

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	05 October 2022	REQUISITION NUMBER	REQ0004596
CLOSING DATE:	12 October 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Cloud readiness

BACKGROUND

The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognizes SANAS as the only National Accreditation Body for the Republic of South Africa for conformity assessment, calibration, monitoring of Good Laboratory Practice, and to provide for matters connected therewith.

SANAS is a Section 3A Public Entity for purposes of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).

SANAS IT has developed an inhouse turnkey solution platformed on SharePoint whereby our clients will apply for accreditation online using our website portal and will go through the complete accreditation process till such time, accreditation is approved, and the certificate published on our websites.

Furthermore, we have 3 websites hosted in house whereby various stakeholders such as laboratories and assessors will be able to access and interact with SANAS using their respective portals

The Service Provider selected by SANAS will have significant expertise in the areas necessary to meet the needs and requirements set forth in this Terms of Reference, including, without limitation, the ability to provide innovative solutions and introduce SANAS to new opportunities.

Currently we have around 80 internal users as well as 2 000 external users, but for growth purposes let us consider with 10 to 15% growth per annum.

We currently run O365 implying that our mail exchange is already in the cloud. Furthermore, we have developed an in-house accreditation system which has been developed on a SharePoint platform

Our IT managed services are outsourced to a service provider that ensures that our infrastructure is maintained and supported according to good practices.

PURPOSE

The purpose of this document is to invite suitably interested qualified service providers to assist SANAS by providing a full and detailed cloud assessment readiness report by analysing our infrastructure environment and application landscape

As scalability, security, agility, and affordability are core to the Cloud strategy, we therefore need this assessment to give clarity and understanding before any decision can be made.

This assessment is critical as its seen as our first step in our cloud migration strategy and therefore, we will need to understand what we can move to the cloud and what we cannot move and leave on-premises as SANAS.

<p>Currently SANAS is outsourcing its IT managed services, but we would like to understand the competencies required both, internally and externally to achieve our goals to successfully migrate our infrastructure to the cloud,</p> <p>Therefore, after the assessment SANAS will receive a report highlighting amongst others the following :</p> <ol style="list-style-type: none"> 1. Readiness assessment of applications, websites, workload, and its dependences 2. Value and benefits to move our infrastructure into the cloud. 3. Identified gaps that could be showstoppers. 4. Potential risks and/or pitfalls of the different strategies i.e., big bang or “lift and shift” which would inform our migration strategy 5. Cloud migration Roadmap with clear goals and dependencies to ensure a smooth, successful transition on our cloud journey. 6. High level Cloud Migration project plan, highlighting transitioning, change management, timelines, Resource required and costing 7. Future Scalability of the environment, we need to plan growth for at least 5 years 8. Security and Compliance requirements 9. Cloud Architecture visualization 10. Licensing requirements 11. Business Continuity/Disaster Recovery (BC/DR) 12. Governance, legal, security and compliance requirements e.g., POPIA 13. Anything else that would assist us in the making an informed decision 14. High level migration costing 15. High level Once off and monthly costs including infrastructure rental, security, connectivity, VPN, licensing etc. <p>For proposal purposes, SANAS requires the following information to be included in the bidder's proposal</p> <ul style="list-style-type: none"> • Project methodology • high- level project plan to including deliverables, resources required and timelines and effort <p>Upon the successful appointment of the service provider, the service provider will need to provide a detailed project plan for SANAS to ensure resource availability and allocation to ensure the successful execution of the readiness assessment.</p> <p>See Annexure A of current infrastructure</p>	
Expected date of delivery:	31st March 2023
Contract or once-off:	Once off
Technical / Mandatory requirements:	<p>The below information must be included in the proposal</p> <ul style="list-style-type: none"> • ANNEXURE A - Proposed Project Costing • Project methodology • high-level project plan to including deliverables, resources required and timelines and effort <p>failure to include the above information within the proposal could result in the bid being disqualified</p>
Other information:	
SECTION TO BE COMPLETED BY SUPPLIER	
2. SUPPLIER DETAILS	
Supplier name:	
CSD number:	
Contact person:	
Contact number:	

Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

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(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:

Signature:

Date: