INFORMATION AND COMMUNICATION TECHNOLOGY

TERMS OF REFERENCE (TOR)

NT021-2025

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL, CONFIGURE, SUPPORT, AND MAINTAIN THE LAN SWITCHES AND LAN CABLING

CLOSING DATE: 16 JANUARY 2025 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

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INTRODUCTION

1. The National Treasury (NT) is relocating to the new office space consisting of two (2) buildings (Block A and C) at Riverwalk Office Park in Ashlea Gardens, Pretoria East. The new buildings do not have any existing network infrastructure. To ensure that there is reliable and high-speed wired and wireless network connectivity at the new buildings, the National Treasury Information and Communication Technology (NT ICT) unit is requesting bidding submissions from experienced and certified service providers to supply, install, and configure Local Area Network (LAN) infrastructure, LAN cabling Uninterruptible 60KVA Power Supply (UPS), Switch distribution fixed Cabinet and lighting for the conference rooms.

   NT ICT requires a unified Wired and Wireless LAN installed and configured at both buildings using fibre (OM3/4) and CAT6/6A specifications. The solution must be comprehensive to address core networking components, including structured cabling, switching, wireless access, Uninterruptible Power Supply UPS), and security protocols, aligned with modern enterprise standards.

2. PURPOSE

   The purpose of this document is to invite suitably qualified bidder(s) for the procurement, installation, and configuration of wired and wireless network infrastructure and provide support and maintenance for three (3) years.

3. SCOPE OF WORK

3.1 Project Deliverables

CATEGORIES

Category	Description	Tick
Category A	Cabling, Racks or Switch Cabinets, Power and UPS, Conference rooms Lighting.	
Category B	Networking Switches	

NB: Bidders to indicate which category they are bidding for on the above table. Bidders are allowed to bid for both categories; however, NT reserves the right to appoint more than one (1) service provider.

The successful bidder(s) will be expected to deliver the following:

- **Cabling:**

   - Provide connectivity between the two (2) buildings.

- Supply and install structured LAN cabling, which should include:

    • Industry standard Cat6, and Cat6A Cabling, fibre optic cabling, network ports/outlets, face plates, patch panels, fly leads, patch cords, and any other appropriate accessories.

    • Technicians should ideally hold Fibre Optic Association (FOA) or Building Industry Consulting Service International (BICSI) certifications, and companies should be certified by at least one OEM (e.g., Krone, Molex, CommScope) to issue a system warranty.

    • Supply of new Cat6A cables to be routed to the wiring closets/cabinets located on each floor, which the supplier must provide.

    • Fibre wiring through multimode fibre optic connections.

    • All floor switches should be connected to Core Switches in the server rooms by Fibre OM3/4.

    • Each wiring must be properly protected.

    • The supplier shall be responsible for labelling all ports at both ends, as well as labelling the corresponding patch panels.

    • Install all network points and perform point-to-point, port-by-port testing to complete the structured cabling solution.

    • The installation of network points for workstations shall conform to the corporate desk connection standard

- **Power Requirements**

    - Power Below are the summary requirements for a desk mounted power unit, details are on a file with the Name Power requirements Block A and Power Requirements Block C)

    - This specification defines power requirements for laptop-based corporate workstations and boardroom environments

    - The desk-mounted power unit shall provide integrated power, USB charging, and network connectivity.

    - AC power outlets shall be rated at 230 V AC, 50 Hz for laptop power adapters.

- The unit shall include USB-A ports for standard device charging.

- USB-A ports shall support up to 15 W per port.

- The unit shall include USB-C ports with Power Delivery.

- USB-C ports shall support up to 65 W for laptop and device charging.

- The unit shall include RJ45 network ports (Cat 6 or higher).

- Installation shall comply with SANS 10142-1 and relevant ICT standards.

- **Uninterruptible Power Supply (UPS)**

  - Independent 60KVA UPS systems for each building with online double-conversion (VFI) topology.

  - Rated for three-phase input and single-phase output, scalable for future expansion.

  - Power rating sufficient to support:

    - All network switches and wireless LAN devices.
    - boardrooms per building, each with AV equipment.
    - One large boardroom (with more than 35 seats) with conferencing and AV systems.
    - Auditorium with AV equipment, lighting, and control systems.

  - Battery: minimum 30 minutes runtime at full load, sealed VRLA or Lithium-ion, hot-swappable.

  - Features: LCD/LED display, remote management (SNMP/Web GUI), automatic bypass, audible/visual alarms, surge/spike protection.

  - Installation: server/communication rooms, PDUs for all devices, proper cable management and labeling.

  - Testing & commissioning: load testing, functional verification with connected devices, provide full documentation (equipment datasheets, battery configuration, as-built diagrams).

- **Cabinets**

  - Supply and install wall-mounted network switch cabinets in accordance with project specification (PESPEC).

  - Wall-mounted cabinet, complete and fully assembled.

- Cabinets shall be constructed from powder-coated steel with a load rating suitable for network switches.

- Each cabinet shall be supplied with integrated cooling fans for active ventilation.

- Each cabinet shall include 2 x 10-way power distribution units (PDUs) mounted internally.

- Lockable front door (glass) shall be provided for ventilation and security.

- Cabinets shall include removable side panels and rear access where applicable.

- Top and bottom cable entry points with cable management accessories shall be provided.

- Cabinets shall be supplied complete with mounting brackets, earthing kit, and all hardware for installation and commissioning.

- **Network Infrastructure Installation:**

  - Supply, install, and configure all hardware and software required for wired and wireless networks.

  - Supply and installation of floor-standing server and switch cabinets

  - Rack and stack network devices.

  - Supply Environmental Racks where required.

  - Design the network in accordance with industry best practices and produce designs that meet recognized industry standards

  - Specify the manufacturer, make, and model of the equipment they will be providing, and any agreements between the bidder and Original Equipment Manufacturer (OEM) must be included;

  - Configure networking and wireless technology according to best practices (i.e., VLANS) and document the network architecture and design.

  - Provide a network monitoring and management tool capable of delivering end-user experience insights, device health and performance metrics, real-time monitoring, fault detection, and troubleshooting across both wireless and LAN environments. The tools must have the capability to generate and export reports.

- Provide installation costs along with a lead time for the completion of this project.

- Proposals must include provisions for any consumables that may be required to conclusively and successfully implement the proposed solutions. National Treasury will not be held accountable for any additional items that may be identified during the implementation phases to conclude successful installation(s).

- Labour for racking and stacking of switches, installation of access points, and cabinets must be included in the proposal.

- Provide technology that will integrate with the current infrastructure and SITA routers;

- Provide certified engineers and project managers in their respective technology. The project managers will oversee the whole project and must have experience in ICT-related projects.

3.2   Solution Requirements

- **Business Requirements**
  - Ensure reliable, high-speed, secure, and redundant network connectivity.
  - Comprehensive documentation of network designs, optimisation strategies, and implementation reports, presented clearly and in detail.
- **Implementation Requirements**
  - Devices must integrate seamlessly with the existing infrastructure.
  - Minimal disruption to business operations during installation.
  - On-site testing and acceptance sign-off.
- **Technical Requirements**

The table below outlines the estimated technical requirements. The supplier will be required to conduct a site visit to the new buildings to validate and determine the precise requirements.

Table 1: NT Technical Requirements

Cabling for both Block A and C Buildings	
Description	**Quantity**
Network Points	Approximately 2031
Provision of structured cabling across all floors, including fibre backbone (OM4 or equivalent) and copper cabling (Cat 6a or higher), ensuring network stability, performance, and full compliance with international standards. The supplier is responsible for conducting a site assessment to determine	

all cabling requirements, including accurate quantities, routing, and termination points, to complete the cabling for both Building A and Building C. All cabling must be properly labeled, tested, and certified upon installation.

Supply and installation of network racks equipped with integrated Uninterruptible Power Supply (UPS) systems capable of sustaining network switches during power outages until generator power is operational. Racks must include built-in access control mechanisms or locks to ensure physical security and controlled access.

Network Infrastructure Requirements	
Building A	
Description	**Quantity**
Core Switches Must be configured for redundancy. Uplinks of 10GB or higher (Include all accessories, SFPs, Transceivers, and management modules required)	2
Access Switches 48 ports PoE 1GB or higher Must allow stacking. Uplinks of 10GB or higher.	26
Access Switch 8 ports PoE Must support 10GB uplink or higher	1
Building C	
Description	**Quantity**
Core Switches Must be configured for redundancy. Uplinks of 10GB or higher (Include all accessories, SFP's, Transceivers, and management modules required)	2
Access Switches 48 ports PoE 1GB or higher Must allow stacking. Uplinks of 10GB or higher.	26
Access Switch 8 ports PoE Must support 10GB uplink or higher	1
Wireless for both Block A and C Buildings	
Description	**Quantity**
Wireless Controller 1 Gig minimum	1
Enterprise Grade Wireless Access Points	130
Network Administration product to centrally manage network devices	1
Wireless infrastructure must be WIFI 7 capable, with a minimum 1Gig connection speed. Wireless solution must cater for a guest SSID that will only allow internet access to guest users.	

UPS for both Block A and C	
3 phase 60KVA online double-conversion UPS	QTY
60KVA online double-conversion UPS	2
3-phase battery pack with 40 x 40Ah - batteries	2
100AH batteries	80
Battery rack	2
Battery link cables set	2
SNMP Card	2
Installation	2
Commissioning	2
COC	2
Bi-annual Services (2 per annum per unit for 2 years)	4

Lighting	
LIGHTING CONTROL INTERFACE	**QTY**
The lighting control interface must be a certified interface for Central control systems that provides control of one loop.	2
Controllers, must including cabling for the lights and lights suitable for Conference rooms.	100

3.3 Briefing Session and Site Inspection

- **Non-Compulsory Site Briefing**

    Date: 09 January 2025

    Time: 11 AM

    Meeting Type: Physical

Address: **Riverwalk Office Park - Ashlea Gardens, Pretoria, Blocks A and C**

4. PROJECT RESOURCE REQUIREMENTS

- Project Manager to oversee delivery, timelines, and reporting.

- Certified engineers for installation and configuration.

- The Project Manager and Certified Engineer are designated as the key resources for this project, responsible for overall delivery, quality, and adherence to timelines. Any additional resources required will be evaluated. Only the Project Manager and Certified Engineer will be evaluated, and their qualifications, experience, and performance will be considered critical to the project's success. Any additional resources provided must undergo the required vetting process prior to engagement.

- Provision of knowledge transfer to internal ICT staff, including formal training, practical over-the-shoulder skills transfer, and the allocation of training credits from the Original Equipment Manufacturer (OEM) or an approved training institution for five (5) technicians. Training may be delivered either online or in-person, as appropriate. Instructor-led training must include the cost of examinations, with one (1) exam attempt provided per technician

Table 2: Resource Requirements

Networking Key Resources

a) Project Manager
Job Title: Project Manager
Core Description
• A Project Manager with adequate experience in the ICT field and business solutions. The Project Manager must ensure that a project is completed on time and within scope and budget, that the project's objectives are met, and that the project team is properly as per their roles. The Project Manager must oversee the project to ensure the desired results are tracked and delivered, must provide regular reporting on the progress of the project, and ensure that the most efficient resources are used and that the different interests involved are satisfied. A minimum of 5 years' experience, with at least five years of managing complex projects in a technical environment. **Qualifications:** • Valid Project Management Certifications

- Minimum of National Diploma NQF6 in ICT and related fields (IT, Computer Science, and Engineering disciplines)

Experience/ skills required:

- Experience in Information Technology management projects.
- Extensive Project Management Skills (Minimum 5 years), Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills.
- MS Office Computer Literacy.
- Experience with full product lifecycle, with understanding of development lifecycle and various technology methodologies that support that lifecycle
- Ability to multitask.
- Assist with any other tasks to be assigned by the management team

b) Network Engineer

Job Title: Network Engineer

Core Description

The **Network Engineer** is responsible for installing, configuring, maintaining, and optimizing the wired and wireless network infrastructure, including wireless access points, routers, switches, and controllers. The Network Engineer must have strong technical expertise in networking technologies, problem-solving ability, and collaboration skills to ensure maximum network efficiency, reliability, and security across all buildings.

Qualifications:

- Minimum of National Diploma/ NQF6 in Information Technology/Computer Science or any related field.
- OEM Qualification.

Experience:

- 5 years of experience in designing, implementing, configuring, and supporting wired and wireless network infrastructure.
- Exposure to network projects and optimisation in complex, multi-site environments.
- Excellent communication skills for interacting with ICT teams, business stakeholders, and vendors.

•   Willingness to learn continuously, share knowledge, and take initiative in improving LAN and application performance.

Cabling Key Resources

c) Project Manager
Job Title: Project Manager
Core Description
•   A Project Manager with adequate experience in the ICT field and business solutions. The Project Manager must ensure that a project is completed on time and within scope and budget, that the project's objectives are met, and that the project team is properly as per their roles. The Project Manager must oversee the project to ensure the desired results are tracked and delivered, must provide regular reporting on the progress of the project, and ensure that the most efficient resources are used and that the different interests involved are satisfied. A minimum of 5 years of experience, with at least five years of managing complex projects in a technical environment.
Qualifications:
•   Valid Project Management certification.
•   Minimum of National Diploma NQF6 in ICT and related fields (IT, Computer Science, and Engineering disciplines)
Experience/ skills required:
•   Experience in Information Technology management projects and Cabling projects.
•   Extensive Project Management Skills (Minimum 5 years), Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills.
•   MS Office Computer Literacy.
•   Experience with full product lifecycle, with understanding of development lifecycle and various technology methodologies that support that lifecycle
•   Ability to multitask.
•   Assist with any other tasks to be assigned by the management team
d) Cabling Engineer

Job Title: Cabling Engineer
Core Description

The Cabling Engineer will be responsible for the design, installation, testing, and maintenance of structured cabling systems, including copper (Cat 6a) and fibre optic (OM3/OM4) networks. The engineer must have experience in site surveys, cable routing, termination, splicing, testing, and certification. They will ensure compliance with international standards, proper cable management, troubleshooting, and provide detailed installation documentation for handover.

Qualifications:

- Minimum of National Diploma/ NQF6 in Information Technology, Telecommunications, Electrical engineering, or related field.
- Certifications in structured cabling or network infrastructure, such as BICSI Installer, or equivalent.
- Vendor-specific training or certification is required.

Experience:

- Minimum 5 years of experience in installation, testing, and maintenance of structured cabling systems, including both copper (Cat 6a or higher) and fibre optic (multimode, OM3/OM4) networks.
- Skilled in performing site surveys, cable routing, termination, splicing, and patching.
- Skilled in testing and certifying cabling installations using industry-standard tools.
- Knowledgeable in international cabling standards (TIA/EIA, ISO/IEC 11801, IEEE).
- Experience with network racks, patch panels, and cable management solutions.
- Ability to prepare installation documentation, schematics, and handover reports.
- Familiarity with troubleshooting and optimizing network performance related to cabling infrastructure.

5. BIDDER REQUIREMENT SPECIFICATION

Bidders must:

1. Must be an authorized Original Equipment Manufacturer (OEM) reseller/partner with valid certification.
2. Demonstrate prior experience in implementing similar solutions (provide references for at least 3 comparable projects).
3. Provide proof of certified engineers for cabling and network installations.
4. Submit detailed project implementation methodology and timelines.

5. Include a three-year support and maintenance plan with Service Levels.

6. Provide financial quotations for the relevant category chosen, broken down by:

- **Networking**
  - Hardware and software tools
  - Licenses (If Applicable)
  - Installation and configuration services
  - Support and maintenance services with a three (3) year period

- **Cabling**
  - Cabling installation (Copper cables and Fibre optic cables)
  - Patch panels, connectors, faceplates, jacks, and accessories
  - Racks with integrated UPS
  - Access control/locking systems on the Racks
  - After installation, any requests for additional network points or changes may arise. The supplier must therefore include a fixed unit price for each new network point or change, which shall remain valid for a period of three (3) years (Ad-hoc basis)
  - Support and maintenance services with a three (3) year period

6. BID SUBMISSION DETAILS

- **Submission Format:** Bids must be submitted in two parts for both Networking devices and Cabling:
  - *Technical Proposal* (solution design, methodology, compliance with requirements)
  - *Financial Proposal* (detailed costing, including VAT).

  Bidders are required to submit two separate proposals, as follows:

- **Proposal 1:** Supply, installation, and commissioning of structured cabling, networking racks, and rack-mounted Uninterruptible Power Supply (UPS) systems for the two new buildings.

- **Proposal 2:** Supply, installation, and configuration of network switches.

7. IMPLEMENTATION REQUIREMENTS

The requirement for the implementation of a cabling and network infrastructure installation in new buildings and for which, the appointed service provider will be required to:

- Conduct technical and business requirement workshops with the relevant ICT units and business stakeholders to gather, confirm, and document requirements.

- Develop a detailed implementation plan covering installation, configuration, integration, testing, and commissioning of the devices.

- Ensure seamless integration with existing network infrastructure.

- Provide knowledge transfer and training to internal ICT teams to ensure effective use, monitoring, and management of the devices.

- Minimise disruption to business operations during deployment by following a phased rollout approach.

8. METHODOLOGY AND SUPPORT

- Service providers must present a clear project implementation methodology, incorporating industry best practices for ICT deployments, configuration, and security.

- The methodology should cover project initiation, planning, execution, monitoring, and close-out, including user acceptance testing (UAT).

- The bidder must provide a support and maintenance plan to ensure continuous operation and availability of network services for a period of three (3) years. This includes proactive monitoring, patch management, software updates, and 24/7 technical support.

8.1 Bidder Requirements and Specification

- The Bidder represents that,
  - o it has the necessary expertise, skill, qualifications, and ability to undertake the work required in terms of the scope of work or system requirements.
  - o it is committed to providing the Products or Services; and
  - o perform all obligations detailed herein without any interruption to the Customer.
- The Bidder must deliver the service professionally, following best practices and high standards typical of well-managed businesses providing similar services.
- The Bidder must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in the scope of work or System requirements.
- Sufficient capacity to provide support and maintenance of software solution (Support structure/organogram)

9. SUBMISSION REQUIREMENTS

9.1 Security Requirements

All resources will be required to sign an Oath of Secrecy and submit security vetting information as per the NT security policy.

10. SUMMARY OF EVALUATION CRITERIA

10.1 Bid Evaluation Stages

The bid evaluation process consists of three stages, a bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are as follows:

Table 3: Bid Evaluation Stages

Stage	Description
Stage 1	Mandatory and Administrative Requirements Evaluation
Stage 2	Functionality/Technical Evaluation
Stage 3	Preference Points System (Price and Specific Goals) Evaluation

10.2 Stage 1: Mandatory Requirements Evaluation

An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

a) Bidders must provide a valid letter/certification that indicates that they are a **certified partner with the OEM for the categories the bidder has applied for.**

b) Bidder must provide valid proof of being an **OEM Accredited partner/reseller for the categories the bidder has applied for**.

c) Bidders must provide proof of Support & warranty: a minimum 5-year comprehensive warranty, preventive maintenance, 24/7 support hotline.

d) Pricing proposal (SBD 3.3) for the category applied for, which must include the following:

- **Networking**
    - Hardware and software tools
    - Licenses (If Applicable)
    - Installation and configuration services

- o Support and maintenance services with a three (3) years period

- • **Cabling**

  - o Cabling installation (Copper cables and Fibre optic cables)

  - o Patch panels, connectors, faceplates, jacks, and accessories

  - o Racks with integrated UPS

  - o Access control/locking systems on the Racks

  - o After installation, any requests for additional network points or changes may arise. The supplier must therefore include a fixed unit price for each new network point or change, which shall remain valid for a period of three (3) year (Ad-hoc basis)

  - o Support and maintenance services with a three (3) year period

d)   In case of Joint Venture, Consortium, Trust, or Partnership, **a signed teaming agreement by both parties**.

FAILURE TO ADHERE TO THE CONDITIONS STATED ABOVE WILL LEAD TO DISQUALIFICATION

10.2.1   *Additional Requirements (Not for elimination)*

a) The format of the CVs must be in accordance with the prescribed format (**ANNEXURE A1)**

b) A brief narrative profile of the potential bidder must be submitted in the prescribed format in (**Annexure A2**) as part of the bid documentation and attached supporting documentation.

c) Submitted CVs for the resources must indicate the position that they will be evaluated for (Project Manager or Engineer/Technical resources.

d) Proof of valid registration with Compensation for Occupational Injuries and Disaster (COIDA).

e) Valid work permit and existing security clearance for foreign nationals are compulsory.

f) Proof of Central Supplier Database (CSD) full report.

g) Bidders are required to submit valid certified proof of educational qualification(s) for all resources required.

h) All foreign qualifications must be accompanied by a valid South African Qualifications Authority (SAQA) certificate of evaluation.

i) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)

j) In the case of a Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier (CSD) Database Registration or both companies CSDs are required.

Failure to comply with the requirement within 7 working days after being informed will lead to invalidation of your bid.

NOTE:

The National Treasury may contact bidders in case additional information is required.

10.3 Stage 2: Functionality Evaluation

CATEGORIES

Category	Description	Tick
Category A	Cabling, Racks or Switch Cabinets, Power and UPS, Conference rooms Lighting	
Category B	Networking Switches	

NB: Bidders to indicate which category they are bidding for on the above table. Bidders are allowed to bid for both categories; however, NT reserves the right to appoint more than one (1) service provider.

Table 4: Category A - Network Functionality Evaluation Criteria

Evaluation Criteria	Weight	Scoring Criteria
Proven Track Record The bidder must have previously successfully supplied, installed, configured, maintained, and supported similar projects in the recent 10 years. The reference letters should contain the following: Description of the project, Client name, Client contact (i.e., email or office number), Project start date, project end date and should be on the client letterhead and signed. Furthermore, a completion certificate, purchase order and SLA must be aligned with the reference letter submitted. *NB: The reference letter/PO/completion certificate/SLA should indicate all the requirements mentioned above and will be*	20	**5- Excellent** 5 or more reference letters with 5 or more PO or Completion Certificate or SLA aligned with the reference letter submitted. **4- Very Good** 4 reference letters with 4 PO or Completion Certificate or SLA aligned with the reference letter submitted. **3 -Good** 3 reference letters with 3 PO or Completion Certificate or SLA aligned with the reference letter submitted.

considered. Failure to supply the required documents as per the criteria will result in allocation of the lowest score.		**2- Average** 2 reference letters with 2 PO or Completion Certificate or SLA aligned with the reference letter submitted **1-Poor** 1 reference letter with 1 PO or Completion Certificate or SLA aligned with the reference letter submitted
1. Resource Experience (resources should indicate their level of skills to the product incl. an indication of their years of relevant experience relating thereto).		
1.1. Project Manager Qualification A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Engineering discipline). **Plus,** equivalent Certified Project Management Certifications	15	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Project Management certification 4= Bachelor's degree/ Advanced Diploma (NQF 7) plus Project Management certification 3 = National Diploma/NQF6 plus Project Management certification 2= Matric plus Project Management certification 1= Matric without project management certification
1.2. Project Manager Experience A minimum of 5 years of experience, with at least five years of managing complex projects in a technical environment. Desirable or equivalent experience in	20	5 = 7 years or more 4 = 6 Years 3 = 5 Years

Microsoft Project (MSP). Experience with full product lifecycle with understanding of development lifecycle and various technology methodologies that support that lifecycle. Extensive Project Management Skills (Minimum 5 years) Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills.		2 = 3 to 4 Years 1 = 1 to 2 Years
1.3. Network Engineer Qualifications A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field, **plus** OEM qualification(s)/certification(s).	15	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus OEM Specific certification. 4= Bachelor's Degree/ Advanced Diploma (NQF 7) plus Specific OEM certification. 3 = National Diploma/NQF6 plus OEM Specific certification. 2= Matric plus OEM Specific certification. 1= Matric without OEM Specific certification.
1.4. Network Engineer Experience	20	5 = 7 years or more experience in managing and maintaining LAN, and wireless network services

At least 5 years' experience in managing and maintaining LAN, and wireless network services.		4= 6 years' experience in managing and maintaining LAN, and wireless network services 3 = 5 years' experience in managing and maintaining LAN, and wireless network services. 2= 3 to 4 years' experience in managing and maintaining LAN, and wireless network services. 1= 1 to 2 years' experience in managing and maintaining LAN, and wireless network services.

2. **Proven Technical Competencies (aligned to the services to be rendered**)
 	
• Submission of a detailed Project Approach and Methodology document:
   ○ Detailed Project plan with:
      ▪ Milestones
      ▪ Implementation Plan
      ▪ Deliverables; and
      ▪ Costing Schedule Etc.
   ○ Clear understanding of the context of the requirement.
   ○ Clear strategy to the execution of the requirement.
• The methodology proposed needs to be innovative, including but not limited to the following—
   ○ Extensive and highly interactive stakeholder interactions,
	10	**5 = Excellent- four of the following has been submitted**:
		• Submission of a detailed Project Approach.
		• The methodology proposed needs to be innovative,
		• Proposed solution aligned to the services to be rendered
		• Additional information over and above what is requested.
		
		4 = Very Good - three of the following has been submitted:
		• Submission of a detailed Project Approach
		• The methodology proposed needs to be innovative,

- o Showcase the value of the approach, - o Align the proposal with the goals of the stakeholders - o Share examples of where similar methodologies have been implemented and succeeded. - Proposed solution		- Proposed solution aligned to the services to be rendered - Additional information over and above what is requested. **3 = Good - two of the following has been submitted**: - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested **2 = Average - one of the following has been submitted:** - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested. **1 = Poor - No proof of**

		• Submission of a detailed Project Approach • The methodology proposed needs to be innovative, • Proposed solution aligned to the services to be rendered • Additional information over and above what is requested
Total	**100**	
Minimum Threshold	**60**	
Bidders who did not meet a minimum threshold of 60% on Technical Evaluation Criteria will be disqualified for further evaluation on price and specific goals.		

Table 5: Category B - Cabling Functionality Evaluation Criteria

Evaluation Criteria	Weight	Scoring Criteria
Proven Track Record The bidder must have previously successfully supplied, installed, configured, maintained, and supported similar projects in the recent 10 years. The reference letters should contain the following: Description of the project, Client name, Client contact (i.e., email or office number), Project start date, project end date and should be on the client letterhead and signed. Furthermore,	20	**5- Excellent** 5 or more reference letters with 5 or more PO or Completion Certificate or SLA aligned with the reference letter submitted. **4- Very Good** 4 reference letters with 4 PO or Completion Certificate or SLA aligned with the reference letter submitted.

a completion certificate, purchase order and SLA must be aligned with the reference letter submitted. *NB: The reference letter/PO/completion certificate/SLA should indicate all the requirements mentioned above and will be considered. Failure to supply the required documents as per the criteria will result in allocation of the lowest score.*		**3 -Good** 3 reference letters with 3 PO or Completion Certificate or SLA aligned with the reference letter submitted. **2- Average** 2 reference letters with 2 PO or Completion Certificate or SLA aligned with the reference letter submitted **1-Poor** 1 reference letter with 1 PO or Completion Certificate or SLA aligned with the reference letter submitted
3. Resource Experience (resources should indicate their level of skills to the product incl. an indication of their years of relevant experience relating thereto).		
3.1. Project Manager Qualification A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Engineering discipline). **Plus,** equivalent Certified Project Management Certifications	15	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Project Management certification 4= Bachelor's degree/ Advanced Diploma (NQF 7) plus Project Management certification 3 = National Diploma/NQF6 plus Project Management certification 2= Matric plus Project Management certification 1= Matric without project management certification

3.2. Project Manager Experience A minimum of 5 years of experience, with at least five years of managing complex projects in a technical environment. Desirable or equivalent experience in Microsoft Project (MSP). Experience with full product lifecycle with understanding of development lifecycle and various technology methodologies that support that lifecycle. Extensive Project Management Skills (Minimum 5 years) Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills.	20	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
3.3. Cabling Engineer Qualifications A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field, plus OEM qualification(s)/certification(s).	15	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus OEM specific certification. 4= Bachelor's Degree/ Advanced Diploma (NQF 7) plus OEM specific certification. 3 = National Diploma/NQF6 plus OEM specific certification. 2= Matric plus OEM specific certification.

		1= Matric without OEM specific certification.
3.4. Cabling Engineer/Technician Experience At least 5 years' experience in design, installation, testing, and maintenance of structured cabling systems, including copper (Cat 6a) and fibre optic (OM3/OM4) networks,	20	5 = More than 7 years' experience in design, installation, testing, and maintenance of structured cabling systems. 4= 6 years' experience in design, installation, testing, and maintenance of structured cabling systems. 3 = 5 years' experience in design, installation, testing, and maintenance of structured cabling systems. 2= 3 to 4 years' experience in design, installation, testing, and maintenance of structured cabling systems. 1= 1 to 2 years' experience in design, installation, testing, and maintenance of structured cabling systems.

4. Proven Technical Competencies (aligned to the services to be rendered)
 	
• Submission of a detailed Project Approach and Methodology document:
   o Detailed Project plan with:
     ▪ Milestones
     ▪ Implementation Plan
	10	**5 = Excellent - four of the following has been submitted**:
		• Submission of a detailed Project Approach
		• The methodology proposed needs to be innovative,
		• Proposed solution aligned to the services to be rendered

▪ Deliverables; and ▪ Costing Schedule. ○ Clear understanding of the context of the requirement. ○ Clear strategy to the execution of the requirement. - The methodology proposed needs to be innovative, including but not limited to the following— ○ Extensive and highly interactive stakeholder interactions, ○ Showcase the value of the approach, ○ Align the proposal with the goals of the stakeholders ○ Share examples of where similar methodologies have been implemented and succeeded. - Proposed solution		- Additional information over and above what is requested. **4 = Very Good - three of the following has been submitted**: - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested. **3 = Good - two of the following has been submitted**: - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested **2 = Average - one of the following has been submitted:** - Submission of a detailed Project Approach The

		methodology proposed needs to be innovative, • Proposed solution aligned to the services to be rendered • Additional information over and above what is requested. **1 = Poor - No proof of:** • Submission of a detailed Project Approach • The methodology proposed needs to be innovative, • Proposed solution aligned to the services to be rendered • Additional information over and above what is requested
Total	**100**	
Minimum Threshold	**60**	

<u>**NOTE:**</u>

- ***The bidders are expected to provide minimum of only one CV for the most experienced resource per role for evaluation.***

10.4 Stage 3: Preference Point System

In terms of Preferential Procurement Regulations, 2022, Regulation 4(1) the applicable Preference Point System for this tender is 80/20, Price (80), and Specific Goals (20). In terms of Regulation 4(2-4) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. The bidder must provide the relevant proof/ required documents for each preference point system indicated.

10.4.1 *Pricing Evaluation*

- The Service Provider must cost for the work to be done regarding license fees, system maintenance and support. For financial evaluation purposes, the service provider must provide a pricing schedule.
- The Financial Proposal must contain the financial proposal (SBD 3.3), which includes: cost for the work to be done regarding license fees, system maintenance and support, and the disbursement cost if applicable.
- The National Treasury reserves the right to negotiate rates submitted by bidders.
- Cabling and Networking pricing must be separated.

10.4.2 *Specific Goals*

For the purposes of this tender, the tenderer will be allocated points based on the goals stated and should be supported by proof/ documentation stated in Table 5 below.

Specific goals for the tender and points to be claimed are indicated in the table below:

The bidders who complied with the mandatory requirements and meet the minimum threshold of this bid were evaluated according to the Preference Point Scoring System as determined in the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

The following preference point system is applied to all the bids:

Table 5: Specific Goals

	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	The company owned by people who are Youth. • 100% company owned by youth = 5 points • 75% - 99% company owned by youth = 3 points	5 points	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status: •Company Registration Certification/document (CIPC) • Company Shareholders certificate

	• 60% - 74% company owned by youth = 2 points • 51%- 59% company owned by youth = 1 points • 0 - 50% company owned by youth = 0 points		• Certified identification documentation of company director/s • B-BBEE Certificate of the tendering company. • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.
2.	The company is owned by Black people. • 100% company owned by black people = 5 points • 75% - 99% company owned by black people = 3 points • 60% - 74% company owned by black people = 2 points • 51%- 59% company owned by black people = 1 points • 0 - 50% company owned by black people = 0 points	5 points	
3.	The company owned by Women. • 100% company owned by people who are women = 5 points • 75% - 99% company owned by people who are women = 3 points • 60% - 74% company owned by people who are women = 2 points	5 points	

	• 51%- 59% company owned by people who are women = 1 points • 0 - 50% company owned by people who are women = 0 points		
4.	The company owned by people who are disabled. • 100% company owned by disabled people = 5 points • 75% - 99%company owned by disabled people = 3 points • 60% - 74% company owned by disabled people = 2 points • 51%- 59% company owned by disabled people = 1 points • 0 - 50% company owned by disabled people = 0 points	5 points	

*Note:

Points will be allocated based on % ownership of the Company (Please attach proof/ required documents).

Failure to submit the required proof will lead to a zero (0) status level for non-compliant service providers. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered. National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made regarding the required proof. A trust, consortium, or joint venture will qualify for points as a legal entity, provided that the entity submits the required proof.

10.4.3 *Timeframe (Project Duration)*

The successful bidder will be appointed for a period of three (3) years from the date of appointment.

10.4.4 *Implemented Landscape*

Support must be provided at various locations where NT is located which include but not limited to the following:

- Riverwalk Office Park - Ashlea Gardens, Pretoria, Block A and C.

11. TERMS AND CONDITIONS OF THE BID

- The successful service provider(s) and its employees or consultants will have to undergo a mandatory security clearance process. NT reserves the right to cancel, terminate or, not award the contract to a company that either doesn't avail itself for security clearance or fails such. The successful supplier will also enter into a non-disclosure agreement with the National Treasury.

- The CV's presented as part of the bid must be available for providing the service at National Treasury sites. If the resource is not available, NT reserves the right to accept or reject the replacement CVs presented. The service provider will be responsible for providing the desired replacement resources should the replacement CV be rejected by NT.

- NT has the right to terminate the contract as and when the services are no longer required or as soon as the allocated funds are depleted.

- The bidder must undertake to conclude a Service Level Agreement (SLA) with the NT for a period of three (3) years. The SLA must consist of, but is not limited to the following:
  o Clear description of the required services and deliverables
  o Defined payment terms for the service.
  o Agreement on the timeline.
  o Agreement that the successful bidder shall be the single point of contact for the service.
  o Agreement that the successful bidder must provide qualified personnel who have undergone necessary training and certification to provide the required service. Should the skill/s not be available in-house, this must be specified.
  o Agreement to provide comprehensive 24/7 support, covering hardware, software, and labour service.
  o Monthly preventive maintenance and performance reporting will be conducted to ensure optimal operational efficiency and minimal downtime.

- Successful bidder(s) must be able to commence work as soon as the service level agreement(s) have been signed.

- National Treasury reserves the right to screen and vet shortlisted service providers before the appointment.

- The National Treasury reserves the right to terminate the contract if there is clear evidence of deviations from the agreed specifications.

- National Treasury reserves the right to communicate with the service provider and request additional information pertaining to submission on the closing date and time.

- ICT reserves the right to contact references as per the prescribed reference template during the evaluation and adjudication process to obtain information.

12. CONTACT DETAILS

General/ Bid enquiries should be in writing to: NTAdministrativeTenders@treasury.gov.za

ANNEXURE A1: CURRICULUM VITAE TEMPLATES

Notes:

- The CV format provided must be strictly adhered to.
- The CV shall not be longer than 4 x A4 s. A Minimum font size of 10 shall be used.
- The CVs must specifically and clearly address the service requirements for evaluation purposes.
- Only CVs may be submitted if the employee is employed or affiliated with the company submitting the CV.
- CVs must be signed by the proposed resource.
- Resource may only be submitted by one company.
- CV template is a prerequisite and the actual CV information may be supplement to the completed and provided CV template.

NOMINATED INDIVIDUAL'S CV

Nominated Individual's First Names	
Nominated Individual's Surname	
Nominated Individual's Date of Birth (yyyy-mm-dd, e.g. 2010-03-04)	
Nominated Individual's Nationality	
Nominated Individual's ID Number or Passport Number	
Service Provider's Name	
Role of the Nominated Resource in the project	

Education/Qualifications			
Institution	**From Date**	**To Date**	**Qualification Obtained** (Include the discipline e.g. BSc Computer Engineering)

Language Skills			
(Enter the languages below and indicate your competency: level, excellent, average, or basic.			
Language	**Reading**	**Speaking**	**Writing**
English			

Membership of Professional Bodies
(Describe in full, do not use acronyms or abbreviations)

Professional Experience (work history in descending order of years')			
From Date	**To Date**	**Company/Organisation**	**Position**

Full Current Contact Details of Three References to be Provided				
Full Names	**Position**	**Company/ Organizati on**	**Telephone No.** (with country and	**Cell Phone No.** (With country code)

Declaration by the Nominated Individual Described in this CV.
I declare that the above information is accurate and can be supported by documents and references on request. I declare that my CV is not included in the proposal of any other service provider.

Name	**Signature**	**Date**

Approved by the Service Providers Submitting the Bid		
Service Provider's Name		
Service Provider's Representative's		
Name	**Signature**	**Date**

13. ANNEXURE A2: DETAILS OF SERVICE PROVIDER

13.1 SERVICE PROVIDER

Item	Detail	Description
Service Provider's Name		Name of the organisation or individual submitting
Central Supplier Database (CSD) Number		Reference number for the CSD system
Service Provider's Postal Address		Box number
		Suburb
		Postal code
Service Provider's Street Address		Number and street name
		Suburb
		Town/city
		Postal code
Service Provider's Telephone Number		Code and number, e.g., 012 488
Service Provider's registration number		Company registration number if Applicable
Service Provider's VAT Registration		If applicable
Service Provider's SARS Tax Number		

Service Provider's Tax Clearance Certificate Expiry Date		yyyy-mm-dd, e.g., 2010-03-04
Contact Person		Contact person for this bid
Contact Person's Cell Phone Number		Number, e.g., 088 345 6789
Contact Person's Email Address		
Name of Person Signing this Bid		Full name
Date of Signature of the Bid		yyyy-mm-dd, e.g., 2010-03-04
Capacity Under which this Bid is Signed		Director, member, individual, etc.
Signature		Sign here

Notes:

- If the postal address is the same as the street address, leave the postal address fields blank.

- When completed, print a copy and sign. Submit the signed copy as part of the bid.

- This form must be completed irrespective of whether the service provider is an individual or an organisation.

14.   ANNEXURE A3: SERVICE PROVIDER PROFILE

14.1 SERVICE PROVIDER

Summary of Service Provider's Relevant Experience (maximum 10 one sentence bullet points)
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Summary of Service Provider's Areas of Expertise (maximum 10 one sentence bullet points)
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☐
☐
☐
☐

Service Provider Name	
Representative's Name	

Representative's Signature	
Date of Signature	

<u>Notes:</u>

When completed, print a copy and sign. Submit the signed copy as part of the bid.

15. ANNEXURE A4: LIST OF SIMILAR PROJECTS AND CLIENTS CONTACT TEMPLATE

Project Description	Scope of Work	Breakdown of the resources and roles	Duration (Start date -end date)	Client Contact Details