

Request for Proposals (RFP)

The provision of a web-based Total Rewards Statement Solution to the CSIR

RFP No. 3501/21/01/2022

| | | |
|---------------------------------------|----------------------------------|--|
| Date of Issue | Monday, 13 December 2021 | |
| Briefing Session | None | |
| Closing Date | Friday, 21 January 2022 at 16h30 | |
| Enquiries and submission of proposals | Strategic Procurement Unit | E-mail: tender@csir.co.za |
| CSIR business hours | 08h00 – 16h30 | |
| Category | Professional Services | |

TABLE OF CONTENTS

| | |
|---|-----------|
| SECTION A – TECHNICAL INFORMATION | 4 |
| 1 INTRODUCTION | 4 |
| 2 BACKGROUND | 4 |
| 3 INVITATION FOR PROPOSAL | 4 |
| 4 PROPOSAL SPECIFICATION | 5 |
| 5 SCOPE OF WORK | 6 |
| 6 SPECIFICATION AND FUNCTIONAL REQUIREMENTS OF SOLUTION | 7 |
| 7 FUNCTIONAL EVALUATION CRITERIA | 7 |
| 8 ELIMINATION CRITERIA | 8 |
| 9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION | 9 |
| SECTION B – TERMS AND CONDITIONS | 10 |
| 10 PROCEDURE FOR SUBMISSION OF PROPOSALS | 10 |
| 11 TENDER PROGRAMME | 10 |
| 12 SUBMISSION OF PROPOSALS | 10 |
| 13 DEADLINE FOR SUBMISSION | 11 |
| 14 AWARDING OF TENDERS | 11 |
| 15 EVALUATION PROCESS | 11 |
| 16 PRICING PROPOSAL | 12 |
| 17 VALIDITY PERIOD OF PROPOSAL | 12 |
| 18 APPOINTMENT OF SERVICE PROVIDER | 13 |
| 19 ENQUIRIES AND CONTACT WITH THE CSIR | 13 |
| 20 MEDIUM OF COMMUNICATION | 13 |
| 21 COST OF PROPOSAL | 13 |
| 22 CORRECTNESS OF RESPONSES | 14 |
| 23 VERIFICATION OF DOCUMENTS | 14 |
| 24 SUB-CONTRACTING | 14 |
| 25 ADDITIONAL TERMS AND CONDITIONS | 15 |
| 26 CSIR RESERVES THE RIGHT TO | 15 |
| 27 DISCLAIMER | 15 |
| DECLARATION BY TENDERER | 17 |
| 28. SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- TO BE SUBMITTED WITH TECHNICAL PROPOSAL) | 18 |
| 29 ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET | 19 |

| | | |
|-----------|---|-----------|
| 30 | ANNEXURE B: PRICING SCHEDULE | 20 |
| 31 | ANNEXURE C: RETURNABLE CHECKLIST | 21 |



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

To attract & retain talent and improve our reputation as an 'employer of choice' it is important that employees discover the full value of being part of the CSIR - what they receive in return for their time, talent and effort contributing to the CSIR's success. We want to realize greater return on investment for our reward expenditure. Through the CSIR Total Rewards Statements, employees will be made fully aware of their Total Rewards and will appreciate the sizable investment the CSIR makes in them.

Furthermore, the implementation of a web-based solution for Total Rewards Statements should improve the quality of Total Rewards communication - make it more transparent, consistent, and meaningful.

It is against the above background that the CSIR seeks to appoint a suitable and qualifying company/service provider to assist with the implementation of a Total Rewards Statements Solution. The solution must be web-based. The successful bidder shall demonstrate the capability to provide a Single Sign On (SSO) system with a highly customizable Total Rewards Statement (product). The system must have the capability to produce an engaging, colorful, and insightful product, including graphs, icons, and infographics. The system should allow for efficient updates to benefit and remuneration programs.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of a web-based Total Rewards Statement Solution to the CSIR.

The CSIR requires a three (3) year subscription to the proposed web-based solution.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- Covering letter.
- Company profile highlighting core service offering- also stipulating the number of years rendering similar services (**Similar= provision of a Total Rewards Statements Solutions**).
- Service provider's performance on past and current projects – Provide not less than three (3) contactable client references for similar services provided, clearly stating the position placed, and ability to complete assignments on time.
- Provide a PowerPoint presentation in PDF demonstrating the ability and approach for delivering the required solution as outlined in this enquiry. The presentation must also demonstrate how the solution functional requirements will be met.
- Completed specification and functional requirements checklist.
- Signed and completed bidder declaration form.

4.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover letter
- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- The pricing must be based on a **three-year** subscription model.

- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.
- Provide a valid copy of a B-BBEE certificate or valid sworn affidavit confirming B-BBEE status level. The B-BBEE certificate must be SANAS accredited. (Only applicable to RSA companies).

5 SCOPE OF WORK

Problem Statement:

- Industry benchmarking and research suggests that many employees underestimate the value of their reward and benefits package.
- There is a strong correlation between perception of pay, retention, engagement, and performance, and is of strategic importance to change employees' perception of their pay to include the full value of their reward package.
- CSIR is looking for more compelling ways in which to convey and promote the real value of an employee's total reward package, aligned to the CSIR's Employee Value Proposition (EVP).

The objectives of the Total Reward Statements:

- Value: Convey to employees the full value of their remuneration and benefits, including their incentives, retirement benefits, risk insurance and other benefits.
- Retention: Employees appreciate their full "walk away" costs.
- Engagement: The incentives and rewards for "on target" performance are highlighted.
- The requirement is for a Total Rewards Statements Solution which should serve as a forward-looking statement and to be updated once per year thereafter, in conjunction with the annual salary reviews (with the option of more frequent updates).
- The Total Rewards Statements should help clarify employee and employer expectations, define the value and purpose of the rewards offered, and highlight all the great financial and non-financial elements which comprise our employer value proposition.
- Total Reward Statements that are comprehensive, personalised statements that communicate the overall value of an employee's tangible and non-tangible rewards and benefits.
- Typical elements in the total reward statements are: Remuneration, pension fund, risk insurances, medical scheme, leave benefits, wellness offerings, the workplace, financial partners, professional development opportunities, corporate social investment initiatives,

CSIR recognition programme, loyalty programme, work-life balance, flexible working arrangements.

- The requirement is web-technology based solution that can provide personal, private, and confidential Total Rewards Statements to employees.
- Employees should be able to access their total reward offering in a way that is convenient and comprehensive.

6 SPECIFICATION AND FUNCTIONAL REQUIREMENTS OF SOLUTION

The winning bidder will be required to meet the following requirements and complete the checklist:

| No | Functional / Technical Criteria | Checklist Y/N |
|----|---|---------------|
| 01 | The offering of a web technology-based solution which hosts total reward statements and the other Employee value proposition elements | |
| 02 | Ability of the solution to interface to other information sources / systems / webpages as well as ability of the solution to accept employee data integration | |
| 03 | Functionality of the solution to enable the management and update of content internally (with reference to the CSIR's EVP offerings other than the actual content of the Total Reward statements) | |
| 04 | Training is offered | |
| 05 | The solution offers project planning and management for the implementation | |
| 06 | The solution offers the unique design, the layout of the portal and the branding of the CSIR | |
| 07 | The service provider should offer support to CSIR administrators and employees (i.e., help functionality) | |
| 08 | The solution offers platform to communicate EVP related initiatives to employees | |

NB: Bidders may be invited for a virtual demonstration of the proposed solution based on the above functional requirements and scope of work.

7 FUNCTIONAL EVALUATION CRITERIA

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

| Functional Factor | Criteria Description | Weighting (%) |
|---|--|---------------|
| Company Experience | <ul style="list-style-type: none"> • Provide a company profile indicating similar services (provision of Total Rewards Statements Solutions); provided within the last seven years. • The profile must indicate duration of each project, scope (type and platform and value of project carried out and completed successfully. • (Similar= provision of Total Rewards Statements Solutions). | 10 |
| Client references | <ul style="list-style-type: none"> • Provide a minimum of three (3) relevant contactable references indicating solutions provided or implemented successfully in providing Total Rewards Statements within the last seven years. • Required reference must indicate, duration of work/contract, and descriptions of works completed successfully. • Bidders must complete the reference information on section 28 of the RFP. | 20 |
| Presentation and demonstration of ability to meet the technical User-base requirements | <ul style="list-style-type: none"> • Provide a PowerPoint presentation in PDF demonstrating the ability and approach for delivering the required solution as outlined in this enquiry. The presentation must also demonstrate how the solution functional requirements will be met. | 70 |
| TOTAL POINTS FOR FUNCTIONALITY | | 100 |

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

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

8 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;

- Proposals submitted at incorrect email address; and
- Functionality and Requirements checklist not completed

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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a valid copy of their B-BBEE certificate or sworn affidavit. If no certificate can be provided, no points will be scored during the evaluation process.
(RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

10 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 10.1 All proposals must be submitted electronically to tender@csir.co.za.
- 10.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 10.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 10.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 10.5 All documents submitted electronically via e-mail must be clear and visible.
- 10.6 All proposals, documents, and late submissions after the due date will not be evaluated.
- 10.7 Documents submitted via cloud (i.e dropbox, WeTransfer, Google Drive) will not be considered.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 TENDER PROGRAMME

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

- Issue of tender documents: 13 December 2021
- Closing / submission Date: 21 January 2022

12 SUBMISSION OF PROPOSALS

- 12.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 12.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 12.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:
- PART 1:** Technical Proposal RFP No.: 3501/21/01/2022
- PART 2:** Pricing Proposal RFP No.: 3501/21/01/2022
- 12.4 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.

12.5 Proposals submitted must be in the following file formats:

- PDF.

13 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Friday, 21 January 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 e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

14 AWARDING OF TENDERS

14.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

15 EVALUATION PROCESS

15.1 Evaluation of proposals

An evaluation team will evaluate all proposals 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 tenderer/s.

A two-phase evaluation process will be followed:

15.1.1 The first phase includes the evaluation of elimination and functionality criteria.

15.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the 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 pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

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 indicated.
- 16.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 16.4 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.
- 16.5 Bidders must quote as per the pricing schedule.
- 16.6 Payment will be according to the CSIR Payment Terms and Conditions.

**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.*

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 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 National Treasury 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 with **RFP No: 3501/21/01/2022 – “The provision of a web-based Total Rewards Statement Solution to the CSIR”** 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 bidder 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. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 23.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail 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 **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.
- 24.2 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.

25 ADDITIONAL TERMS AND CONDITIONS

- 25.1 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.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 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.
- 25.4 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.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

26 CSIR RESERVES THE RIGHT TO

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

27 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.

DECLARATION BY TENDERER

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

RFP No: 3501/21/01/2022

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. 3501/21/01/2022** 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: | |

28. SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

| Company Name | Contact Person and contact details (email and telephone number) | Nature Of Work (Description of service performed and extent of Bidder's responsibilities) | Value of contract (Inclusive of VAT) | Contract duration (Start and End Dates) |
|--------------|---|---|--------------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

29 ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET

| No. | Criteria | Proof required | Points allocation | Weight |
|-----|---|---|---|-------------------|
| 1 | <p>Company Experience:</p> <p>-Number of years the company has been rendering similar services</p> | <p>-Provide a company profile indicating similar services (provision of Total Rewards Statements Solutions); provided within the last five years.</p> <p>-The profile must indicate duration of each project, scope (type and platform and value of project carried out and completed successfully).</p> <p>-(Similar= provision of Total Rewards Statements Solutions).</p> | <p>< 2 years – 0 points</p> <p>2 years – 3 points</p> <p>3 years – 5 points</p> <p>4 years – 7 points</p> <p>>5 years – 10 points</p> | <p>10%</p> |
| 2 | <p>Client References (Only relevant references)</p> | <p>-Provide a minimum of three (3) relevant contactable references indicating solutions provided or implemented successfully in providing Total Rewards Statements within the last five years.</p> <p>-Required reference must indicate, duration of work/contract, and descriptions of works completed successfully.</p> <p>-Bidders must complete the reference information on section 29 of the RFP.</p> | <p>No references – 0 points</p> <p>1 reference – 3 points</p> <p>2 references – 5 points</p> <p>3 references – 7 points</p> <p>>3 references – 10 points</p> | <p>20%</p> |
| 3 | <p>Presentation and demonstration of ability to meet the technical User-base requirements</p> | <p>-Provide a PowerPoint presentation in PDF demonstrating the ability and approach for delivering the required solution as outlined in this enquiry. The presentation must also demonstrate how the solution of functional requirements will be met.</p> | <p>- None of the functional requirements or specifications have been met. =0 points.</p> <p>- Less than three out of 8 of the user requirements have been met. =3 points.</p> <p>- Less than 6 out of the 8 requirements have been met. =5 points.</p> <p>- Only 7of the 8 functional requirements have been met. =7 points.</p> <p>- All 8 functional requirements have been met . = 10 points.</p> | <p>70%</p> |

30 ANNEXURE B: PRICING SCHEDULE

Bidders must price as per the below pricing schedule for the purposes of evaluation:

| No. | Deliverable / Item Description | Unit of Measure | Unit Price (Excl. VAT) |
|-----|---|------------------|------------------------|
| 1 | Total Rewards Statements Solution- Year 1 All-inclusive fee | Each | |
| 2 | Total Rewards Statements Solution- Year 2 All-inclusive fee | Each | |
| 3 | Total Rewards Statements Solution- Year 3 All-inclusive fee | Each | |
| 4 | Once-off training and implementation fee | Each | |
| | | | |
| | | Sub-Total | |
| | | VAT | |
| | | Total | |

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and deliverables;

31 ANNEXURE C: RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

| RETURNABLE DOCUMENTS – | | | |
|--|---------------------|-----------------|-----------|
| PART A: TECHNICAL RETURNABLES | | | |
| ONE ELECTRONIC COPY | | | |
| Description: | | Included | |
| | | Yes | No |
| Cover Letter | | | |
| Technical Proposal detailing: <ul style="list-style-type: none"> • Covering letter. • Company profile highlighting core service offering- also stipulating the number of years rendering similar services (Similar= provision of a Total Rewards Statements Solutions). • Service provider’s performance on past and current projects – Provide not less than five (5) contactable client references for similar services provided, clearly stating the position placed, and ability to complete assignments on time. • Provide a PowerPoint presentation in PDF demonstrating the ability and approach for delivering the required solution as outlined in this enquiry. The presentation must also demonstrate how the solution functional requirements will be met. • Completed specification and functional requirements checklist. • Signed and completed bidder declaration form. | | | |
| References <ul style="list-style-type: none"> • Complete the reference information section on page 18, section 28 | | | |
| Completed bidder declaration form | | | |
| | | | |
| PART B: PRICING PROPOSAL | | | |
| ONE ELECTRONIC COPY | | | |
| 32 | Pricing Proposal | | |
| 33 | B-BBEE Certificate | | |
| 34 | Completed SBD1 Form | | |