

STRATEGIC PROCUREMENT UNIT

03 April 2023

2nd ERRATUM

RFP 3550/15/12/2022

The CSIR is requesting interested service providers to supply and delivery of computer hardware, peripherals, and accessories for a period of 5 years.

On the 18 November 2022, the Council for Scientific and Industrial Research (CSIR) invited suitably qualified and experienced service providers to submit proposals for the above-mentioned RFP. The original closing/submission date for the tender was 15 December 2022 and the final closing date will be 28 April 2023.

THE NEW CLOSING DATE AND TIME: Friday, 28 April 2023 at 23:29pm.

The CSIR appreciates your interest in responding to the RFP. Please note the following amendments in the advertised bid document:

- 1. ADDITION. Non-compulsory briefing session on 12 April 2023.** The link to the Non-compulsory briefing session will only be emailed to potential bidders that attended the compulsory briefing session on Monday, 28 November 2022 at 11:30am.
- 2. ADDITION.** Closing Date for clarifying questions on 14 April 2023 at 14:30pm
- 3. ADDITION.** Response Date to Clarifying Questions on 19 April 2023

4. INVITATION FOR REQUEST FOR PROPOSAL (Clause 3 of Published RFP)

- **REMOVAL** - Proposals are hereby requested from original equipment manufacturers (OEMs) to partner with a local company to bid for the supply and delivery of computer hardware, peripherals, and accessories, on an on-demand basis, as specified in this RFP, to the CSIR, for a period of five (5) years.

REPLACEMENT - The CSIR requests proposals from Bidders for the supply and delivery of computer hardware, peripherals, and accessories on an on-demand basis, as specified in this RFP, to the CSIR, for a period of five (5) years. Bidders may submit multiple bids supported by different OEMs. However, each bid may only propose equipment and services by one OEM.

5. RFP SPECIFICATIONS (OVERVIEW OF REQUIREMENTS) (Clause 4 of Published RFP)

- **ADDITION** –

The technical specifications are contained in the BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX as part of a template with a specified format. The template is split into the following parts (sheets):

- PART 1: Technical Evaluation
- Annex A Tech Requirements 1
- Annex A Tech Requirements 2
- Annex B SLA Perf Requirements
- Annex C Company Experience

In the event of conflicting information between the RFP document and the Annexures exist, the CSIR will use the information in the Annexures.

6. FUNCTIONAL EVALUATION CRITERIA (Clause 5 of Published RFP)

- **REMOVAL** -
 - The evaluation criteria are included in Annexure A (req 1 and req 2) and Annexure B. The evaluation score is updated as the required information is added.
 - The functional evaluation is combined and summarised in Part 1 Technical Evaluation.

Functional Factor	Criteria Description	Weight (Weight (%))	0 - points	5 - points	10 - points
Annexure A: Technical	<ul style="list-style-type: none">• This section considers the technical	60	As per Annexure A	As per Annexure A	As per Annexure A

Functional Factor	Criteria Description	Weight (Weight (%))	0 - points	5 - points	10 - points
requirements 1	<p>requirements and specifications.</p> <ul style="list-style-type: none"> • The Bidder must achieve a score of no less than 75% • Bidder to submit a completed PART 1 TECHNICAL SPECIFICATION.XLSX (Sheet: Annexure A: Technical requirements 1) 		Technical requirements	Technical requirements	Technical requirements
Annexure A: Technical requirements 2	<ul style="list-style-type: none"> • This section considers additional technical requirements and specifications. • The Bidder must achieve a score of no less than 75% • Bidder to submit a completed PART 1 TECHNICAL SPECIFICATION.XLSX (Sheet: Annexure A: Technical requirements 2) 	20	As per Annexure A Technical requirements	As per Annexure A Technical requirements	As per Annexure A Technical requirements
Annexure B SLA Performance requirements	<ul style="list-style-type: none"> • This section provides an indication of the SLA performance criteria required. • The Bidder must achieve a score of no less than 75% • Bidder to submit a completed PART 1 TECHNICAL SPECIFICATION.XLSX (Sheet: Annexure B: 	10	As per Annexure B SLA Performance requirements	As per Annexure B SLA Performance requirements	As per Annexure B SLA Performance requirements

Functional Factor	Criteria Description	Weight (Weight (%))	0 - points	5 - points	10 - points
	SLA Performance requirements)				
Company Experience	<ul style="list-style-type: none"> The number of years of experience in providing a similar service. Confirmation should be stipulated on the company letterhead. 	10	Less than 12 months	13 – 36 months	More than 36 months
TOTAL POINTS FOR FUNCTIONALITY		100			

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 75 % and less than 50 % on any of the individual criteria will not be considered.
- The service provider shall prepare for a presentation should CSIR require such and the service provider shall be notified timeously.
- Refer to PART 1 TECHNICAL SPECIFICATION.XLSX, sheet “PART 1 Technical Evaluation” for the scoring sheet that will be used to evaluate PART 1: TECHNICAL SPECIFICATION of the bid.

• **ADDITION (Revised FUNCTIONAL EVALUATION CRITERIA)**

The evaluation criteria are included in BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX Sheets:

- Annex A Tech Requirements 1
- Annex A Tech Requirements 2
- Annex B SLA Perf Requirements
- Annex C Company Experience

The evaluation score is updated as the required information is added.

- The functional evaluation is combined and summarised in BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX (Sheet: PART 1 Technical Evaluation)

Functional Factor	Criteria Description	Weight (%)	The scoring out of 10 is defined in each of PART 1 Annexures A, B and C
Annexure A: Technical Requirements 1	This section considers the technical requirements and specifications. Bidder to submit a completed BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX (Sheet: Annex A: Tech Requirements 1)	60	As per Annexure A: Technical Requirements 1
Annexure A: Technical Requirements 2	This section considers additional technical requirements and specifications. Bidder to submit a completed BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX (Sheet: Annex A: Tech Requirements 2)	20	As per Annexure A: Technical Requirements 2
Annexure B SLA Performance requirements	This section provides an indication of the SLA performance criteria required. Bidder to submit a completed BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX (Sheet: Annex B: SLA Perf Requirements)	10	As per Annexure B: SLA Performance Requirements
Annexure C Company Experience	This section provides an indication of the Company experience criteria that the CSIR will use. Bidder to submit a completed BID SUBMISSION TEMPLATE FOR PARTS 1 AND 2.XLSX (Sheet: Annex C Company Experience)	10	As per Annexure C: Company Experience
TOTAL FUNCTIONALITY / TECHNICAL POINTS		100	

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 75% and less than 50% on any of the individual functional factors will not be considered.
- The service provider shall prepare for a presentation should CSIR require such and the service provider shall be notified timeously.

7. ELIMINATION CRITERIA (Clause 6 of Published RFP)

• REMOVAL -

If the bidder does not submit a quotation on official company letterhead.

8. PROPOSAL SUBMISSION (Clause 7.2 of Published RFP)

- **REVISION -**

- All documents submitted as part of the bid must be clearly marked with the RFP number under the subject. The Bidder may save the file as RFP3550/15/12/2022 or RFP3550-15-12-2022.

9. CSIR RESERVES THE RIGHT TO (Clause 20 of Published RFP)

- **ADDITION -**

- Conduct post tender negotiations, based on technical aspects, financial performance and price.

10. ANNEXURE E: RETURNABLE DOCUMENTS (Clause 26 of Published RFP)

- **REMOVAL -**

- Quotation on official company letterhead

Enquiries may be directed to tshepo.mampuru@purcosa.co.za. (Please use the RFP number and description as a subject reference.)