



 **BID SPECIFICATION**

|  |  |
| --- | --- |
| RFB No:  | RFB 3009-2024 |
| DESCRIPTION  | RFB 3009-2024 **-** Procurement and Replacement of Network Infrastructure (Routers, Wi-Fi And Switches) with a 5 Years Warranty for GCIS Provincial Offices. |
|  Non-Compulsory Virtual Briefing  | 02 October 2024Time: 09:00 am – 10:00 pm (South African Time) Place: Teams [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MDBmZThiNTUtNjJkZC00MzIyLWEwNmUtM2VmZGE4Y2Q0MWFi%40thread.v2/0?context=%7b%22Tid%22%3a%2248cd5724-88c7-48c3-a665-945436edd7fc%22%2c%22Oid%22%3a%229f2a0ada-8047-4271-bac7-992890b673ce%22%7d) |
|  Closing Date for questions / queries   | 14 October 2024 at 16:30  |
| Bid Response Submission Address  | Tender Office 459 Tsitsa Street, Erasmuskloof, Pretoria, 0105   |
| RFB Closing Details and Time  |  Date: 21 October 2024Time: 11:00 (South African Time)   |
| RFB Validity Period  | 200 Days from the Closing Date  |

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# Purpose and Background

## Purpose

The purpose of this RFB is to invite Suppliers (hereinafter referred to as “suppliers”) to submit bid for the replacement and maintenance of the Network Infrastructure (routers and switches) at the Government Communications and Information Systems (GCIS) Provincial Offices for a period of 5 years

## Background

The current GCIS network infrastructure (Routers and Switches) are more than 10 years old, and they have reached end of life, and they are no longer supported by the vendor and service provider hence replacement is required.

# Scope of Bid

#  Scope of Work

The scope of work for GCIS current Network infrastructure is to replace the Switches, Routers and Wi-Fi infrastructure at provincial offices and includes design, plan, supply, install, configure switches, routers and WI-FI infrastructure to the GCIS provincial offices.

The following services are required to provide the Installs moves, adds and changes (IMACs), Warranty and support to accommodate the GCIS Network and Wi-Fi requirements as per the Bill of Material:

**Table 1**

|  |  |
| --- | --- |
| **Goods/Service description** | **Qty**  |
| 1x Access Switches – 1 x 24 1Gig Port, POE/POE+ (380w) with 4 x 10Gig Uplinks | 10 |
| 2x Access Points - 2 x WI-FI 6 with MU-MIMO (including cabling/points) | 20 |
| 1x SD Wan/Router Device  | 10 |
| 1x Decommission of Old Switches | 10 |
| 1x All accessories including SFP+ and Fibre patch leads ex. | 10 |
| 1x 5-Year Warranty & Support, Next Business Day On-Site Service. | 10 |
| 1x Centralised Management Licenses for 5 Years  | 10 |
| Installation of routers  | 10 |
| Installation and configuration of switches and WI-FI  | 10 |
| Project Management | 10 |
| High Level Design and Project Hand Over Documents  | 10 |
| Warranty and Support for 5 years | 5  |

**Exclusions from the scope**

Configuration of the routers

#  Delivery address

The address where the required goods / services / works must be delivered is as per below table.

|  |  |  |
| --- | --- | --- |
| No | **SITE Name** | **Provincial Office Address** |
|  | Eastern Cape | Ground floor, Union Arcade Building, Union Street, East London,5200 |
|  | Free State | Shop 87, Bloem Plaza, East Burger Street, Bloemfontein,9300 |
|  | Gauteng | Ikusasa Building **(**ground floor) Cnr Commissioner and Von Brandis Street Johannesburg,2000 |
|  | Kwazulu-Natal | 21 Joe Slovo Street, Durban,4000 |
|  | Limpopo | Old Mutual Building**,** 66 Hans van Rensburg Street, Polokwane,0700 |
|  | Mpumalanga | Medsen Building, Ground floor, 14 Henshall Street, Nelspruit,1200 |
|  | Northwest | 15 Martin Street Mafikeng, 2745 |
|  | Northern Cape | 7 Currey Street, Kimberley,8300 |
|  | Western Cape | GCIS Norton Rose Building, No 8 Riebeeck Street Foreshore Cape Town,8000 |
|  | Parliamentary Office | 120 Plein Street, Ground Floor, Cape Town, 8001 |

# Customer Infrastructure and environment requirements

The current GCIS network infrastructure has aged and requires a replacement of the latest network technology.

# Requirements

# Product / Service / Solution Requirements

# All 10 GCIS sites’ switches must comply to the following minimum requirements:

1. Support minimum of POE+ (IEEE 802.3at);
2. All provincial switches must support Virtual Chassis.
3. The devices IOS must be of n-1.
4. Must support a minimum of 4 X 10Gb uplink ports.
5. Must support a minimum of layer 2 switching capability.
6. Must provide 1GbE port and 10GbE for uplinks.
7. Twenty-four (24) 10/100/1000BASE-T PoE+ ports.
8. Four 10GE SFP+ ports.
9. One console port.
10. One USB port.
11. One PNP button.
12. Ground screw.
13. Jack for AC power cable locking strap.
14. AC socket.

# All 10 GCIS sites’ Wi-Fi Access Points must comply to the following minimum requirements:

1. Wi-Fi Access Points provided must support a minimum of WiFi6 technology with dual band
2. 2.4GHz & 5GHz (MU-MIMO Support) and must have a central managed controller.
3. Must support Fit and Fat Deployments, Smart Antenna Array Technology and Air Interface Optimization as well as band Steering.
4. Security slot.
5. USB.
6. GE/PoE\_IN.
7. DC 12V.

# All Regional Sites Routers/SD Wan Devices must comply to the following minimum requirements:

1. All site routers will be configured by SITA
2. The SD WAN/ Router must Support SD-WAN, cloud management, routing, switching, VPN, WLAN, and security, ensuring diversified and cloud-based services
3. Built-in SD-WAN solution
4. First packet identification (FPI)
5. Traffic steering based on bandwidth and link quality
6. Must have built in firewall
7. 2\*GE combo WAN, 8\*GE LAN, 1\*USB2.0, 802.11b/g/n/ac, 2\*2MIMO, 1\*MIC slot
8. Two Wi-Fi antenna interfaces
9. WAN interfaces: two GE combo interfaces
10. One console interface
11. LAN interfaces: eight GE electrical interfaces
12. Jack for power cable locking strap
13. Must be able to be centrally managed

# Service providers must comply to the following minimum requirements:

1. Provide all switch configuration in a document format/ electronic (As build documents), Heatmaps of the WI-FI coverage for all the WI-FI areas as well as Switch and WIFI configuration done according to GCIS’s Network standard and other best practice.
2. Ensure removal of all old switches from current install locations
3. All equipment must be of the latest technologies
4. Network Management Service must run as a central managed platform and can be a VM or cloud access portal
5. Project Management indicating the methodology that will be followed to implement the above hardware at all listed sites below, including both switches and AP’s.
6. All Warranties for OEM to be included under this agreement; 5 Year OEM Warranty
7. Installation must be included for products supplied under this solution for all GCIS Regional offices country wide.
8. Ensure all the cables are patched neatly to the switches and all devices to be neatly labelled accordingly.
9. Network cabling related repairs and the installation of new network must be included under this agreement based on an ad hock, case to case requirement.
10. Please Note! for most offices additional Wi-Fi access point cabling will be required and must be included under this bid)

# Bid Evaluation Stages

The bid evaluation process consists of **four** stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are:

Table 1: Bid Evaluation Stages

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Applicable for this bid YES/NO** |
| Stage 1  | Administrative requirements | Yes |
| Stage 2  | Technical Mandatory requirements  | Yes |
| Stage 3 | Special Conditions of Contract verification | Yes |
| Stage 4 | Price / Preference points | Yes |

# Administrative requirements (Stage 1)

#  Attendance of briefing session

1. A **Non-Compulsory Virtual Briefing session** will be held. The bidder has to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder’s response document.

# Registered Supplier

1. Only responses from bidders who are registered as a Supplier on National Treasury’s Central Supplier Database (CSD) in terms of National Treasury’s Instruction Note 4A of 2016/17 will be considered for award on this RFB.
2. If a bidder is not registered, the bidder must complete the CSD registration of their company prior to submitting a proposal for this bid using the link: <https://secure.csd.gov.za/> Administrative Returnable documents

# Technical returnable documents

###  Instruction and evaluation criteria

1. The bidder must comply with ALL the requirements as per the Technical Mandatory Requirements below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
2. The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
3. The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid response to proceed to the next stage of the evaluation.

### Technical mandatory requirements (Stage 2)

Table 2: Technical Mandatory Requirements

| **Mandatory Requirements** | **Substantiating evidence of compliance (used to evaluate bid)** | **Evidence reference (to be completed by bidder)** |
| --- | --- | --- |
| Bidder Certification/ Affiliation Requirements |
| The bidder **mus**t be an accredited partner of the OEM/OSM to provide the network infrastructure (switches, Wi-Fi and routers)  | Attach to Annex A, a copy of documentation (certificate/letter) as proof that the bidder is an accredited partner with the OEM/OSM to provide the network infrastructure (switches, Wi-fi and routers).**NOTE (1):** **SITA/GCIS reserves the right to verify information provided.** | <provide unique reference to locate substantiating evidence in the bid response – **see Annex A, 5.1 >** |
| Bidder Experience and Capability Requirements |
| The bidder **must**have provided the installation and configuration of the Infrastructure **for Switches, Routers and Wi-Fi including** warranty and support to a minimum of two (2) customers in the last five (5) years. | Provide to Annex A contactable references from a minimum of two (2) customers to whom the installation and configuration of the Infrastructure **for Switches, Routers and Wi-Fi including** warranty and support was rendered in the last five (5) years.**NOTE (1):** **SITA/GCIS reserves the right to verify information provided.****Note (2):** **Failure to complete Table 3 fully as indicated above will result in disqualification.****Note (3)****No reference letters will be accepted.** | <provide contactable references as per table 4 on **Annex A, 5.2** |

#  Special Conditions of Contract Verification (Stage 3)

1. The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA/GCIS reserves the right to include or waive the condition in the signed contract.
2. SITA/GCIS reserves the right to:
	1. Negotiate the conditions; or
	2. Automatically disqualify a bidder for not accepting these conditions; or
3. If the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when called upon to do so, SITA/GCIS will invoke the rights reserved in accordance with subsection 4.3. (b) above.

### Special Conditions of Contract

###  Contracting Conditions

1. **Formal Contract** - The supplier must enter into a formal written contract (agreement) with SITA/GCIS.
2. **Right to Audit** – SITA/GCIS reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

### Delivery Address

The supplier must deliver the required products or services at as indicated in Section 1.2, Delivery Address

###  Service Elements

###  Full-Service Agreement

1. The SLA must include the following:
2. 2-hour fault acknowledgment and 8-hour resolution (Business hours 7AM to 5PM) of faults logged at all GCIS provincial sites.
3. All network related configurations, additional config implementations and changes during the agreement period
4. All hardware and software faults related to the supplied products
5. Swop out units to be supplied to prevent excessive downtime due to hardware failure.
6. Escalation of any warranty or product failures to OEM for resolution
7. Monthly SLA Reports and Meetings
8. Quarterly Preventative Maintenance
9. The winning bidder will be required to enter into a five (5) years warranty and support contract.

### Time and Material (T&M Ad hoc services)

(a) Adhoc services should be provided as and when required by the GCIS.

### Response time and distance

* + - 1. The winning bidder will be requested to enter into an SLA with GCIS for a period of five (5) years.

(b) The winning bidder is required to have a footprint of all 9 provinces

### Fault logging management

(a) Incident and Request Management

### Special Requirements

a) The bidder Must have footprint in all 9 provinces in order to respond to this bid.

b) Service Provider Responsibility – is to ensure that OEM Warranty and Support is provided for 5 years. Service providers will be responsible for the Design, Implementation, Configuration, Warranty and support for a Period of 5 Years.

### Certification, Expertise and Qualification

1. The bidder certifies that:
	1. it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition
	2. it is committed to provide the Products or Services; and
	3. perform all obligations detailed herein without any interruption to the Customer
	4. it has been certified for the Products and Services required
2. The bidder’s technical resources must be certified to provide warranty and support for routers, WiFi and switches.

### Logistical Conditions

1. **Hours of Work**
	1. Office hours are defined as business working hours of the customer and is Mondays to Fridays between 07:00 and 17:00
	2. After hours of the customer during weekdays are from17:00 to 06:00
	3. All mission critical sites will be managed on a 24 x 7 x 365 basis
2. **Tools of Trade**
	1. The bidder is expected to use its own resources (cell phone, laptops etc) to communicate with its own offices or outside of the SITA/GCIS buildings, including all tools and equipment to render the services effectively.

### Regulatory, Quality and Standards

The bidder must for the duration of the contract ensure that the proposed product conform to the list of Government Minimum Interoperability Standards (MIOS).

### Personnel Security Clearance

1. Company security screening: The supplier may be required to undergo a company security screening conducted by the State Security Agency (SSA). Should the SSA find the supplier not suitable after the conduct of the security screening, the business relationship will be terminated. The following documentation will be required for the company security screening process to be conducted:
2. Copy of company registration documentation.
3. Copy(ies) of identity documentation of Director(s), Member(s) or Trustee(s);
4. Copy of valid tax clearance certificate.
5. Security suitability check for individuals: **SITA/GCIS** may, at its own discretion and in line with its policies and procedures, require employees of the supplier to be subjected to a security suitability check before commencement of a project or delivering of a service. The security suitability check is conducted by **SITA/GCIS** to ensure that individuals meet the minimum-security requirements and also to verify personal information. The supplier will be required to replace any employee(s) who is found to be not suitable after the conduct of the security screening. The following documentation will be required for the security suitability check:
6. Copy of identity document.
7. Copy(ies) of qualification(s) if **SITA/GCIS** requires verification thereof.
8. Fingerprints – will be taken electronically.
9. Signed consent form for the conduct of background checks.
10. Security clearance: A security clearance, issued by either the SSA or Defence Intelligence (DI) is required if any employee of the supplier will have or may gain access to classified information throughout the duration of the project or in the process of delivering a service. The level of security clearance required – Confidential, Secret or Top Secret, will be determined at the sole discretion of **SITA/GCIS.**  The supplier will have to replace any employee who do not qualify for a security clearance or is found not suitable by the SSA or DI. The following documentation will be required for the security clearance process:
11. Completed Z204 or DD1057 security clearance application form.
12. Fingerprints.
13. Personal documentation of the applicant, including but not limited to, identity document, passport, marriage certificate (if applicable), divorce order (if applicable), qualifications, salary advice and bank statements.

### Confidentiality and non -disclosure conditions

1. The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information
2. Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain, and which becomes available or accessible to a Party because of this Contract, including information or data which is prohibited from disclosure by virtue of:
	1. the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000).
	2. being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract.
	3. being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality.
	4. being information provided by one Party to another Party during contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party.
	5. being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person.
	6. being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party.
	7. being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
	8. being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
	9. information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
3. Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure.
4. Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute.
5. Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

### Guarantee and warranties

1. The supplier confirms that:
	1. The warranty of goods supplied under this contract remains valid for the duration of the contract after the goods were delivered, installed and commissioned with a sign off, including the clients signature
	2. as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever.
	3. the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period.
	4. The warranty should be valid for a period of five (5) years.

### Intellectual Property Rights

1. SITA/GCIS retains all Intellectual Property Rights in and to SITA's/GCIS Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's/GCIS Intellectual Property for the sole purpose of providing the Products or Services to SITA/GCIS pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's/GCIS Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA/GCIS, which consent may be withheld in SITA/GCIS's sole and absolute discretion. Except as otherwise requested or approved by SITA/GCIS, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
	1. termination or expiration date of this Contract.
	2. the date of completion of the Services; and
	3. the date of rendering of the last of the Deliverables
2. If so required by SITA/GCIS, the Supplier must certify in writing to SITA/GCIS that it has either returned all SITA/GCIS Intellectual Property to SITA or destroyed or deleted all other SITA/GCIS Intellectual Property in its possession or under its control
3. SITA/GCIS, always, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
4. Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier’s pre-existing Intellectual Property that is used or supplied in connection with the Products or Services
5. Provide SITA with the compliant Occupational Health and Safety File (required on site for period of installation and proof of compliance).

### Counter Conditions

Bidders’ attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

### Fronting

1. The SITA /GCIS supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA will not condone any form of fronting.
2. The SITA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.

### Business Continuity and Disaster Recovery Plans

The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder’s operations, regardless of the cause of the disruption.

### Supplier Due Diligence

SITA/GCIS reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced / non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

### Declaration of compliance and acceptance SCC

I (we), the bidder hereby declare that I (we) accept ALL the Special Conditions of Contract as specified in par 4.3.1 above and shall comply with all stated obligations:

Name of Bidder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Price and Preference Points Evaluation (Stage 4)**
		1. **Costing and Preference Evaluation**

In line with the Preferential Procurement Regulations of 2022 and the GCIS Supply Chain Management policy, for this RFB specific goals are indicated on the paragraphs below. Potential bidders / suppliers are to ensure that they provide the relevant required supporting documentation to claim the preference points. The required supporting documentation and descriptions is outlined on the paragraphs below.

1. Qualifying Small Enterprise (QSE) or Exempted Micro Enterprise (EME) that are based in cities and urban areas, regional area or municipality in all provinces.

To claim preference points in this regard, potential bidders / suppliers are to provide the following information.

1. A valid BBB-EE Certificate or a sworn affidavit as proof of whether the supplier is classified as an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE). OR either
2. Detailed report from the Central Suppliers Database (CSD) report reflecting the directorship and ownership of the company. The CSD report must not be older that the date the RFB was issued. GCIS will also print the latest report to confirm the information disclosed by potential bidders / suppliers to claim the preference points.
3. Promotion of enterprises that are 51% or more owned by Historical Disadvantaged Individuals (HDI’s) who had no franchise in national elections prior to the introduction of the Constitution Of The Republic Of South Africa, 1993 (Act no. 200 of 1993).

To claim preference points in this regard, potential bidders / suppliers are to provide the following information

1. Valid BBB-EE Certificate or a sworn affidavit to support proof of ownership by Historical Disadvantage Individuals (HDI) OR either
2. Detailed report from the Central Suppliers Database (CSD), report reflecting the directorship and ownership of the company. The CSD report must not be older than the date the RFQ was issued. GCIS will also print the latest report to confirm the information disclosed by potential bidders / suppliers to claim the preference points.
3. Promotion of Enterprises that are owned by youth. These are enterprises that are 20% or more owned by youth.

To claim preference points in this regard, potential bidders / suppliers are to provide the following information.

1. Valid BBB-EE Certificate or a sworn affidavit to support proof of ownership by Youth. OR either;
2. Detailed report from the Central Suppliers Database (CSD), report reflecting the directorship and ownership of the company. The CSD report must not be older than the date the RFB was issued. GCIS will also print the latest report to confirm the information disclosed by potential bidders / suppliers to claim the preference points.
3. Bidders wishing to claim points in terms of the preferential procurement policy framework Act should complete the SBD 6.1 and note the breakdown of points indicated on SBD 6.1.

**Table 3: Preference Goal Requirements**

|  |  |
| --- | --- |
| **Area of evaluation** | **Points** |
| 1. Price
 | 80 |
| 1. Specific Goal: Qualifying Small Enterprise (QSE) or Exempted Micro Enterprise (EME) that are based in cities and urban areas, regional area or municipality in all provinces.
 | 10 |
| 1. Specific Goal: Promotion of enterprises that are 51% or more owned by Historical Disadvantaged Individuals (HDI’s) who had no franchise in national elections prior to the introduction of the Constitution Of The Republic Of South Africa, 1993 (Act no. 200 of 1993).
 | 5 |
| 1. Specific Goal: Promotion of Enterprises that are owned by youth. These are enterprises that are 20% or more owned by youth.
 | 5 |
| TOTAL | 100 |

* + 1. **Costing and Pricing Conditions**

**South African Pricing** - The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

**Total Price**

* 1. All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
	2. All additional costs as well as cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
	3. All services, accessories, upgrades and options required by the solution or specified by the client must be included in the quoted price. If not included, suppliers will be required to supply these accessories at no cost to the client.
	4. The price offered by potential bidders / suppliers for the services must be accompanied by standard bidding documents.
	5. SITA/GCIS reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities

The bidder must complete the declaration of acceptance as per **par 4.4.5** below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

**Rate of Exchange Pricing Information**

Provide the TOTAL BID PRICE for the duration of Contract and clearly indicate the Local Price and Foreign Price, where –

1. **Local Price** means the portion of the TOTAL price that is NOT dependent on the Foreign Rate of Exchange (ROE) and;
2. **Foreign Price** means the portion of the TOTAL price that is dependent on the Foreign Rate of Exchange (ROE).
3. **Exchange Rate** means the ROE (ZA Rand vs foreign currency) as determined at time of bid.
	* 1. **Bid Exchange Rate Conditions**

The bidders must use the exchange rate provided below to enable SITA to compare the prices provided by using the same exchange rate:

|  |  |
| --- | --- |
| 1. **Foreign currency**
 | **South African Rand (ZAR) exchange rate**  |
| 1 US Dollar | **17.41** |
| 1 Euro | **19.31** |
| 1 Pound | **23.07** |

Note (1):

The ROE indicated above is to ensure a competitive bidding process.

Note (2):

The ROE will be fluctuating. The details of the ROE fluctuation will be negotiated during the contracting stage

* + 1. **Bid Pricing Schedule**

Bidders **must** complete the bid pricing schedule in the Excel spreadsheet format provided and upload this as part of their submission.

* + 1. **Declaration of Acceptance**

|  | **ACCEPT ALL** | **DO NOT ACCEPT ALL** |
| --- | --- | --- |
| 1. The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in **par 4.4.2** above by indicating with an “X” in the “ACCEPT ALL” column, or
2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in **par 4.4.2** above by -
	1. Indicating with an “X” in the “DO NOT ACCEPT ALL” column, and.
	2. Provide reason and proposal for each of the condition not accepted.
 |  |  |
| **Comments by bidder:**Provide the condition reference, the reasons for not accepting the condition. |

1. Bidder substantiating evidence

# Technical Mandatory Requirement Evidence

## Bidder Certification / Affiliation Requirements

Attach a copy of documentation (certificate/letter) as proof that the bidder is an accredited partner with the OEM/OSM.

**NOTE (1):**

**SITA/GCIS reserves the right to verify information provided or request clarity.**

##  Bidder Experience and Capability Requirements

1. Complete table below, noting that:

Provide contactable references from a minimum of two (2) customers to whom installation and configuration of the Infrastructure **for Switches, Routers and Wi-Fi including** warranty and support was rendered in the last five (5) years.

Table 4: References

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Company Name** | **Reference person name, contact details** | **Project Scope of Work** | **Project start and end date** |
| 1 | <Company name>  | <Person Name><Tel><email> | < Provide scope details of a project from a customer to whom installation and configuration of the Infrastructure **for Switches, Routers and Wi-Fi including** warranty and support was rendered | Start Date:End Date: |
| 2 | Company name> | <Person Name><Tel><email> | Provide scope details of a project from a customer to whom installation and configuration of the Infrastructure **for Switches, Routers and Wi-Fi including** warranty and support was rendered | Start Date:End Date: |

**NOTE (1):**

**SITA/GCIS reserves the right to verify information provided.**

**Note (2):**

**Failure to complete Table 4 fully as indicated above will result in disqualification.**

**Note (3)**

**No reference letters will be accepted.**