



***The provision of an online conference platform for the CSIR National  
Research Data Centre 11 – 13 October 2021***

***Request for Quotation (RFQ) No: 9312/15/09/2021***

Date of issue	Wednesday, 01 September 2021
Closing Date and Time	Wednesday, 15 September 2021 at 16:30
RFQ Number	9312/15/09/2021
Contact details	For submission of quotations or any other enquiries: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>

## **1 INVITATION FOR QUOTATION**

Quotations are hereby invited for the provision of an online conference platform for the National Research Data Centre to be hosted from 11 – 13 October 2021. Only a few service provider employees will be based at building 43, Indaba board room, at the CSIR. But please note that this workshop is virtual.

## **2 QUOTATION REQUIREMENTS**

The CSIR National Research Data Centre requires a virtual conferencing package that makes use of multiple platforms to give the event the best options for the various parallel parts.

See more requirements in **ANNEXURE “A”** for your information

## **3 EVALUATION CRITERIA**

- 3.1 Selection of suppliers will be based on the **80/20** preference point system.
- 3.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 3.3 No order will be issued or no contract will be signed without a valid CSD number.
  - Provide valid original or certified copy of the B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
  - Valid sworn affidavits made on dti designed templates; **or**
  - dti issued sworn affidavit; **or**
  - CIPC issued B-BBEE certificate.

#### **4 PRICING QUOTATION**

- 4.1 Price needs to be provided in South African Rand (excl. VAT) and (Inc VAT) where applicable, 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 DECLARATION BY TENDERER**

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

**RFQ No: 9312/15/09/2021.**

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. **9312/15/09/2021** 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 RFQ as the principal liable for the due fulfilment of this RFQ process.

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

## 8 ANNEXURE “A” RFQ PROPOSAL REQUIREMENTS

<p>1. Requirement for an online conference platform for 11 – 13 October 2021 is for 160 participants. Approximately 100 more guests and exhibitors (if any) are expected to log into the open sessions of the 3 days.</p> <p>For the training we just need 1 room.</p> <ul style="list-style-type: none"> <li>- Students who will be participating 60 (6 x 10 teams)</li> <li>- 3x presenters</li> <li>- The training track can be accessed by anyone - so we can set it to 100 for training participants.</li> </ul>	
<p>2. Platform provider must design a registration page prior the event (by 25 September) and provide us the link to invite participation and once the competition platform is ready send logins to all registrants the day before the workshop.</p>	
<p>3. Service provider to pre-record the talks for the welcome ceremony (11 October)</p>	
<p>4. Service provider to approach all presenters for their talks and upload these prior to the event.</p>	
<p>5. 2 Workshop virtual booths, presenters will log into the main booth and students will use the other one for training. The service provider will send all logins to presenters and students and assist moderate each of these booths' message sections.</p>	
<p>6. Virtual sponsor/exhibitor booths (if any), service provider to liaise with the sponsors and upload all their marketing materials (documents and videos) prior to the opening of the competition, these booths should allow for messages that the sponsor can respond to.</p>	
<p>7. All sessions open to all from 11 to 13 October 2021.</p>	
<p>8. Platform should allow Q&amp;A during ALL sessions and service provider to narrate and manage the messages and comments section.</p>	
<p>9. All sessions to be recorded and videos to be provided one day after the competition for upload on our NICIS-DIRISA / YouTube Channel.</p>	
<p>10. Full Analytics of the competition 3 days post event</p>	
<p>11. Survey options for all delegates</p>	

<b>12. The service provider to liaise with all training participants for their data networks and provide each student with 10Gigs of data to last the 3 days of the workshop.</b>	