

Request for Proposals (RFP)

The provision of services for the development of Monitoring and Evaluation System

RFP No. 994/23/05/2022

Date of Issue	Monday, 09 May 2022	
Closing Date	Monday, 23 May 2022 @ 16:30	
Place	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

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.

The National Earth Observations and Space Secretariat (NEOSS) is an initiative of the Department of Science and Innovation (DSI), that was established in April 2009, in support of the South African Earth Observation Strategy (SAEOS) and the National Space Science and Technology Strategy. The programme is managed and hosted by the CSIR Hosted National Programmes within the Business Excellence and Integration Portfolio. The purpose of this initiative is to coordinate space and earth observations activities in South Africa through the establishment of collaborative programmes, community forums, and supportive platforms for the community. The forums comprise of beneficiaries and providers of data, information and infrastructure in Earth Observations (known as SA-GEO), satellite communications (SA-GSC) and satellite navigation communities.

2 BACKGROUND

The Department of Science and Innovation (DSI) has requested the CSIR, through Hosted National Programmes sub-portfolio, to facilitate with the implementation of the monitoring and evaluation system for the NEOSS Programme. The system is dedicated to record the activities of NEOSS, its projects, its forums governed by the Communities of Practice (CoP), as well as tracking and monitoring the programmes progress through visualisations and reports. The system's development will include the creation of a web-based system as well as the creation of a visualisation dashboard. The system will assist in making an informed decision.

Development of the of a new system is needed to capture activities and display visualisations/dashboard. It is expected that the development is completed within two months of this contract being awarded. In addition, the service provider should be willing to provide ongoing maintenance services and facilitating the hosting with external providers for one year period.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of monitoring and evaluation system development, ongoing system support and hosting of the system.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

4.1 Required Documents

The following documents are required:

Business and Technical Requirement that will be used as the basis for the following activities:

- Guideline for creating solution designs
- Developing functional specifications, technical specifications, testing specifications, security specifications and user stories
- Determining project completion
- Assessing project success

4.2 System and dashboard Specifications

The primary features of the envisaged systems are as follows:

- A system with its own landing, admin, search, and dashboard pages
- Look and feel that fit the NEOSS standards
- Upload file into the system and load the data into the database
- Webform to capture data into the database like Projects, KPI's and COP's activities

- The system that loads data from spreadsheet to the database
- Visualisation/ Dashboard to monitor and evaluate KPI's
- A dashboard to allow users to view real time, historical data and generate specific reports and trends
- A secure database for storing data
- To provide a flexible and scalable design to allow other development variables to be added when required

4.2.1 System Design

- Conduct requirements gathering meetings and sessions
- Develop technical and functional specification documents
- Develop web system for capturing Projects, KPI's and COP's activities
- Develop a landing page
- Add administration page to add users
- Design a database

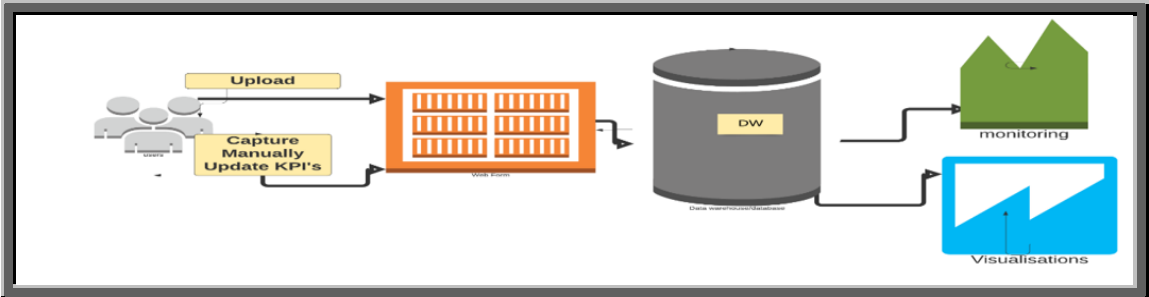
4.2.2 Dashboard Design

- Display an aggregated KPI's
- Display most relevant charts/graphs related to KPIs
- Keep track of projects, Human Capital Development, Publications, Technologies, Workshops and COP's Participation

4.3 Software Development Approach

The framework that will be used to structure, plan, and control process of developing a system is Waterfall Software Development.

4.4 System Overview



5 SCOPE

The scope of this project includes the development and designs of an NEOSS M&E system talking into considerations the process flows, information architecture, landing pages structure, Interaction standards, and visualisation structure.

The system must include analysis methodology that involves, business analysis, requirement analysis, data analysis, and process analysis and application architecture, Implementation, Testing

Analysis methodology	Description
Business analysis	State the business rules, business system interfaces, business function, business ownership, sponsorship, and associated budget requirement
Requirement analysis	System I/O descriptions, user requirement definition, functional and security requirement
Data Analysis	Involve data collection process, data validation, data storage, manipulation, and retrieval

Process Analysis	Data/process flow analysis, Process decomposition and system interface
Application architecture	Analyse application information structure, usability, user interface design, interaction, and application implementation
Implementation System	Implementation system and deployment of a system
Testing	User Acceptance Testing and Post deployment testing

6 ASSUMPTIONS

- It is assumed that Contract Manager, Projects Manager, DSI programmes, and CoP's will participate in this system.
- The system will interact with other systems of different platforms
- The system will be managed by the CSIR_HNP.

7 ISSUES

There is no central database containing all the information needed to operate the system optimally.

8 APPROACH

- The Business Analyst/Project Team Lead will conduct information-gathering session.
- Project progress review meetings

9 STYLING AND DESIGN

- Each page must consist of the heading on top and a sub-heading where necessary
- The navigations paths i.e., breadcrumb navigation or anything similar must be visible on all pages to enhance the way users find their way around.

- The menu options on pages must be organised in a grid format in the form of blocks. These blocks must be organised in rows of two, three or four where necessary depending on the number of options on each page.
- Where the page cannot accommodate all icons depending on the number of icons required, the scroll bar must be active to allow users to navigate the page down or horizontally to view more options.
- The top navigation menu as well as the bottom navigation links must be consistent throughout all the web pages.

10 REGULATORY CONCERNS

- The system must adhere to all information protection regulations such as Protection of Personal Information Act (POPI).
- The system must adhere to all internal DSI /CSIR Information Systems regulations.

11 FUNCTIONAL EVALUATION CRITERIA

11.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

All proposals will be evaluated by an evaluation team consisting of members of the DSI and CSIR 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 bidder(s). The following functionality criteria will be utilised for the evaluation:

Criteria Scoring	Weighing
Company profile and experience: The bidder must have the minimum of 5 years' experience in ICT and Web/System development	20%
Project team: The project leader's capability and experience in ICT tools like Java, Python, HTML, Bootstrap template, CSS, JavaScript, AJAX, Django framework, NGINX, Node JS	20%
The proposal must be detailed with an indication of the below: <ul style="list-style-type: none"> • Demonstrated systematically gathering, analysing, and synthesising relevant evidence, data, and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps, perform and implement data analysis and writing up the final reports • Experience in development of web system including the visualisations or interactive dashboard 	30%
Quality portfolio/track record of similar professional, attractive, look and feel and user-friendly websites and visualisations/dashboards designed and built	25%
Webserver monitoring and maintenance	5%

11.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70 % and less than 50 % on any of the individual criteria will be eliminated from further evaluation.

11.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

12 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect location.
- Supplier listed on National Treasury list of restricted suppliers.

13 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate (SANAS approved or Affidavit on DTI template). If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

14 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at: tender@csir.co.za

If mail size exceeds 25 MB, then multiple mails must be sent.

15 TENDER PROGRAMME

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

- Issue of tender documents: 09 May 2022
- Closing / submission Date: 23 May 2022
- Estimated contract duration 2 years

16 SUBMISSION OF PROPOSALS

16.1 All proposals are to be clearly marked with the RFP number. Proposals must consist of two parts:

PART 1: Technical Proposal: RFP No: 994/23/05/2022

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation: RFP No: 994/23/05/2022

16.2 Proposals submitted by companies must be signed by a person or persons duly authorised.

16.3 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 (functional) solution, price and B-BBEE.

17 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **23 May 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

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

18 AWARDING OF TENDERS

18.1 Awarding of tenders will be published on the CSIR's tender website. No regret letters will be sent out.

19 EVALUATION PROCESS

19.1 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 and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- 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 the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

19.2 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.

20 PRICING PROPOSAL

20.1 The supplier shall indicate a **price per hour** (hourly rate) for hours required for the services purchased by the CSIR.

20.2 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.

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

20.4 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.*

20.5 Payment will be according to the CSIR Payment Terms and Conditions.

21 VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of three (3) months calculated from the closing date.

Each **hourly rate proposal** shall be valid for a minimum period of one (1) year calculated from the closing date, after which escalation to the hourly rate will be negotiated for the subsequent year.

22 APPOINTMENT OF SERVICE PROVIDER

22.1 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.

22.2 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 CSIR reserves the right to appoint an alternative supplier.

22.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

23 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 No994/23/05/2022 The Development of a NEOSS M&E system to track the NEOSS projects activities"** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

24 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

25 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.

26 CORRECTNESS OF RESPONSES

26.1 The tenderer must confirm 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. The prices and rates quoted must cover all obligations under any resulting contract.

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

27 VERIFICATION OF DOCUMENTS

27.1 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 regarding anything arising from the fact that pages are missing or duplicated.

27.2 *Electronic copy* of each proposal must be submitted.

27.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

28 SUB-CONTRACTING

28.1 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.

28.2 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.

29 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

29.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

29.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

29.3 Prescribed by the body - regulating the profession of the consultant.

30 TRAVEL EXPENSES

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

30.1.1 Only economy class tickets will be used.

30.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

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

31 ADDITIONAL TERMS AND CONDITIONS

31.1 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.

- 31.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 31.3 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.
 - The original or certified copy of the B-BBEE certificate of the joint venture.
 - The Tax Clearance Certificate of each joint venture member.
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.
- 31.4 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.
- 31.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

32 CSIR RESERVES THE RIGHT TO

- 32.1 Extend the closing date.
- 32.2 Verify any information contained in a proposal.
- 32.3 Request documentary proof regarding any tendering issue.
- 32.4 Give preference to locally manufactured goods.
- 32.5 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- 32.6 Award this RFP as a whole or in part.
- 32.7 Cancel or withdraw this RFP as a whole or in part.

33 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP 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 regarding its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

34 DECLARATION BY TENDERER

RFP No: -----

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 No. ----- at the rate/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.

I confirm that I am satisfied with regards 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.

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.

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

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 proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES	
1
2
DATE:.....	

NAME OF FIRM

DATE

ANNEXURE A

Criteria Scoring	Score/Criteria (1-10)	Weighing
Company profile and experience: The bidder must have the minimum of 3 years' experience in ICT and Web/System development	6 years' experience and above = 10 4 - 5 years' experience and bellow = 5 3 years' experience = 1	20%
Project team: The project leader's capability and experience in ICT tools like Java, Python, HTML, Bootstrap template, CSS, JavaScript, AJAX, Django framework, NGINX, Node JS	4 - 5 years' experience and above = 10 2 - 3 years' experience and bellow = 5 1 years' experience = 1 CV's must be provided	20%
The proposal must be detailed with an indication of the below: <ul style="list-style-type: none"> • Demonstrated systematically gathering, analysing, and synthesising relevant evidence, data, and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps, perform and implement data analysis and writing up the final reports • Experience in development of web system including the visualisations or interactive dashboard 	Excellent proposal must demonstrate all requirements listed in the criteria scoring and methodology = 10 Average proposal which demonstrates some of the requirements listed in criteria scoring and methodology = 5 Poor proposal which does not meet requirements listed on the scoring criteria and methodology = 1 CV's must be provided	30%
Quality portfolio/track record of similar professional, attractive, look and feel and user-friendly websites and visualisations/dashboards designed and built	4 - 5 years' experience and above = 10 (proof provided-signed client testimonials) 2 - 3 years' experience and bellow = 5 (proof provided-signed client testimonials) 1 years' experience = 1 proof provided-signed client testimonials)	25%
Webserver monitoring and maintenance	4 - 5 years' experience and above = 10 2 - 3 years' experience and bellow = 5 1 years' experience = 1	5%