



**Request for Proposals (RFP)  
For the provision of  
Technical Research and Development (R&D) Support  
in building a Cyber Security Capability**

**RFP No. 1036/13/10/2022**

<b>Date of Issue</b>	Thursday, 29 September 2022
<b>Closing Date</b>	Thursday, 13 October 2022 at 16h30
<b>Non-Compulsory Briefing Session</b>	<b>Date:</b> Wednesday, 05 October 2022 <b>Time:</b> 11:00 am <b>Venue:</b> MS Teams <b>Meeting ID:</b> 360 831 551 629 <b>Passcode:</b> rcHkJh
<b>Place of tender submission</b>	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> If the size of the documents exceeds 25MB, send multiple emails
<b>Enquiries</b>	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
<b>CSIR business hours</b>	08h00 – 16h30
<b>Category</b>	Professional services

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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.

### **2 BACKGROUND**

The Defence and Security (D&S) Cluster of the CSIR performs Defence related R&D, amongst many others, in the fields of cyber security and cyber defence supporting various entities, including Department of Defence (DOD). D&S cluster has established strong Cyber Defence R&D capability over many years and is in need of R&D expertise to support various technical projects in the above-mentioned fields and at the same time maintain and sustain already developed capabilities in the cyber defence environment.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) level one (1) or level two (2) as per criteria set out in this tender document for provision of technical R&D expertise in supporting the establishment of the Cyber Defence capability in Defence and Security Cluster. The proposals are for the work that will be done for a period of a year.

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this tender document. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format. Please note that additional/alternative proposals will only be measured against the criteria set out in this RFP.

#### **4.1 Required Experience**

The D & S Cluster is in need of the following technical R&D experience and expertise for building the Cyber Security capability:

- Software Engineering and Development with experience in C/C++, C#, and Python
- Web Engineering and Development with experience in Python, JavaScript, HTML, Ruby, NodeJS or others
- Cyber Security Threat Intelligence
- Mobile Apps Development with experience in Android and/or iOS
- Network Security, Cyber Security, and Mobile Security
- Machine Learning & Data Analytics
- Systems Integration
- Technical Research and Development

This expertise are required to support the design, development, evaluation and implementation of various cyber security capabilities being developed at the CSIR.

#### 4.2 Required Support

Technical R&D support is needed for the following services related to the above specialist experience:

- Design, development, and testing of various cyber security systems' according user requirements using innovative technologies and methodologies in the areas of Information and Communication Technologies (ICTs), Cyber Security, Threat Intelligence, Cyber-crime and other related domains.
- Evaluation and verification of various cyber security systems using in-house and external solutions.
- Preparation and presentation of technical documentation for various cyber defence systems under development.

The proposal submission must include supporting documentation highlighting the experience and expertise of the qualifying enterprise and personnel to be used in the projects. The proposal must also include detailed CVs of individuals (**at least 3 or more**) from which relevant experience for the items listed in paragraph 4.1 can be ascertained.

**The prospective bidders must quote on labour hourly rate for the different types of resources (e.g. Junior and Senior) including project management or other costs (if not included in the labour hourly rate) for 2022 and 2023.**

**NB:** The specifics of each task or project will be discussed with the successful bidder(s).

#### 5 ELIMINATION CRITERIA

Submitted proposals will be automatically disqualified under the following conditions:

- Incomplete submission (e.g. missing required documentation such as CVs of Personnel, Reference letters, Evidence of experience or expertise.
- Proposals out of scope or specifications presented in this document.
- Proposals submitted at incorrect location (Bids must be submitted electronically at [tender@csir.co.za](mailto:tender@csir.co.za)).
- Suppliers listed on National Treasury List of restricted suppliers.
- Suppliers listed on National Treasury List of defaulters.
- Incomplete SBD 1,4 and declaration by tenderer documents.
- Only EME/QSE service providers who are level one (1) or two (2) BBBEE will be considered for this work.

## 6 TECHNICAL EVALUATION CRITERIA

The evaluation of the proposal will be based on the following criteria:

	Technical Evaluation Criteria	Weight	Score	Result
<p><b>Software Development Experience</b></p> <p>The bidder needs to demonstrate the following experience and expertise:</p> <ul style="list-style-type: none"> <li>• Software Engineering and Development with experience in C/C++, C#, Python or others</li> <li>• Web Engineering and Development with experience in Python, JavaScript, HTML, Ruby, NodeJS or others.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10</b> = more than 3 years of experience in software development expertise as required</li> <li>• <b>5</b> = 3 years' experience in software development expertise as required</li> <li>• <b>2</b> = 1 – 2 years' experience in software development expertise as required</li> <li>• <b>0</b> = less than 1 year experience in software development technical expertise as required.</li> </ul>	30%	Out of 10	
<p><b>Cyber Security Experience</b></p> <p>The bidder needs to demonstrate the following experience and expertise:</p> <ul style="list-style-type: none"> <li>• Cyber Security, Network Security, and/or Mobile Security</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10</b> = 3 years or more experience in cyber security technical expertise as required.</li> <li>• <b>5</b> = 2 years or more experience in cyber security technical expertise as required.</li> <li>• <b>2</b> = 1 year or more experience in cyber security as required.</li> <li>• <b>0</b> = less than 1 year experience in cyber security technical expertise as required.</li> </ul>	20%	Out of 10	
<p><b>Machine Learning &amp; Data Analytics Experience</b></p> <p>The bidder needs to demonstrate the following experience and expertise:</p> <ul style="list-style-type: none"> <li>• Machine Learning &amp; Data Analytics</li> </ul>	<ul style="list-style-type: none"> <li>• <b>5</b> = 2 years or more experience in AI and Data Analytics technical expertise as required</li> <li>• <b>2</b> = 1 year or more experience in AI and Data Analytics technical expertise as required</li> <li>• <b>0</b> = less than 1 year experience in in AI and Data Analytics technical expertise as required</li> </ul>	5%	Out of 5	
<p><b>Technical Research and Development Experience</b></p> <p>The bidder needs to indicate the R&amp;D or related</p>	<ul style="list-style-type: none"> <li>• <b>5</b> = over 2 years or more experience in technical R&amp;D as required</li> <li>• <b>2</b> = 1 year or more experience in technical R&amp;D as required.</li> </ul>	10%	Out of 5	

projects they have worked in over the past 3 years.	<ul style="list-style-type: none"> <li>• <b>0</b> = less than 1 years' experience in technical R&amp;D as required.</li> </ul>			
<p><b>System Integration Experience</b></p> <p>The bidder needs to indicate projects where they have gained system integration experience</p>	<ul style="list-style-type: none"> <li>• <b>5</b> = over 2 years or more experience in systems integration as required</li> <li>• <b>2</b> = 1 year or more experience in systems integration as required</li> <li>• <b>0</b> = less than 1 years' experience in system integration</li> </ul>	10%	Out of 5	
<p><b>Project Management/Coordination Experience</b></p> <p>The bidder needs to indicate their experience in managing or coordinating projects and methodologies they use to manage small/big projects. Please include sample project plans that have been developed and implemented in your recent projects</p>	<ul style="list-style-type: none"> <li>• <b>5</b> = over 2 years or more experience in project management/coordination as required</li> <li>• <b>2</b> = 1 year or more experience in project management/coordination as required</li> <li>• <b>0</b> = less than 1 years' experience in project management/coordination as required</li> </ul>	10%	Out of 5	
<p><b>Resources</b></p> <p>The bidder needs to provide detailed CVs of at least 3 or more qualified resources that may be assigned to the project(s) as per this RFP and at least 1 reference letter for similar work done in other projects.</p>	<ul style="list-style-type: none"> <li>• <b>10</b> = 3 CVs provided with relevant experience and qualifications. 1 or more reference letter indicating similar work completed.</li> <li>• <b>5</b> = 2 CVs provided with relevant experience and qualifications. 1 reference letter indicating similar work completed.</li> <li>• <b>2</b> = 1 CV provided with relevant experience and qualifications. 1 reference letter indicating similar work completed.</li> <li>• <b>0</b> = No CVs with relevant experience and/or reference letter indicating similar work completed.</li> </ul>	15%	Out of 10	
<b>Respondent's Scores</b>				
<b>Totals</b>		100%	<b>50</b>	

**Note:** Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% will be eliminated from further evaluation.

## 7 FINANCIAL EVALUATION CRITERIA

This RFP has budget restrictions for the period of the contract. Each proposal submitted and has passed the technical evaluation stage would be subjected to the following criteria with regards to the financial aspects:

- **Labour hourly rate** for different types of resources (e.g. Junior and Senior) including project management or other costs (if not included in the labour hourly rate) for 2022 and 2023.
- The different projects will be aligned to the labour hourly rates proposed in the submission.
- CSIR will negotiate the final terms and conditions of the contract with the successful bidders. This may include aspects such as the project requirements, statement of works, level of effort (based on labour hourly rate quoted) and delivery including project plans. Thereafter, the final contract will be awarded to the successful bidders(s).

## 8 SECURITY CLEARANCE

Acceptance of this bid could be subject to the condition that the successful bidder(s) and their resources providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of **SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the successful bidder. Acceptance of the bid is also subject to the condition that the successful bidder will implement all such security measures as the safe performance of the contract may require.

## 9 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](http://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 on DTI BBEE template). If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 10 PROPOSAL SUBMISSION

All proposals must be submitted at [tender@csir.co.za](mailto:tender@csir.co.za)

If the document exceeds 25MB, multiple emails can be sent.

### 11 TENDER PROGRAMME

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

- |                              |                          |
|------------------------------|--------------------------|
| • Issue of tender documents: | <b>29 September 2022</b> |
| • Last day of queries:       | <b>06 October 2022</b>   |
| • Briefing Session           | <b>05 October 2022</b>   |
| • Closing / submission Date: | <b>13 October 2022</b>   |

### 12 SUBMISSION OF PROPOSALS

12.1 All proposals are to be clearly marked with the RFP number and the name of the tenderer and must consist of two parts:

**PART 1:** Technical Proposal: RFP No. 1036/13/10/2022.

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:  
RFP No: 1036/13/10/2022.

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

12.3 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.

### 13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 13 October 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.

### 14 AWARDING OF TENDERS

14.1 Awarding of tenders will be published on the CSIR website. No regret letters will be sent out.



## 15 EVALUATION PROCESS

### 15.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team according to technical points, price and B-BBEE as stated in Section 7 and Section 8. 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.

### 15.2 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.

## 16 PRICING PROPOSAL

16.1 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.

16.2 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.

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

16.4 Supplier to quote on labour hourly rate for different types of resources (e.g. Junior and Senior) including project management or other costs (if not included in the labour hourly rate) for 2022 and 2023.

16.5 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.*

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

## 17 VALIDITY PERIOD OF PROPOSAL

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

## 18 APPOINTMENT OF SERVICE PROVIDER

- 18.1 The contract will be awarded to the tenderer(s) who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 18.2 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.
- 18.3 Awarding of contracts will be announced on the CSIR website and no regret letters will be sent to unsuccessful bidders.

## 19 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“RFP No 1036/13/10/2022 - For the provision of Technical Research and Development (R&D) Support in building a Cyber Defence Capability”*** 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.

## 20 MEDIUM OF COMMUNICATION

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

## 21 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.

## 22 CORRECTNESS OF RESPONSES

- 22.1 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.
- 22.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **23 VERIFICATION OF DOCUMENTS**

- 23.1 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.
- 23.2 Electronic copy (email) of each proposal must be submitted.
- 23.3 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.

## **24 SUB-CONTRACTING**

- 24.1 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 **10%** 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.
- 24.2 A tenderer awarded a contract may not sub-contract more than **10%** 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.

## **25 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 25.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 25.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 25.3 Prescribed by the body - regulating the profession of the consultant.

## **26 TRAVEL EXPENSES**

- 26.1 All travel expenses will be on the selected service providers' accounts and these need to be factored in the labour rate quoted by the service provider.
- 26.2 The CSIR will not be responsible for any travel arrangements or office space for the selected service provider(s).

## **27 ADDITIONAL TERMS AND CONDITIONS**

- 27.1 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.
- 27.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 27.3 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.
- 27.4 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.
- 27.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **28 CSIR RESERVES THE RIGHT TO**

- 28.1 Extend the closing date;
- 28.2 Verify any information contained in a proposal;
- 28.3 Request documentary proof regarding any tendering issue;
- 28.4 Give preference to locally manufactured goods.
- 28.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 28.6 Award this RFP as a whole or in part;
- 28.7 Cancel or withdraw this RFP as a whole or in part.

## **29 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 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.

**30 DECLARATION BY TENDERER**

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

**RFP No: 1036/13/10/2022**

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.1036/13/10/2022 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 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 .....  
NAME OF FIRM .....  
DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	