain the Domain Name Systems (DNS)
- 4.1.2 Provide 24/7 Service desk function to provide maintenance and support for the requested services.
- 4.1.3 Provide or terminate either Internet or private connections.

4.1.4 The Data Centre to be hosted, must meet the below requirements:

- 4.1.4.1 Must have uninterrupted power supplies
- 4.1.4.2 Must have the required switchgear to automatically switch over to the generator in case of power interruptions.
- 4.1.4.3 Must have environmental control systems.
- 4.1.4.4 Must have precision cooling systems.
- 4.1.4.5 Must have fire suppression systems.
- 4.1.4.6 Physical access to the main facility must be restricted to approved personnel.

All of the above must be accompanied by evidence of maintenance and the requisite general control checks.

5 PROPOSAL SPECIFICATION & REQUIRED DOCUMENTATION

All proposals are to be submitted in a format specified in this RFP.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

5.1 Technical Proposal

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

- Cover letter
- Company Profile indicating the company's age, resources, and capability.
- Experience on similar projects in terms of providing services relating to the Hosting, Support and Maintenance of Domain Name Systems executed between 2011 and 2022. Please provide a list of contactable references and projects done that should

include– e.g., Project description, Name of client, telephone number, email address, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress). **Please also complete the reference schedule on section 34.**

- The tenderer must provide at least three (3) relevant customer references pertaining to the requested services. The reference letters shall be from customers exceeding 2500 staff members. The letters must be written on the official customer letterhead and contact details of the customer with whom the tenderer has DNS Services agreements / contracts in place. The CSIR reserves the right to contact these customers to verify their references. **Or CSIR reference template can be used.**
- Tenderer must provide a list of the roles and number of staff responsible for maintaining the requested services, as well as a detailed organisational structure.
- Tenderer to provide proof of valid ISO-27001 certification or equivalent for information security management systems (ISMS).

5.2 Financial Proposal:

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

- Cover letter
- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables- **Please price as per Annexure D, pricing schedule issued with RFP.**
- Provide a valid copy of a B-BBEE certificate or valid sworn affidavit (RSA suppliers only).

6 DURATION OF SERVICES

The services will be required for a period of at least 36 months from date of appointment.

7 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factor	Criteria Description	Weight (%)
Company Profile	<ul style="list-style-type: none"> Bidder must submit a company profile indicating their core function, age, resources, and capability. 	20
Company Experience	<ul style="list-style-type: none"> Bidders must demonstrate the company's relevant experience in providing similar services executed between 2011 and 2022. Bidders must use reference schedule to populate the information. The list of projects must be relevant to the project. A list of a minimum of three (3) projects must be submitted. 	20
Experience of the consultants / key personnel and professional registration	<ul style="list-style-type: none"> Tenderer must provide a list of the roles and number of staff responsible for maintaining the requested services, as well as a detailed organisational structure including CV of Project Manager and Service Desk Manager. 	40
Customer Reference letters	<p>The bidder must provide at least three (3) relevant customer references pertaining to the requested services. The reference letters shall be from customers exceeding 2500 staff members. The letters must be written on the official customer letterhead and contact details of the customer with whom the tenderer has DNS Services agreements / contracts in place. The CSIR reserves the right to contact these customers to verify their references. <i>Or CSIR reference template can be used</i></p>	20
TOTAL POINTS FOR FUNCTIONALITY		100

- 7.1** Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** will be eliminated from further evaluation.
- 7.2** Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect location (Bids must be submitted electronically at tender@csir.co.za);
- Non-submission or incomplete SBD 1 form.
- Failure to submit valid proof of ISO-27001 certification or equivalent for information security management systems (ISMS).
- Non-submission of Bidder Declaration Form
- Non- submission of completed and duly signed Bidder Disclosure Form- SBD 4
- Bidders that are listed on the National Treasury (NT) database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

9 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 valid 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

10 PROCEDURE FOR SUBMISSION OF PROPOSALS

10.1 All proposals must be submitted electronically to tender@csir.co.za.

10.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

10.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.

10.4 The naming/labelling syntax of files or documents must be short and simple (e.g., Product Catalogues).

10.5 All documents submitted electronically via e-mail must be clear and visible.

10.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 TENDER PROGRAMME

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

- Issue of tender documents: 15 December 2022
- Last date for submission of queries: 24 January 2023
- Closing / submission Date: 30 January 2023

12 SUBMISSION OF PROPOSALS

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

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

12.3 All e-mailed 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 e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 1063/30/01/2023

PART 2: Pricing Proposal RFP No.: 1063/30/01/2023

12.4 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.

12.5 Proposals submitted must be in the following file formats:

- PDF

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Monday, 30 January 2023**, 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

14 AWARDING OF TENDERS

14.1 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.

15 EVALUATION PROCESS

15.1 Evaluation of proposals

An evaluation team will evaluate all proposals 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 tenderer/s.

A two-phase evaluation process will be followed:

15.1.1 The first phase includes the evaluation of elimination and functionality criteria.

15.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the 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.

15.2 Preference points system

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

16 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

16.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (dtic or CIPC) will be awarded points for B-BBEE during evaluation.

16.2 The following constitutes a valid **B-BBEE certificate:**

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address;
- Value-Add Tax number, where applicable;
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes;
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website (www.sanas.co.za). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

16.3 The following constitutes a valid **dtic Sworn Affidavit:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.

- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

16.4 The following constitutes a valid **CIPC B-BBEE certificate**:

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g. 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The dtic logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

17 PRICING PROPOSAL

- 17.1 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.
- 17.2 Price needs to be provided in South African Rand (excl. VAT).
- 17.3 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.
- 17.4 Bidders must quote as per pricing schedule.
- 17.5 Payment will be according to the CSIR Payment Terms and Conditions.

18 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of hundred and twenty (120) calendar days calculated from the closing date.

19 APPOINTMENT OF SERVICE PROVIDER

- 19.1 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.
- 19.2 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.
- 19.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

20 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: 0000/30/01/2023 – “The provision of Hosting, Support and Maintenance of Domain Name System (DNS) to the CSIR for a period of 36 months”** 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.

21 MEDIUM OF COMMUNICATION

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

22 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder 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.

23 CORRECTNESS OF RESPONSES

23.1 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.

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

24 VERIFICATION OF DOCUMENTS

24.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

24.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If 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.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

25 SUB-CONTRACTING

25.1 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.

25.2 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.

26 ADDITIONAL TERMS AND CONDITIONS

26.1 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.

26.2 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

26.3 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.

27 PERSONAL INFORMATION

27.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable

data protection laws. The Client further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

- 27.2** Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 27.3** The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 27.4** While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 27.5** Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 27.6** Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

28 CSIR RESERVES THE RIGHT TO

- 28.1** Extend the closing date;
- 28.2** Verify any information contained in a proposal;
- 28.3** Request documentary proof regarding any tendering issue;
- 28.4** Give preference to locally manufactured goods;
- 28.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.6** Award this RFP as a whole or in part;
- 28.7** Cancel or withdraw this RFP as a whole or in part.

29 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: 1063/30/01/2023

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. 1063/30/01/2023** 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:	

31 ANNEXURE A: FUNCTIONALITY SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Company profile	Bidder must submit a company profile indicating their core function, age, resources, and capability	No submission - 0 point 1 to 4 years of operation - 3 points 5 to 6 years of operation - 5 points 7 to 9 years of operation - 7 points > 9 years of operation - 10 points	20%
2	Company Experience	Bidders must submit a list of similar relevant projects executed between 2011 and 2022, as the main contractor indicated under section 34 The list of projects must be relevant to the project	No submission - 0 point 1 to 4 relevant projects submitted - 3 points 5 to 6 relevant projects submitted - 5 points 7 to 9 relevant projects submitted - 7 points > 9 relevant projects submitted - 10 points	20%
	Experience of the consultants / key personnel and professional registration	EXPERIENCE OF PROJECT / ACCOUNT MANAGER <ul style="list-style-type: none"> Submit a detailed CV of the Project/Account Manager to be assigned to the project. CV must include a list of projects the Project/Account manager was involved in as a Lead in providing support for Domain Name Systems A minimum of at least 3 successfully completed projects as project manager List of projects must include the client's name, email address, contact details, date when assignment was done 	No submission - 0 point 1 to 2 relevant projects submitted - 3 points 3 to 4 relevant projects submitted - 5 points 5 to 7 relevant projects submitted - 7 points > 7 relevant projects submitted - 10 points	20%
		EXPERIENCE OF SERVICE DESK MANAGER <ul style="list-style-type: none"> Submit a detailed CV of the Service Desk Manager to be assigned to the project. CV must include a list of projects the Service Desk Manager was involved in as a Lead A minimum of at least 3 successfully completed projects as Service Desk Manager for projects of similar nature List of projects must include the client's name, email address, contact details, date when assignment was done	No submission - 0 point 1 to 4 relevant projects submitted - 3 points 5 to 6 relevant projects submitted - 5 points 7 to 9 relevant projects submitted - 7 points > 9 relevant projects submitted - 10 points	20%

	Customer References	The bidder must provide at least three (3) relevant customer references pertaining to the requested services. The reference letters shall be from customers exceeding 2500 staff members. The letters must be written on the official customer letterhead and contact details of the customer with whom the tenderer has DNS Services agreements / contracts in place. The CSIR reserves the right to contact these customers to verify their references. <i>Or CSIR reference template can be used</i>	No submission of reference letters – 0 point 1 reference letter submitted - 3 points 2 reference letters submitted - 5 points 3 reference letters submitted – 7 points >3 reference letters submitted - 10 points		20%
Total					100%

32 SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

Client / Company Name	Contact person, email, and Telephone Number	Description of goods and/or services delivered	Value of the goods and/or services delivered (Inclusive of Vat)	Date when goods and/or services were delivered to client

33 ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

Description (please label your file dividers according to this table so that it becomes easier to trace your documents)		Submitted (Please tick)	
		Yes	No
#	Elimination criteria (Folder 1)		
1	Invitation to Bid form- SBD 1		
2	Bidder's Disclosure Form- SBD 4		
3	Proof of professional indemnity insurance of R10M		
4	Bidder's Declaration of Interest Form.		
#	Technical proposal (Part A) (Folder 2)		
4	Company profile		
5	Company Experience		
6	Reference letters		
7	CVs		
8	ISO Certification		
9	Provide a list of the roles and number of staff responsible for maintaining the requested services, as well as a detailed organisational structure including CV of Project Manager and Service Desk Manager.		
#	Financial proposal (Part B) (Folder 3)		
9	Cover Letter		
10	Completed Offer – price		
11	Copy of valid B-BBEE certificate or valid sworn		
12	CSD registration report (RSA suppliers only)		
#	Proposal from a joint venture (Folder 4)	Applicable	Not applicable
13	In case of proposal from a joint venture, the following must be submitted together with the proposal:	Yes	No

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

Any other relevant document may be submitted, to substantiate the bidder's proposal.

34 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:**