



Request for Quotation (RFQ) for the supply of forensic services to the CSIR

RFQ No.	5390/27/09/2018
Date of issue:	Tuesday, 18th September 2018
Closing Date and Time:	Thursday, 27th September 2018 @ 16H30
Contact details	For submission of quotations or any other enquiries: Email to: tender@csir.co.za (Please always quote the RFQ number with your submission and inquiries)
Submissions	Submit via email to tender@csir.co.za
CSIR Business Hours	08H00 – 16H30

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the supply of ICT forensic investigation services to the CSIR.

2 QUOTATION REQUIREMENTS

CSIR urgently require the services of a firm to conduct an ICT forensic investigation to establish the identity of the author of malicious emails sent to CSIR employees using a Gmail (Google mail) account.

More details (e.g. email headers, etc) will only be provided to the firm that will be contracted to undertake the work.

(Some brief background: we run an email system called GroupWise which is based on the Novell platform, using eDir/LDAP for authentication. The email system is linked to our archiving system where all emails are stored for long-term record-keeping.)

3 MINIMUM REQUIREMENTS

The service provider must provide:

- A minimum of three (3) references where similar services were offered.
- CV(s) of the personnel that will be involved in the assignment. Such personnel must have proven investigative experience. The lead team member must have not less than 10 years in conducting similar assignments.

4 EVALUATION CRITERIA

- 4.1 Failure to submit the minimum required documents as per section 3 of this RFQ will result in the service provider not being evaluated further on price and B-BBEE.
- 4.2 Selection of suppliers will be based on the 80/20 preference point system.
- 4.3 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
No B-BBEE status will equal zero points
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.
- 4.6 Service providers are requested to include the project plan with their quotation

5 PRICING QUOTATION

- 5.1 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. The total cost must include any travelling and accommodation costs.
Hourly rates for the team members must also be provided.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions and conditions of contract/purchase.

6 OTHER TERMS AND CONDITIONS

6.1 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.

6.2 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.