



***Request for Quotation (RFQ) to appoint a suitable service provider
for conducting cybersecurity surveys at the CSIR***

RFQ No. 5910/15/09/2022

Date of issue	Thursday, 01 September 2022
Closing Date and Time	Thursday, 15 September 2022 At 16h30
For submission of quotations or any other enquiries:	Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)

1 INVITATION FOR QUOTATION

Service Providers are hereby invited to submit a quotation to conduct cybersecurity surveys at the CSIR.

2 SCOPE OF WORK AND DELIVERABLES

Bidders are requested to quote CSIR on the following requirements:

2.1 The CSIR requires the roll-out of a survey (4 overall) covering data collection with analysis and reporting of cyber security related topics with the following requirements:

- Market research into target audience
- Questionnaire development- research objectives evaluation, review and question checking for precision, relevance, and simplicity.
- Pilot study to check scripting, flow, and survey length
- Data collection (use of technological instruments for face-to-face interviews, call Centre engagements, online gathering, panels and digital or mobile tools)

- Choice of appropriate sampling method (purposive, systematic, cluster, probability, or quota)

The supplier must quote as per the below Bill of Quantities (BOQ):

Item	Description	Unit	Qty.	Price Per Survey	Total Amount
1	200 participants data collection only.	Each	4		
2	200 Participants data collection with data collection with analysis and reporting.	Each	4		
3	300 participants data collection only.	Each	4		
4	300 Participants data collection with analysis and reporting.	Each	4		
	Sub-Total				
	Vat (15%)				
	Total				

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services as listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The quotation must clearly show the breakdown of all costs.

Mandatory documents required / returnable:

- Fully Completed and signed Standard Bidding Document (SBD 1) Form.
- Fully completed and signed Standard Bidding Document (SBD 4) Form.
- Fully completed and signed declaration of interest form.
- The bidder must submit their company profile (An overview of the organization or data collection methodologies, Sampling techniques, questionnaire development, analysis and reporting).
- The bidder must submit a proof of the highest relevant qualification.
- Three (3) projects completed for the similar work done between 2018 and 2022. The bidder must submit a minimum of three (3) reference letters or completion certificates from previous clients for projects completed between 2018 and 2022.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a SANAS certified copy of a valid B-BBEE Certificate, or valid sworn affidavit on DTIC Template. (RSA suppliers only).
- 3.3 No B-BBEE status will equal zero points.
- 3.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.

4.6 Elimination Criteria

Suppliers will be eliminated under the following conditions:

- Bidders that submit late bids will not be considered.
- If the bidder does not quote on all items in the scope of work.
- Bidders that submit to the incorrect location or email address will be eliminated (Please submit in PDF format electronically to tender@csir.co.za).
- If the supplier does not sign a declaration by the tenderer).
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.
- Bidders that do not submit a signed declaration by tenderer will not be considered.
- If the bidder does not submit mandatory documents.

4 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.
 - 5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 6 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.

7 CSIR reserves the right to:

- 7.1 Award this RFQ as a whole or in part.
- 7.2 Cancel or withdraw this RFP as a whole or in part.
- 7.3 Extend the closing date.
- 7.4 Verify any information provided (request document or make inquiries).

- 8 Note: This is not a Purchase Order (Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties).**

DECLARATION BY TENDERER

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

RFQ No: 5910/15/09/2022

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 RFQ No 5910/15/09/2022 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 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:	

**ANNEXURE A – Standard Bidding Document (SBD) 1 FORM
(Form must be completed and sent back with the quotation)**

**ANNEXURE B – Standard Bidding Document (SBD) 4 FORM
(Form must be completed and sent back with the quotation)**