

INVITATION TO QUOTE

RFQ NO	MKIQ35/2023
Description	Supply and installation of ICT local area network (LAN) Wireless lan (WLAN), and Data Centre and security for MKI Westville and La Mercy offices.
Business addresses	1) Ground Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399 2) 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.
Closing date and time to submit quotation	15 September 2023 at 16h30
Compulsory briefing is scheduled for	05 September 2023 10:00am: Ground Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399 13:00pm: 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.
Quotation and enquires must be emailed to:	Sinenhlanhla.Nggulunga@moseskotane.com
Quotations validity period	60 Days

SUPPLIER INFORMATION

Name of bidder	
Contact person	
Physical address	
Telephone number	
Cellphone number	
Email address	

1. Disclaimer:

- a) MKI reserves its right not to appoint.
- b) MKI reserves its right to negotiate the price with the successful bidder, should it be necessary.
- c) MKI reserves the right to terminate the mandate should a pre-existing conflict of interest be found at any stage of the project.
- d) Quotations received after the closing date and time will not be considered.

2. The following documents to be submitted with the quotation.

- a) Proof of company registration (CIPC), where applicable i.e unless a sole proprietor.
- b) Valid BBBEE certificate by SANAS accredited agency/company or an affidavit.
- c) Valid tax clearance/Pin
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Supplier declaration of interest form (attached here into)
- g) Preference points claim form (attached here into)

NB: Failure to submit the above documents will lead to disqualification.

SUPPLIER DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number	Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF
THE GENERAL CONDITIONS OF CONTRACT 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 APPLICABLES IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

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

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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) 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.

1.1. 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.

To be completed by the organ of state

The maximum points for this tender are allocated as follows:

	POINT S
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.1 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.

- 1.2 The organ of state reserves the right to request a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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. FORMULATE 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	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

Where

P_s = Points scored for price of tender under consideration
P_t = Price of tender under consideration
P_{min} = 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	or	90/10	
$P_{s\max} = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$	

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender (a) 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
the table below.

and points claimed are indicated per

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)
51% Black owned enterprise	8	
51% Black female owned enterprise	6	
51% Youth owned enterprise	6	

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
 - ☐ Company
 - ☐ (Pty) Limited
- [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 favorable 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:

.....

TERMS OF REFERENCE

ICT Local Area Network (LAN), Wireless LAN (WLAN) and Data Centre and Security for MKI Westville and La Mercy offices in Durban

1. Objectives

The present Terms of Reference aim to provide the minimum specifications the prospective service provider shall deliver to Moses Kotane Institute as part of their proposal for installation, configuration, patching, testing, labelling and documentation of the Datacenter, Wide Area Network (Fibre Activation), Local Area Network, Security and Surveillance of ICT Systems for Moses Kotane Institute La Mercy and Westville Offices. The installation is expected to be **highly scalable and reliable**.

2. Background

MKI Westville Offices are currently located at the **Moses Kotane House, Lakeside Unit 14-Derby Downs, 1 University Road, Westville, 3629 South Africa** and **La Mercy, 7 Umsinsi Junction, La Mercy, Kwa Zulu-Natal, 4933**. It is estimated to have 25 end-users; connected through an inter-office LAN and Data Connectivity System. The LAN connection is also used for DATA, Security Cameras, VoIP communications, video conferences, and building management systems. In this regard, MKI will require a unified Wired and Wireless Local Area Network (LAN) installed and configured at the office site using CAT6 Specifications.

3. Technical requirements

3.1. Local Area Network

Supply and Installation of structured IP Telephony-ready LAN Cabling which should include:

- Industry-standard Cat6 Cable, faceplates, patch panels, fly leads, patch cords and any other appropriate accessories.
- LAN should include copper cabling based on Unshielded Twisted Pair wires.
- Supply of 25 network ports/outlets,
- The LAN is to use Cat6 UTP copper wiring for horizontal cabling (Industry standards 1000 Base-T, Power over Ethernet 802.3af or

802.3at).

- Supply of new CAT6 cables to be routed to the wiring closets/cabinets located in the server room.
- Each wiring must be properly protected and fixed to the walls and ceilings by using the technology standards to avoid electrical interference and maximum throughput.
- External wiring should be protected from the environment.
- The solution must be aesthetically well presented.
- Point-to-point, port-by-port testing of the complete wiring solution.
- Labelling of ports on both ends as well as labelling of patch panels.
- The service provider must indicate in detail how the new LAN will be installed without disrupting day-to-day operations.
- To follow the guidelines described in the rest of this document.

4. Wireless Local Area Network

Implement a Full Wireless Environment as detailed below using existing wireless access points:

- Analyse the radio frequency environment and optimise Access Points positioning.
- Coverage areas. Users will need access to the wireless network. They might not only need connectivity in the shared office space and conference rooms, but they may also need connectivity on the first floor of the building.
- Client devices. Ensure the solution accommodates wireless phones, laptops running Microsoft Windows with integrated 802.11b/g/n/ac radios.
- Minimise WLAN Interference

5. Expected Key Results

Working in partnership with MKI IST Unit, the prospective service provider is expected to undertake the following activities:

- Activate, manage or commission security and surveillance.
- Install an integrated Local Area Network (LAN).
- Connect all network points to Core Switch to be in the Data center.
- Test and Certificate each installed cable.
- Label all cabling by using the agreed format with the IST Unit
- Provide documentation details for the new LAN.
- The service shall also specify the warranty period associated with the supplied LAN products, making up the structured cabling solution.
- MKI may wish to visit the prospective service of previous installations.
- The successful service provider must have a physical presence, including the availability of 7x24x365 coverage for technical support and/or helpdesk facilities, in the province for the duration of the project implementation.

6. Implementation timeline

All installation works should be accomplished and commissioned within 30 days after the signing of the Contract.

7. Payment

Payment will be as per RFQ terms i.e. 95% upon satisfactory completion and 5% retention amount to cover 12 months defects liability period.

8. Qualification Requirements

MKI needs the following qualifications from the potential service provider:

- 8.1 Solid experience in the provision of services in nature, scale and complexity commensurate with the present terms of reference, with already provided services possessing features required by these terms of reference; The prospective service provider must have at least three similar contracts (similar by scope, nature and amount), preferably with an intergovernmental organisation. Evidence of contracts is required; references from other clients are highly welcomed.

8.2 Relevant industry-qualified and experienced experts in structured Wide Area Network (Fibre connectivity) deployment, Local Area Networks, Network Administration, Security and surveillance and good customer service and interpersonal skills working under the general supervision and guidance of the company manager and in cooperation and under the guidance of MKI assigned focal point.

9. Project planning

The service provider is highly recommended to undertake a comprehensive site survey to determine a complete overview of building setup, office distribution etc. to create an adequate documented plan of action.

10. Project Management

The prospective service provider must propose a Project Schedule and the time required to finish the project. The service providers shall establish a point of contact with MKI who will be responsible for reporting progress and updating MKI's Technical Representatives, with issues that MKI must address to facilitate the cabling system installation. Information critical to the completion of the task or project shall be communicated to MKI's Technical Representatives, as the requirement becomes known. Casual information shall be passed on during the scheduled progress report.