



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

OFFICE OF THE CHIEF FINANCIAL OFFICER

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA
Office No: 043 711 9741 • Fax No: 043 711 9796 • Email: xolilem@ecdhs.gov.za

TERMS OF REFERENCE

SCMU11-24/25-117: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF TECHNOLOGY REFRESH INFRASTRUCTURE(SERVER & STORAGE INFRASTRUCTURE)

COMPILED FOR:

Eastern Cape Department of Human
Settlements, Steve Tshwete House,
31-33 Phillip Frame Road, Waverly
Park, Chiselhurst, EAST LONDON

COMPILED BY:

GITCM

Steve Tshwete House, 31-33 Phillip
Frame Road, Waverly Park,
Chiselhurst, EAST LONDON

JUNE 2024



**TRANSFORMING
COMMUNITIES TOGETHER**



CONTENTS

PAGE

1. INTRODUCTION	1
1.1 CURRENT IT LANDSCAPE AND INFRASTRUCTURE AT THE PRIMARY SITE ..	1
1.1.1. Hardware	1
1.1.2. Virtual Machines	1
1.1.3. Backups.....	2
2. SCOPE OF WORKS.....	2
3. SPECIFICATIONS.....	2
4. KEY COMPETENCIES OF THE BIDDER(S)	7
5. FINANCIAL PROPOSAL	7
6. EVALUATION CRITERIA	9
7. SPECIFIC CONDITIONS OF THE CONTRACT	13
8. COLLECTION OF BID DOCUMENTS	14
9. COMPULSORY BRIEFING.....	14
10. DOCUMENTS TO BE SUBMITTED	14
11. RETURNABLE SCHEDULES	14
12. SUBMISSION OF BID PROPOSAL	15
13. BID VALIDITY	15
14. PROJECT DURATION.....	15
15. CLOSING DATE	15
16. CONTACT DETAILS ON TERMS OF REFERENCE.....	15
CONTACT DETAILS.....	15
17. FINAL SUMMARY	18

1. INTRODUCTION

The Department seeks services of a suitably qualified and experienced service provider for the procurement and implementation of technology refresh infrastructure which includes server and storage infrastructure utilizing the SITA RFB 2003/2014 Transversal contract.

The Department has during 2022/23 developed a comprehensive ICT Digital Strategy, accompanied by corresponding IT implementation plans. One of the key initiatives outlined within this strategy is executing a technology and infrastructure refresh.

The Department seeks to appoint a service provider that will implement the technology refresh of the production environment which has become obsolete. By implementing technology refresh the department seeks to achieve the following:

1. Leveraging technological advancements
2. Enhancing security
3. And improving operational efficiency.
4. Prepare the organization for emerging technologies and support digital transformation initiatives and readiness for future growth and innovation.

1.1 CURRENT IT LANDSCAPE AND INFRASTRUCTURE AT THE PRIMARY SITE

The bidder must take into account the below current server infrastructure when scoping the replacement solution.

1.1.1 Hardware

The current hardware consists of the following components:

- 3 X Gen8 Servers for the hosts
 - 196 GB RAM
 - 2 CPU (12 Cores)
- 50 TB Total SAN capacity
 - 30 TB for Production
 - 20TB for backup

1.1.2 Virtual Machines

Virtual Machines are hosted on a VMware platform.

- 26 x VMware Virtual Machines

1.1.3 Backups

ECDHS currently performs backup using Veeam Backup and Replication 12 to Disk and Tape

2. SCOPE OF WORKS

In awarding this bid, the Department expects to, at a minimum achieve the following objectives:

2.1 Professional services for Supply, installation, configuration, and deployment of Storage

2.2 Professional services for Supply, installation, configuration, and deployment of Fiber Channel Switches

2.3 Professional services for Supply, installation, configuration, and deployment of Virtualization Suite

2.4 Professional services for Supply, installation, configuration, and deployment of 3 * Servers

2.5 Planning, Design, and Implementation Service

2.6 Provide Maintenance and Support for 3 years

2.7 Skills Transfer, Handholding of 3 ICT Staff members

2.8 Training and certification on HCIA (Huawei Certified ICT Associate) of 3 ICT Staff members (including travelling and accommodation **OR** voucher for virtual training)

2.9 Project Management Services.

3. SPECIFICATIONS

Item name	Unit / component	Detailed Specification	QTY
Professional services for Supply, installation	Dual-Controller Unit 1	NVMe Controller Enclosure NVMe Controller Enclosure 02355TLF D3V6-192G-NVMe OceanStor Dorado 3000 V6(2U,Dual Ctrl,NVME,AC\240V HVDC,192GB Cache,8*1Gb ETH,8*10Gb ETH(Including Multi-Mode SFP+),25*Palm,SPE62C0225)	1

on, configuration, and deployment of OceanStor Dorado 3000 V6	Expanding Interface Module	03050GXR DV6-SMARTIO4*10E-ML 4 ports SmartIO I/O module(SFP+,10Gb ETH)	2
	NVMe Disk Components	02355PWK D3V6-SSD-NVMe-7.68T 7.68TB SSD NVMe Palm Disk Unit(7")	16
	Installation Material	14130858 SN2F01FCPC Patch Cord, DLC/PC, DLC/PC, Multi-mode,3m, A1a.2,2mm,42mm DLC, OM3 bending insensitive	16
	Software	D3V6-LBS-AllSoftware SAN Advanced License (Including DeviceManager, Thin, Migration, Snap, Replication, Clone, QoS, Erase, DME IQ, Virtualization, Metro, CDP)	1
		88036SDJ D3V6-DDCM-C-STD SmartDedupe & SmartCompression Software Capacity License Standard Edition (Per TB)	123
	Technical Support Service	SAN Advanced License (Including DeviceManager, Thin, Migration, Snap, Replication, Clone, QoS, Erase, DME IQ, Virtualization, Metro, CDP)_Hi-Care Application Software Upgrade Support Service OceanStor Dorado 3000 V6 All-Software License Package_36Month(s)	1
Professional services for Supply, installation, configuration, and deployment of DCS Virtualization Suite	Virtualisazti on suite/ FS0S06FVA D01	DCS Virtualization Suite Advanced Edition License, per CPU	6
	Software Support	DCS Virtualization Suite Advanced Edition,3 Years Subscription and Support, per CPU	6
Professional services for Supply,	Installation	Mount Kit	2
	Material	Multimode Patch Cord Multimode Patch Cord 14130858 SN2F01FCPC Patch Cord, DLC/PC,	8

installation, configuration, and deployment of Fiber Channel Switch, SNS2624 & SNS3664 & SNS 3696E		DLC/PC, Multi-mode,3m, A1a.2,2mm,42mm DLC, OM3 bending insensitive	
Professional services for Supply, installation, configuration, and deployment of FusionCube 1000	DP2210-Chassis	FCDP21-2U8D0GPU Hyper-converged Node-DP2210(8*2.5inch HDD EXP Chassis)DP2210	3
	Power Supply	PAC900S12-B2 Server Platinum 900W Version 2.0 AC power supply	6
	Mainboard	FCDS1S01 Board-2*C4314-General Model	3
	Memory	MEM08DR4-32G DDR4 RDIMM-32GB-288pin-0.625ns-3200000KHz-1.2-ECC,permeates-crc-load,1Rank(4G*4bit)	24
	Hard Disk	FC-SSD-1.92T-2S-H 1.92TB SSD SAS Disk Unit(2.5")	6
	Raid Card	RAX95608i4CO 9560-8i RAID Controller,PCIE 4.0 X8 ,4GB cache,RAID 0,1,5,6,10,50,60,Support SuperCap and Sideband Management	3
		W04052867-003 High Speed Cable,HS Cable Slimline-2*mini SAS HD,0.9m&0.8m,Slimline X8 STR,2*((31AWG*1Pair+31AWG*2Drain)*8+31AWG*1Pair*4),2*Internal mini SAS HD R/A,Slimline-2*mini SAS HD	3
	Riser Card	FCDP21-D-RISER 1*16X+2*8X SLOT(PCIE4.0)-RISER1&2 Module	3
	PCIe Network Adapter	FCDP21-ETH-10/25G-D SP380-Ethernet Adapter,10/25GE-Dual-Port-SFP28(without Optical Transceiver)-Half-height Half-length-Full Handle bars-PCIE 3.0 x8	3

	Cables and optical modules	OMXD30000 Optical Transceiver,SFP+,10G,Multi-mode Module(850nm,0.3km,LC)	6
	Guide Rail, Slide Rail and auxiliary materials	SR_787X43_8X7_5 Ball Bearing Rail Kit(Direct delivery material)	3
		FC-4BPQ-0223 2U Panel	3
	Optical Transceiver and Cables	SFP-1000BaseT Electrical Transceiver, SFP, GE, Electrical Interface Module(100m, RJ45)	3
	Electrical Interface Module(100 m, RJ45)	OMXD30000 Optical Transceiver,SFP+,10G,Multi-mode Module(850nm,0.3km,LC)	6
	Auxiliary	SN2F10FCPC Patch Cord, DLC/PC, DLC/PC, Multi-mode,5m, A1a.2,2mm,42mm DLC, OM3 bending insensitive	6
		C00SSTC03 Traditional Signal Cable,5m	3
	Block storage software	FC09MGMTST01 Infrastructure Software Management Standard Edition(D),Per CPU	6
	Technical Support Service	02314UUJ_88134ULC-626_36 Hyper-converged Node-DP2210(8*2.5inch HDD EXP Chassis)DP2210_Hi-Care Onsite Standard FusionCube DP2210_36Month(s)	3
Storage-OceanStor Dorado All-Flash Storage Planning Design and Implementation Service	Solid Storage	Hardware Installation Service	1
		Planning and Design Service	1
		Commissioning Service	1
		Acceptance Service	1
		Carefree Configuration	1

Maintenance and support services for 3 years	Support Services Points	Support Services Points with 8 x 5 Business Day support Best Effort SLA 24 x 7 National Helpdesk with an estimate of 5 faults per month	900
Provide skills transfer and training	Skills transfer and Hand holding	ECDHS ICT Staff on administering and managing the implemented Server and storage infrastructure for 6 months	3
	Training and Certification	Certification on HCIA of 3 ECDHS ICT staff on the solution implemented (including Travelling and accommodation for physical OR voucher for virtual)	3
Project management services in line with PMBOK and Prince 2	Project Charter	A formal document that authorizes the initiation of the project and provides the project manager with the authority to allocate resources and make decisions.	1
	Project Management Plan	comprehensive document that outlines how the project will be executed, monitored, and controlled. This includes the project scope, schedule, budget, quality standards, risk management plan, communication plan, and other relevant information.	
	Work Breakdown Structure (WBS)	hierarchical decomposition of the project scope into manageable work packages, tasks, and activities. This serves as the basis for planning, organizing, and tracking project progress	
	Project Schedule	A timeline that outlines the sequence of project activities, their duration, dependencies, and milestones. This helps in managing the project timeline and ensuring timely completion of deliverables	
	Resource Management Plan	A plan for identifying, acquiring, and managing human, financial, and material resources needed for the project. This includes staffing plans, procurement strategies, and resource allocation schedules	
	Risk Register	A document that identifies potential risks to the project, assesses their likelihood and impact and	

		outlines response strategies for mitigating or addressing them
	Communication Plan	A plan that defines how project information will be communicated to stakeholders, including the frequency, format, and channels of communication
	Quality Management Plan	A plan that outlines the quality standards, processes, and procedures that will be used to ensure that project deliverables meet the specified requirements.
	Change Management Plan	A plan for managing changes to the project scope, schedule, or budget. This includes procedures for submitting change requests, assessing their impact, and obtaining approval from stakeholders
	Project Status Reports	Regular reports that provide updates on project progress, including accomplishments, issues, risks, and upcoming activities. These reports help stakeholders stay informed and make informed decisions
	Project Closure Report	A document that summarizes the project outcomes, lessons learned, and recommendations for future projects. This formalizes the project closure process and ensures that all deliverables have been completed satisfactorily

4. KEY COMPETENCIES OF THE BIDDER(S)

- 4.1 Ability to provide products compatible with Departmental specifications.
- 4.2 Ability to produce accreditation certificates by OEM.
- 4.3 Ability to effectively provide maintenance and support contracts for 3 years.

5. FINANCIAL PROPOSAL

- 5.1 The Financial Proposal provided shall specify and state a **firm and fixed** price, including total fees and expenses (**VAT Included**), to complete the project.
- 5.2 Bidders must ensure that they fill in the following document as part of the Financial Proposal:

NO.	ITEM	QTY	AMOUNT	TOTAL
A.	Professional services for Supply, installation, configuration, and deployment of OceanStor Dorado 3000 V6	1		
B	Professional services for Supply, installation, configuration, and deployment of Fiber Channel Switch	1		
C	Professional services for Supply, installation, configuration, and deployment of DCS Virtualization Suite	1		
D	Professional services for Supply, installation, configuration, and deployment of FusionCube 1000 (Hypervisor V8.0)	1		
E	Storage-OceanStor Dorado All-Flash Storage Planning Design and Implementation Service	1		
F	Provide Maintenance and Support for 3 years	1		
G	Skills Transfer and Training of ICT Staff	3		
H	Certification of ICT Staff	3		
I	Project Management Services	1		
	TOTALS			

6. EVALUATION CRITERIA

ECDHS has set minimum standards (Stages) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Table 1: STAGES OF EVALUATION

(STAGE 1): Administrative compliance	(STAGE 2): Price and Specific goals Evaluation
Bidders must submit all documents as outlined in Table 1	Bidders will be evaluated in terms of section 5 of the PPPFA 2000, Preferential Procurement Regulations, 2022.

6.1 STAGE 1 – ADMINISTRATIVE COMPLIANCE

- 6.1.1** Without limiting the generality of ECDHS's other critical requirements for this Bid, bidders must submit the documents listed in Table 3 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder. During this phase, bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

Table 2: ADMINISTRATIVE COMPLIANCE

No	The document that must be submitted	Explanatory Information
1	SBD1: Invitation to tender	Complete and sign the supplied proforma document
2	SBD2: Tax clearance certificate	Complete and sign the supplied proforma document
3	SBD4: Declaration of interest	Complete and sign the supplied proforma document
4	SBD6.1: Preference points claim form;	Complete and sign the supplied proforma document
5	Bill of quantities and summary & form of offer	Submit full details of the pricing proposal as per Bill of quantities. Blank spaces will be regarded as incomplete. Should the bidder not charge for the service, the bidder must indicate that with a zero (0). Bidders must complete the entire Pricing Schedule
7	SITA supplier Database registration (SITA Accredited Services provider) SITA RFB 2003/2014 Transversal contract	Service Providers must be registered as a service provider on the SITA Database. If you are not registered, prior to submitting your proposal. Visit https://www.sita.co.za to obtain your vendor number. Submit printout as proof of accreditation. The service provider must be accredited for appropriate ICT service in line with the requirement set out in the table 1 of the specification.
8	Annexure B: Intent to form Joint venture consortium agreement.	The joint venture and/or consortium agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. A signed agreement

		will be expected to be submitted prior award of contract.
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6.2 STAGE 2: PRICE AND PRICE AND SPECIFIC GOALS EVALUATION

6.2.1 Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders.

6.2.2 Regulation 5 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

6.2.3 POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table below as

Page 11 of 18

may be supported by proof/ documentation stated in the conditions of this tender:

Table 3: SPECIFIC GOALS ALLOCATED POINTS

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women-owned Organizations	5	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	8	
Military Veterans	1	

6.2.4 CLAIMING OF PREFERENCE POINTS

6.2.4.1 Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid SITA Supplier Database supplier profile that outlines the ownership of the organisation.

6.2.4.2 Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in form of a medical certificate / letter not older than 6 months from a registered medical practitioner (Practitioner number, contact details to be stated on correspondence) detailing the disability. The Medical certificate will only be used for evaluation purposes.

6.2.4.3 Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid SITA Supplier Database supplier profile that outlines the ownership of the organisation.

6.2.4.4 Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in

another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority.

6.2.4.5 Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in terms confirmation letters from the Department of Military Veterans.

NB: Bidders must provide sufficient proof and supporting documentation in respect of the above evaluation criteria and specific goals evaluation. Bidders who do not submit the required information shall not be scored for the respective/relevant evaluation criteria. In the case of a joint venture and/or consortium, the agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. Failure to submit shareholding will result in non-allocation of points.

7. SPECIFIC CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 7.1 The Service Provider must deliver precisely as ordered.
- 7.2 The service provider must deliver within fourteen (14) days after issuing of purchase order
- 7.3 The service provider must deliver the goods together with the invoice
- 7.4 The Service Provider will furnish the Department of Human Settlements with an invoice upon delivery of goods (along with other required supporting documentation);
- 7.5 Both the delivery note, and invoice must contain serial numbers of each delivered goods.
- 7.6 The Department reserves the right to cancel the Terms of Reference.
- 7.7 The Department is not obliged to appoint the bidder with the highest points scored.
- 7.8 Proof of manufacturer's authorization to provide the proposed hardware/service e.g., Accreditation Certificate.

- 7.9 Provide Maintenance and Support for 3 years
- 7.10 Skills Transfer and Training of ICT Staff
- 7.11 Seamless installation, configuration, and migration of Server and Storage infrastructure
- 7.12 The Department of Human Settlements shall become the owner of all information, documents, and reports collected and compiled by the service provider to be appointed
- 7.13 All information, documents, and reports must be regarded as confidential until made public by the Department of Human Settlements.

8. COLLECTION OF BID DOCUMENTS

- 8.1** Bid document will be available on the Departmental Website (www.ecdhs.gov.za) as from the **26 July 2024**

9. COMPULSORY BRIEFING

A compulsory briefing session for this Bid will be held on the **02 August 2024** at **14H00** Ground Floor Boardroom at Head Office, Steve Tshwete, 31-33 Phillip Frame Road, Waverly Park, Chislehurst, East London.

10. DOCUMENTS TO BE SUBMITTED

- 10.1** The following documents **MUST** be submitted with the proposal and failure to submit them will lead to elimination:
- 10.2** Submit Proof of registration with the Original Equipment Manufacturer (OEM) for the Company **AND** certification for the engineers.
- 10.3** Proof of registration on SITA RFB 2003 Transversal contract

11. RETURNABLE SCHEDULES

The Service Provider must ensure that the following documents are completed and returned with the bid proposal:

- 11.1** SBD 1: INVITATION TO TENDER.

- 11.2 SBD 2: TAX CLEARANCE CERTIFICATE.
- 11.3 SBD 4: DECLARATION OF INTEREST.
- 11.4 SBD 6.1: PREFERENCE POINTS CLAIM FORM.
- 11.5 COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE.

12. SUBMISSION OF BID PROPOSAL

- 12.1 Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Building, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.
- 12.2 Faxed or emailed bid proposals will not be accepted

13. BID VALIDITY

- 13.1 This bid will be valid for one hundred and twenty (120) days after the closing date.

14. PROJECT DURATION

- 14.1 The duration of this project is expected to be for a maximum period of Three (03) years.

15. CLOSING DATE

- 15.1 All bid proposals in response to this bid should reach the Department not later than the **16 August 2024 at 11H00**. Bids received after 11H00 will not be accepted or considered.

16. CONTACT DETAILS ON TERMS OF REFERENCE

CONTACT DETAILS

Mr. Buntu Ntshebe: Deputy Director – Networks & Infrastructure (ICT), Department of Human Settlements, Head Office, **EAST LONDON**

Tel: (043) 711 9750

Cell: (074) 142 1341

Email: BuntuN@ecdhs.gov.za

All **Supply Chain Management** related enquiries regarding this bid may be directed to:
Page 15 of 18

All **Supply Chain Management** related enquiries regarding this bid may be directed to:

Mr. Xolile Mpupa: Deputy Director – Demand Management; Department of Human Settlements, **EAST LONDON**

Tel: (043) 711 9643

Cell: (074) 142 4781

E-mail: XolileM@ecdhs.gov.za

**SCMU11-24/25-117: APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION
OF INFORMATION TECHNOLOGY INFRASTRUCTURE AND NETWORKS ... (SERVER &
STORAGE INFRASTRUCTURE)**



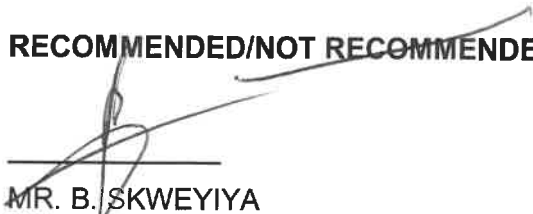
MR B. NTSHEBE

DEPUTY DIRECTOR: GITCM

2/7/2024

DATE

RECOMMENDED/NOT RECOMMENDED



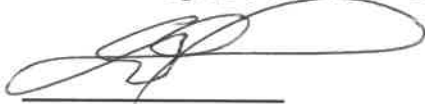
MR. B. SKWEIYA

BSC CHAIRPERSON

2/7/2024

DATE

APPROVED/NOT APPROVED



MR. E.D.Q. VENN

ACTING HEAD OF DEPARTMENT

03/07/24

DATE

17. FINAL SUMMARY

FINAL SUMMARY & FORM OF OFFER

SCMU11-24/25-117 APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF INFORMATION TECHNOLOGY INFRASTRUCTURE AND NETWORKS ... (SERVER & STORAGE INFRASTRUCTURE)

NO.	ITEM	QTY	AMOUNT	TOTAL
A.	Professional services for Supply, installation, configuration, and deployment of OceanStor Dorado 3000 V6	1		
B	Professional services for Supply, installation, configuration, and deployment of Fiber Channel Switch	1		
C	Professional services for Supply, installation, configuration, and deployment of DCS Virtualization Suite	1		
D	Professional services for Supply, installation, configuration, and deployment of FusionCube 1000 (Hypervisor V8.0)	1		
E	Storage-OceanStor Dorado All-Flash Storage Planning Design and Implementation Service	1		
F	Provide Maintenance and Support for 3 years	1		
G	Skills Transfer and Training of ICT Staff	3		
H	Certification of ICT Staff	3		
I	Project Management Services	1		
	TOTAL = CARRIED FROM FINANCIAL PROPOSAL			
TOTAL ABOVE IN WORDS				

SIGNED BY/ON BEHALF OF THE BIDDER

B-Skweyiyi

NAME



SIGNATURE

DATE

COMPANY STAMP

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU11-24/25-117	CLOSING DATE:	16 August 2024	CLOSING TIME:	11: 00
DESCRIPTION	SCMU11-24/25-117: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF TECHNOLOGY REFRESH INFRASTRUCTURE (SERVER & STORAGE INFRASTRUCTURE).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF HMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR X.MPUPA		CONTACT PERSON	MR. B NTSHEBE	
TELEPHONE NUMBER	043 711 9641		TELEPHONE NUMBER	043 711 9750	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Xolilem@ecdhs.gov.za		E-MAIL ADDRESS	BuntuN@ecdhs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

Are you currently aware of any Audit investigation against you/the company?..... YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent Date
Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer Date
Name of applicant/Public Officer

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

-

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

