



Request for Quotation (RFQ) for the supply of website technical support and hosting services to the CSIR on two separate websites

Date of issue	Thursday, 22 April 2021
Closing Date and Time	Thursday, 06 May 2021
RFQ Number	RFQ: 5687/06/05/2021
Contact details	tender@csir.co.za

1 INVITATION FOR QUOTATION

Suppliers are hereby invited to quote the CSIR on the services as listed below.

2 QUOTATION REQUIREMENTS

a) Technology Availability and Readiness Atlas (TARA)

The Technology Availability and Readiness Atlas (TARA) is an online platform enabling local mining equipment original manufacturers to capture their commercially available offerings to the industry. Target users are expected to be mine managers looking for specific equipment to be used in the mining cycle. As well as local Original Equipment Manufacturers (OEMs) who would need to populate the website by uploading their offerings.

TARA has already been developed: <https://miningtara.co.za/> The application was developed using Node.js (the primary language is Javascript). The visual elements were basic HTML

and CSS (with Bootstrap), and EJS templates. Some of the interactive components used JQuery. The database uses MongoDB.

Please quote on the following line items:

ITEM	DESCRIPTION	QUANTITY	PRICE (EX VAT)
1	<p>Enhance layout to deliver an intuitive user interface that:</p> <ul style="list-style-type: none"> (i) Encourages interaction by use of triggers (ii) Guides the user (mine manager) through reaching their goal <p>Research required at this stage. Mine managers and OEMs will be made available for your team to engage with.</p>	Once-off	
2	<p>Customer login functionality allowing for:</p> <ul style="list-style-type: none"> (i) Mark and save favourite items (ii) Collect user information to share news/newsletters 	Once-off	
3	<p>Simplify and enhance the current search functionality; and refine associated filter options in line with user journey. Enable predictable search.</p> <p>Enable Google Analytics tracking</p> <p>Optimise for mobile viewing</p>	Once-off	
4	<p>Editorial: Rewrite home page text that clarifies:</p> <ul style="list-style-type: none"> (i) Who we are (ii) What TARA is (iii) Who it is intended for (iv) Why it is important in a local OEM development context 	Once-off	

	<p>(Writer will have access to resources and people to interview)</p> <p>(No images required)</p> <p>Design appropriate page graphics to enhance home page look and feel in line with the CI.</p> <p>Home page: Include ribbon with all partner/funder logos at the bottom</p>		
5	<p>Insert “about us” main menu button and draft text that clarifies:</p> <p>(i) Who the Mining Precinct and the Mining Equipment Manufacturers of SA is</p> <p>(ii) Why the Mandela Mining Precinct and the Mining Equipment Manufacturers of SA have partnered to develop this portal</p>	Once-off	
6	OEM manual to upload equipment exists. Following these enhancements, update the manual where required.	Once-off	
VAT if a VAT Vendor			
TOTAL			

Hosting

ITEM	DESCRIPTION	QUANTITY	PRICE (EX VAT)
1	<p>(i) Host and maintain the website</p> <p>(ii) Provision of technical support for 6 hours per month (indicate hourly rate for services required over and above the agreed 6 hours)</p> <p>(iii) Regular back-ups</p>	Year 1	

	<p>(iv) Security management and updates as required</p> <p>This includes migrating the website from current to own servers.</p> <p>(Content uploads will be managed internally)</p>		
2	<p>(i) Host and maintain the website</p> <p>(ii) Provision of technical support for 6 hours per month (indicate hourly rate for services required over and above the agreed 6 hours)</p> <p>(iii) Regular back-ups</p> <p>(iv) Security management and updates as required</p> <p>(Content uploads will be managed internally)</p>	Year 2	
3	<p>(i) Host and maintain the website</p> <p>(ii) Provision of technical support for 6 hours per month (indicate hourly rate for services required over and above the agreed 6 hours)</p> <p>(iii) Regular back-ups</p> <p>(iv) Security management and updates as required</p> <p>(Content uploads will be managed internally)</p>	Year 3	
VAT if a VAT vendor			

TOTAL	
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b) Mandela Mining Precinct website

The Mandela Mining Precinct has already been developed and built on drupel with a simple CMS that is managed internally. Ref: www.mandelaminingprecinct.org.za

Please quote on the following line items:

ITEM	DESCRIPTION	QUANTITY	PRICE (EX VAT)
1	<p>Create a blog/secondary site to host information pertaining to an upcoming conference, eg: mandelaminingprecinct/symposium</p> <p>The blog/secondary site will contain menu buttons related to:</p> <ul style="list-style-type: none"> (i) Registration information (ii) Programme (iii) Speaker bio's (iv) Knowledge showcase with multimedia content (in-house developed) <p>(No editorial or images required.)</p>	Once-off	
VAT if a VAT vendor			
TOTAL			

Hosting

ITEM	DESCRIPTION	QUANTITY	PRICE (EX VAT)
1	<p>(v) Host and maintain the website and associated emails</p> <p>(vi) Provision of technical support for 6 hours per month (indicate hourly rate for services required over and above the agreed 6 hours)</p> <p>(vii) Regular back-ups</p> <p>(viii) Security management and updates as required</p> <p>This includes Migrating the website from existing to own servers, there are 10 user email addresses linked to this domain as well. Eg: nsurname@mandelaminigprecinct.org.za (Content uploads will be managed internally)</p>	Year 1	
2	<p>(v) Host and maintain the website and associated emails</p> <p>(vi) Provision of technical support for 6 hours per month (indicate hourly rate for services required over and above the agreed 6 hours)</p> <p>(vii) Regular back-ups</p> <p>(viii) Security management and updates as required</p>	Year 2	

	(Content uploads will be managed internally)		
3	(v) Host and maintain the website and associated emails (vi) Provision of technical support for 6 hours per month (indicate hourly rate for services required over and above the agreed 6 hours) (vii) Regular back-ups (viii) Security management and updates as required (Content uploads will be managed internally)	Year 3	
VAT if a VAT vendor			
TOTAL			

Security pertaining to both websites

- The appointed supplier will abide by the CSIR's Information security policies, procedures, standards and guidelines, and/or any policy document normally within the context of an Information Management Security System such as that defined in ISO/IEC 27001
- All information security incident management processes/procedures, including mandatory incident reporting must be documented and reported
- The CSIR has the right to audit and/or assess the information security protocols put in place, and audit the service provider's compliance to the contract, or employ a third party auditor.
- The service provider must abide by and address issues relating to the Protection of Personal Information Act (POPIA).
- Should the solution be hosted externally and outside of South Africa, the location must be made known to the CSIR. And in this instance, the cross-border requirements of POPIA must be fulfilled.

- If the third parties are used, they must also meet the POPIA requirements
- The supplier will ensure a secure system.
- The supplier will, within three months of hosting, provide the CSIR with the source code of the website. The full source code is to be documented to allow others to take over the maintenance and development once the contract has expired

3. COMPETENCIES REQUIRED TO UNDERTAKE THIS SCOPE OF WORK

- Demonstrable knowledge and experience of working with directory websites offering products for sale, with pictures and references
- An understanding of and insight into novel UX trends
- Develop a project plan with costing and timelines
- Evidence of quality delivery
- Evidence of delivery within strict timeframes
- Competent and skilled staff to deliver on the project

4. EVALUATION CRITERIA

Selection of suppliers will be based on the 80/20 preference point system.

- Provide a copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).
- No B-BB-EE Status will equal to zero points.
- Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- No order will be issued or no contract will be signed without a valid CSD number.

5. PRICING QUOTATION

- a. 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.
- b. Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- c. Payment will be according to the CSIR Payment Terms and Conditions.

6. OTHER TERMS AND CONDITIONS

- a. The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- b. A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

7. No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

8. Note: This is not a Purchase Order.

DECLARATION BY TENDERER

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

RFQ No:

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQat 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 quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 quotation as the principal liable for the due fulfilment of this quotation.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other quotation.

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 quotation.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE: