



Request for Quotation (RFQ) for the provision of Microsoft Power Business Intelligence Services to the CSIR

RFQ No.	9145-29-03-2019
Date of issue:	Thursday, 14 March 2019
Closing Date and Time :	Friday, 29 March 2019 @ 16:30
Contact details	Submission of quotations or any other enquiries is via email to: tender@csir.co.za
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of Microsoft Power Business Intelligence services to the CSIR.

2 QUOTATION REQUIREMENTS

The consultant or service provider is required to develop, implement and manage a Microsoft Power Business Intelligence solution for the CSIR. The service provider or supplier must adhere to the following requirements:

- Provide Microsoft Power BI services to install, configure, design, develop, test, implement and support a Business Intelligence Solution
- Have 5 years' business intelligence implementation experience using Microsoft Power BI for all assigned resources, particularly pertaining to install, configure, and design, development, test and implement

- The service provider must provide details of companies where they have designed and implemented a BI Solution. Please furnish three references. The reference should include company name, contact person, contact number and addresses.

The bidder must be accredited to provide the proposed solution. Please attach letter or certificate to confirm accreditation (Microsoft cloud partner)

3 SCOPE OF WORK

- Provide a quotation for 200 hours of professional services as described in the scope of work.
 - Develop three base reports for Quarterly KPI Reporting, human resource qualification and job title reporting, organisation structure report. All data required will be provided to the successful bidder.
 - Develop and document a best practice guide for development of the dashboards.
 - Do skills transfer to allocated CSIR staff. A skills transfer plan will be agreed upon and drawn up.
- Provide the hourly rates of your assigned resources.
 - Provide a detailed cost schedule indicating hourly rates of assigned resources and give a total cost based on the requested maximum 200 hours of required professional services.

Hours not used in the development of the solution will be used later for support services as and when needed within a period of three months after commencement of the development work.

Microsoft Power Business Intelligence Services		
Item	Quantity	Total Excl Vat
200 Hours Of Professional Service <ul style="list-style-type: none"> • Base Reporting (Quarterly KPI Reporting, human resource qualification and job title reporting, organisation structure report) • Develop and document best practice guide for development of the dashboard. • Skill Transfer to CSIR Staff 	1	
Hourly Rate <ul style="list-style-type: none"> • Provide a detailed cost schedule indicating hourly rates of assigned resources and give a total cost based on the requested maximum 200 hours of required professional services. 	1	
Sub Total (Excl Vat)		R
Total 15% Vat		R
Total (Incl Vat)		R

4 PREQUALIFICATION CRITERIA

4.1 Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2, will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender

5 ELIMINATION CRITERIA

- 4.1 Failure to provide relevant certifications for Microsoft Power BI implementation.
- 4.2 Provide evidence in reference letters of 3 or more successful Microsoft Power BI implementations.
- 4.3 A service provider that fails to meet the prequalifying criteria stipulated in paragraph 4.1 is not an acceptable tender.

6 EVALUATION CRITERIA

- 6.1 Suppliers will be eliminated should they not conform to the requirements stated above.
- 6.2 Selection of suppliers will be based on the 80/20 preference point system by a selection committee.
- 6.3 Include a valid B-BBEE status with quotation. No B-BBEE status will equal zero points.
- 6.4 Indicate CSD number (National Treasury Central Supplier Database) on the quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 6.5 No order will be issued or no contract will be signed without a valid CSD number.

7 PRICING QUOTATION

- 7.1 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. The VAT must be clearly indicated for bidders that are not VAT exempted
- 7.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 7.3 Payment will be according to the CSIR Payment Terms and Conditions.

8 OTHER TERMS AND CONDITIONS

- 8.1 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.

8.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

9 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.

10 Note: This is not a Purchase Order.

Annexure A – SBD 1 Form

(The Completed SBD 1 form must be submitted with the quotation)