

NOTICE TO SERVICE PROVIDERS

REQUEST FOR PROPOSAL No: 348/30/05/2014 – The Development of Electronic Web-Based booking and reporting database facility usage to CSIR

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to 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.

Proposals are hereby invited from suitably-qualified service providers for Development of a web-based facility booking system.

TENDERING PROCEDURES

A request for proposal document outlining tendering procedure is available on the CSIR website: www.csir.co.za, under "tenders".

Proposal documents (clearly endorsed with the above **RFP number 348/30/05/2014**) must be submitted in sealed envelopes at **CSIR –Stellenbosch - Main Reception Area** (in the **Tender box**) at the following address;

Council for Scientific and Industrial Research (CSIR)
Jan Celliers Street
Stellenbosch
7600

Proposals submitted after the closing date and time will NOT be considered. Proposals sent by telefax or e-mail will not be accepted. **The CSIR reserves the right not to accept any proposal.** All queries pertaining to the Proposal must be sent to tender@csir.co.za with RFP number as the subject.

Closing date: Friday, 30 May 2014 at 12:00

CONFIDENTIALITY

Any documentation submitted by tenderer shall be considered confidential in nature, and shall remain the property of the CSIR, unless otherwise stated by the tenderer at the time of submission. All or any information provided to service providers by the CSIR, shall be regarded as strictly confidential and will not be made known to third parties without the written consent of the CSIR.

PREPARATION OF TENDERS

The CSIR will not be held responsible for any cost incurred by the tenderer in the preparation and handling of proposals.

The CSIR is committed to broad-based black economic empowerment. Preference will be given to service providers who meet B-BBEE requirements.

This ad was originally published on the CSIR website.

Request for Proposals (RFP)

The Development of an Electronic web-based booking and reporting database facility usage to CSIR

RFP No. : 348/30/05/2014

Date of Issue:	Friday, 16 May 2014	
Closing Date and Time:	Friday , 30 May 2014 at 12h00 (Noon)	
Place:	Tender box, CSIR Stellenbosch Main Reception	
Enquiries	L Florist - Built Environment	E-mail: tender@csir.co.za

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1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to 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

CSIR undertakes GIS based facility location planning on behalf of municipalities and other authorities. In undertaking this analysis and proposing sites for new developments it is often critical to review the historic and current usage data of these facilities before proceeding to implementation of new facilities, closure or upgrading. To do this it is necessary to review the nature and frequency of use.

The current means of booking used by the specific municipality is paper based, uses repetitive but similar forms and the only means of recording and reporting is through paper based summaries which are dependent on human intervention. There is no means of recording and reporting on the usage patterns over time and with spatial context.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of development of a web-based electronic booking system which is GIS enabled and provided for the storage and generation of usage reports to the CSIR's.

4 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR –Stellenbosch - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Jan Celliers Street
Stellenbosch
7600

5 TENDER PROGRAMME

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

- Issue of tender documents: 16 May 2014
- **Closing / submission Date: Friday, 30 May 2014 at 12:00 (noon)**
- Tender evaluation: 3-5 June 2014
- Appointment of successful tenderer: 10 June 2014
- Target start date of the project: 10 June 2014
- Target completion date of project:: 10 July 2014

6 PROPOSAL SPECIFICATION

- 6.1 All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.
- 6.2 The proposal is to develop an electronic booking system for social facilities. The booking data must be stored in a GIS based database. The system must be able to generate usage reports for specific halls, types of function or periods as well as providing overall tables that display the historic usage at each hall by date, use and user. The system should be web-enabled but is not intended for on-line payments or personal on-line. Booking will be undertaken at municipal booking offices by a booking clerk using the web-based booking system, payments will be done using the current over the counter method.

6.3 Print options of the form should be available at following stages:

- Preliminary booking - Generate a request for Hire form which includes the conditions of booking and relevant contact names, bank details, cost and signature space
- Payment and confirmation of booking- Generate form showing deposit / full cost paid. Time and purpose of use including preparation cost, Break down/ cleaning time and function time
- Post-hire reconciliation and inspection. On completion of form alert clerk that deposit can be refunded if applicable

6.4 Entry form should contain the following fields:

- Hall name and code: Select from pull down menu
- Show maximum number of people the hall can accommodate (System generated) and approximate number that will attend / be invited (hirer to provide)
- Date, day of week and time of hire including preparation time and clean up. System should be able to display availability for specified period. (Must indicate on system if booking is fully paid up or if only preliminary booking- if latter, the system must show when preliminary booking will expire if not paid - five day period). The system must alert booking clerk when hall becomes available again.
- Renters full name and ID number.
- Renters contact details including tel. no (home, work, cell), address and e-mail. Place to attach scanned copy of ID.
- Bank account no. Bank name and Branch and name of account holder
- Purpose of use: (Pull down menu of main purposes plus other (specify)
- Place for signature of Hirer or nominated representative
- If music is to be played and SAMRO fee payable
- Rental cost or if free use (this must be indicated)
Break down of costs by Preparation time and use of Main hall and/or breakaway rooms. Per hour (system to calculate costs). Costs per hour for each type will need to be pre-loaded. Alert to be issued if booking is after 30 June of any year to indicate an increase cost will be payable in next financial year.
- Ref. no invoice when paid

6.5 Post hall inspection: facilities assistant /hall manager to indicate use and sign off on following:

- i. For regular users i.e. development programmes, church meetings etc. Actual time by Day, date, time, and purpose
- ii. For Once off bookings, i.e. parties, weddings and funerals:
 - o Day, date and purpose to be confirmed.
 - o Actual contract time. Confirm same as booking.
 - o Preparation, function and breakdown time. Start, end and hours of use per type.
 - o Note any damages or remarks.
 - o Can deposit be paid back? Yes/No - alert booking clerk.
 - o Form to be printed with space of date and signatures of hall assistant and hirer indicating they agree and are satisfied with inspection.
 - o Provide place for signature of Hirer or representative.

6.6 System to retrieve name, surname and id no and Residential address of hirer and print for signature.

7 SUBMISSION OF PROPOSALS

7.1 All proposals are to be sealed. No open proposals will be accepted.

All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

- **PART 1: Technical Proposal: RFP Number: 348/30/05/2014.**
- **PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP Number: 348/30/05/2014.**

7.2 Proposals submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors.

7.3 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 (functionality) solution, price and B-BBEE.

8 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than **Friday, 30 May 2014 at 12:00 (noon)**.

Where a proposal is not received by the CSIR by the due date and time, it will be regarded as a late tender. Late tenders will not be considered.

9 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Makes use of software for which licence costs are payable; and
- If contractor does not waive copyright on the software.

The following mandatory documentation must be submitted with your proposal:

- Completed CSIR Supplier Registration Form - available on (www.csir.co.za – 'Tenders')
- Original valid Tax Clearance Certificate or Letter of Good standing issued by SARS;
- Proof of company registration. (CK2 form); and

10 EVALUATION PROCESS AND CRITERIA

10.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes **functionality**, local production and content.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved a minimum qualification score for functionality will be evaluated further using the preference points system.

- The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R1m, the proposal will be cancelled and re-issued.

The functionality evaluation criteria will be based on the following:

- Must have offices with 100 km of Stellenbosch or Durban (15 Points)
- Must use software for which no cost is payable (15 Points)
- Must waive any copyright to product being developed (20 Points)
- Track record of developing software for web delivery of product (30 points)
- Must provide evidence (work plan) to show that work can be completed by 30 July (20 points)

Proposals with functionality points of less than the pre-determined minimum overall percentage of **70%**, and less than **60%** on any of the individual criteria will be eliminated from further evaluation.

The tenderer shall prepare for a possible presentation should CSIR require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.

The tenderer shall prepare for a possible presentation should CSIR require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.

11 PRICING PROPOSAL

11.1 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.

11.2 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.

11.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

11.4 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.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

11.5 Payment will be according to the CSIR Payment Terms and Conditions. (available on www.csir.co.za – ‘Tenders’)

12 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three months calculated from the closing date.

13 APPOINTMENT OF SERVICE PROVIDER

13.1 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.

13.2 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 within a mutually agreed date after provisional appointment date, CSIR reserves the right to appoint, or not appoint, the service provider who was rated second, and so on.

14 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 No: 348/30/05/2014 – The Development of Electronic Web-Based booking and reporting database facility usage to CSIR”** as the subject.

Contact by any means whatsoever with CSIR personnel is not permitted during the RFP process other than as required through existing service arrangements and/or as requested by the CSIR as part of the RFP process. Any form of canvassing by the tenderer to any member of staff or supplier, for purposes of influencing the award of the contract, will automatically disqualify the tenderer from the evaluation process. Tenderers shall not offer or give any consideration of any

kind to any employee or representative of the CSIR as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with the CSIR.

15 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English, unless otherwise indicated under technical specification.

16 COST OF PROPOSAL;

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

17 CORRECTNESS OF RESPONSES;

17.1 The tenderer furthermore confirms 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, and that prices and rates quoted cover all obligations under any resulting contract.

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

18 RESPONSIBILITY TO EXECUTE, AND FAILURE TO COMPLY

18.1 The successful tenderer hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

18.2 The Respondent hereby offers to render all of the services described in the attached document (if any) to the CSIR on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this tender at the prices inserted therein).

19 VERIFICATION OF DOCUMENTS

19.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

19.2 **One hard copy of each proposal must be submitted.**

19.3 Telegraphic, e-mail and telefax proposals will not be accepted.

19.4 **Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document (with Part 2), and no such information should be available in the technical proposal.**

19.5 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the **tender box**, by the date and time as mentioned above.

19.6 Proposals can be submitted to the tender box as stipulated in this document.

20 SUB-CONTRACTING

20.1 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.

- 20.2 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.

21 LOCAL CONTENT

- 21.1 Only locally produced services, works or goods or locally manufactured goods with a 100% minimum threshold for local production and content will be considered.
- 21.2 The guidelines and declarations should be used by tenderers when preparing a tender.
- 21.3 Tenderers must complete Declarations D and E, and consolidate the information on Declaration C. Annexures C, D and E must be submitted with the tender by the closing date and time as determined by the CSIR.
- 21.4 If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.

22 ENGAGEMENT OF CONSULTANTS

CSIR Consultants will only be remunerated at the rates:

- 22.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 22.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

22.3 Prescribed by the body, regulating the profession of the consultant.

23 TRAVEL EXPENSES

23.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

23.2 Only economy class tickets will be used.

23.3 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed

23.4 No car rentals of more than a Group B will be accommodated.

24 OTHER TERMS AND CONDITIONS

24.1 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.

24.2 A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

24.3 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;
- Each party's B-BBEE and Tax Clearance Certificate;
- Proof of ownership/shareholder certificates/copies of Identity document; and
- Company registration certificates.

24.4 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.

24.5 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 of the CSIR employees 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.

24.6 CSIR's decision on tenders received shall be final and binding.

24.7 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

25 CSIR RESERVES THE RIGHT TO

25.1 amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments on time;

25.2 verify any information contained in a proposal;

25.3 request documentary proof regarding any tendering issue;

25.4 vary, alter, and / or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;

25.5 award the tender to an organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation;

25.6 to give preference to locally manufactured goods;

25.7 appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

25.8 award this RFP as a whole or in part;

25.9 cancel or withdraw this RFP as a whole or in part.

26 OFFERS ARE BINDING

The tenderer hereby agree that the offer in the proposal shall remain binding upon him/her and receptive for acceptance by the CSIR during the validity period indicated and calculated from the closing date and time of the RFP.

27 Disclaimers

The CSIR has produced this RFP in good faith. However, the CSIR, its agents and its servants do not warrant its accuracy or completeness. To the extent that the CSIR is permitted by law, the CSIR will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP due to any misinterpretation of this RFP. This RFP is a request for proposals only and not an offer document; answers to it 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.

28 Declaration

RFP No: 348/30/05/2014

Only tenderers who have completed and signed the declaration part of the tender documentation may be considered for evaluation.

1. 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 Number **348/30/05/2014** 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.
2. The following documents shall be deemed to form and be read and construed as part of this proposal: *(specify the list of documents that must be submitted)*
 - (i) Tender documents, viz
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Special Conditions of the tender;
 - (ii) Terms and Conditions of proposal; and
 - (iii) Other (specify) (e.g. all other documents submitted as part of the bidding documents)
3. I confirm that I have satisfied myself as 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.

4. 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.
5. I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.
6. 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.
7. I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE: