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Council for Geoscience

TENDER RULES AND CHECKLIST

1. All the documents accompanying this invitation to bid must be completed in detail, be **sealed in an envelope**, and deposited in the tender box before the closing date and time. The tender box is situated at the reception of the Council for Geoscience, 280 Pretoria Street, Silverton, Pretoria. Tenders must only be submitted on the tender documentation issued. The retyping of the tender document is not permitted.

2. Duly completed and signed original bid document should be sealed in an envelope marked:

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT, AND MAINTENANCE OF ALL COUNCIL FOR GEOSCIENCE REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

Tender No: CGS-2022-004A
Closing date: 30 June 2022
Closing time: 11:00 am

3. Non-Compulsory Virtual Briefing Session

Date: 01st June 2022 at 11:00 am.

Virtual: Join Zoom Meeting

<https://zoom.us/j/91391140926?pwd=cERKdG92cEh3UDJZTGRoR0daQjBPQT09>

Meeting ID: 913 9114 0926
Passcode: 449725

4. CGS POPIA COMPLIANCE POLICY STATEMENT

The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against unlawful access and use. The processing of your personal information by the Council for Geoscience will be done in accordance with the POPIA Act 4 of 2013 as well as our processing notice that can be accessed from our website www.geoscience.org.za.

5. CHECK LIST

ALL THE RELEVANT FORMS ATTACHED TO THIS BID DOCUMENTS MUST BE COMPLETED AND SIGNED BACK IN BLACK INK WHERE APPLICABLE BY A DULY AUTHORISED OFFICIAL. FAILURE TO PROVIDE ANY OF THE BELOW-MENTIONED DOCUMENTS MAY LEAD TO DISQUALIFICATION.

RETURNABLE DOCUMENTS THE FOLLOWING IS INCLUDED IN THE TENDER DOCUMENT	YES	NO
SBD 1. Invitation to Bid		
SBD 2. Bidders must provide proof of Tax Clearance compliance from SARS, The Council for Geoscience will verify your tax compliance proof in terms of practice note 9 of 2017/2018		
Tender specification		
SBD 4. Declaration of interest		
SBD 6.2. Declaration certificate for local content production and content for designated sectors	N/A	
Central Supplier Database		
Government procurement General conditions of contract		
Certified copies of identity documents of the directors, trustees, main shareholders, and members of the company		
Latest Original Certified copies of all share certificates (i.e. copy with original stamp), in case of a company		
Shareholding breakdown per race, gender, and percentage shareholding with shareholders of the bidding company who are not individuals.		
CGS will only award BBBEE points to companies that submit an originally certified BBBEE rating certificate (A copy of the certified BBBEE certificate will not be considered). Certificates issued by IRBA and Accounting Officers have been discontinued. BBBEE points will be awarded to companies with a valid SANAS or DTI accredited certificate.		
List of references of past and present clients (Company name, department, branch, contact person with office telephone number		

The Council's document must be kept as supplied and submitted with all Schedules/Forms fully completed.		
Any other documents, certificates, etc. must be attached as an annexure to the official Council document		
Where the Council's official document is taken apart and not submitted as supplied, the bid will be rejected		
No bid forwarded by telegram, telex, facsimile, or similar apparatus will be considered.		
Company registration documents		
<ul style="list-style-type: none"> • Proposal In the case of Joint venture, trust or consortiums please submit a joint venture agreement.		

6. BID CONDITIONS

6.1 Bidders shall provide full and accurate answers to all (including mandatory) The question posed in this document, and, are required to explicitly state either "Accept" or "Not Accept" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.

6.2 A "✓" under "Accept" will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under "Accept" will be interpreted that the Bidder/s has/have read and understood the paragraph, A "✓" under "Not Accept" will be interpreted that the bidder does **not accept** the content of the applicable paragraph.

6.3 The following bid, conditions will govern the contract between the Council for Geoscience and the successful bidder:

Requirement	ACCEPT	NOT ACCEPT
Bidders are invited to offer the Services in accordance with the attached Specifications and the conditions within this document.		
The Bidder/s shall accept CGS's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and CGS.		
Should any dispute arise as a result of this of this Bid and/or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and CGS's, it shall be dealt with in terms of paragraph 23 of the general conditions of contract?		
Should there be any discrepancies between		

the Bid conditions and any other documentation that forms part of this RFB, the Bid conditions shall take preference.		
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Documentation	ACCEPT	NOT ACCEPT
Fully comprehensive service documentation shall be supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		

Selection	ACCEPT	NOT ACCEPT
CGS reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.		
Should CGS consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so required?		
To contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.		

Copyright	ACCEPT	NOT ACCEPT
The specifications are the intellectual property of Council for Geoscience.		
The contents of any specifications are the property of CGS and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.		

Submission of Bid	ACCEPT	NOT ACCEPT
CGS may also reject an offer if the Bidder/s fail to complete the standard bidding documents in this tender document.		

Service approval	ACCEPT	NOT ACCEPT
The Procuring of the Services shall not take place until CGS has given final approval of all procedures.		

Upfront/Deposit Payments	ACCEPT	NOT ACCEPT

CGS will not make any upfront payment or deposit payments to the successful bidder/s for goods or services. CGS will pay 30 days after delivery of goods or service and receipt of an invoice.		
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7. RESPONSE FORMAT

Bidders must respond using the following response format:

Schedule	Description
Schedule 1	Executive Summary
Schedule 2	SBD 1
Schedule 3	<ul style="list-style-type: none"> Bidders must provide proof of Tax Clearance compliance from SARS, The Council for Geoscience will verify your tax compliance proof in terms of practice note 4A of 2016/2017 Originally Certified BBBEE Certificate (For consortium or joint venture a consolidated BBBEE Certificate must be submitted)
Schedule 4	Functional response
Schedule 5	Price Breakdown (Quotation)
Schedule 6	SBD 4
Schedule 7	SBD 3.1
Schedule 8	SBD 6.2 N/A
Schedule 9	Central Supplier Database Summary Report
Schedule 10	General Conditions of Contract 2010

NB: The response must have an index and the document must be neatly divided
Using the above-mentioned format in sequence.

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APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

Bid Number: CGS-2022-004A

Date Issued: 20 May 2022

Closing date and time: 30 June 2022 at 11:00 am

Bid Validity Period: 120 Calendar days

Non-Compulsory Virtual Briefing session

Virtual: Join Zoom Meeting

<https://zoom.us/j/91391140926?pwd=cERkdG92cEh3UDJZTGRoR0daQjBPQT09>

Meeting ID: 913 9114 0926

Passcode: 449725

Date: 01st of June 2022

Time: 11H00 am

TENDER BOX ADDRESS:

280 Pretoria Road
Silverton
Pretoria
0001

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

1. OVERVIEW OF THE COUNCIL FOR GEOSCIENCE

The Council for Geoscience (CGS) is a schedule 3A public entity organization as defined by the Public Finance Management Act (Act 1 of 1999). The CGS derives its mandate from the Geoscience Act 100 of 1993. The objectives of the CGS under the Act, is to produce world-class geoscience knowledge products and to render geoscience-related services to the South African public and industry. The strategic position of the CGS is to ensure that its activities contribute to the national imperatives, namely to free the potential of individuals by improving the quality of life of all citizens, assisting in the growth and wealth of the country and eradicating poverty especially in the rural areas of South Africa. It does this through the mandate of the Geoscience Act, which includes the following activities:

- 1.1. To systematically document and compile the geology of the earth's surface and continental crust, including offshore areas within the territorial boundaries of South Africa.
- 1.2. To compile geoscience data, especially geological, geophysical, metallogenic and engineering geological information in the form of maps and accompanying explanations and to make this information available to the public.
- 1.3. To do basic geoscience research into the nature and origin of rocks, ores, minerals and the history and evolution of life and to understand the geological evolution of the earth. These findings are published in peer reviewed geoscience publications nationally and internationally.
- 1.4. To collect and curate all geoscience knowledge for the country into the National Geoscience Repository and to make such information available to the public as far as it is possible.
- 1.5. To render geoscience knowledge services and advice to the State to enable informed and scientifically based decisions on the use of the earth's surface and its resources within the territory of South Africa.
- 1.6. To manage several national geoscience facilities on behalf of the country such as the National Seismograph Network, the National Borehole-Core Repository, the National Geoscience Heritage Collections (Geoscience Museum) and the National Geoscience Library.
- 1.7. To render commercial geoscience services and products to national and international clients.

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

2. BACKGROUND

As part of the Infrastructure Project that was done at CGS Head Office, the regions are in the second phase of upgrading. An assessment was started in October 2020 to July 2021. The ICT department recommend an upgrade of aged infrastructure over a period of 3 [three] years in the following areas:

- **Bellville** - 3 Oos Street, Bellville, Cape Town
- **Pietermaritzburg** - 139 Jabu Ndlovu Street, Pietermaritzburg
- **Polokwane** - 30A Schoeman Street, Polokwane
- **Port Elizabeth** - 16, 2nd Avenue, Gqeberha
- **Upington** - 24 Josling Street, Upington
- **Donkerhoek** - Council for Geoscience Core Shed [-25.790783,28.459726]
- **Museum** - 432 Paul Kruger, Pretoria [**Ditsong Museum**]

The CGS ICT regional infrastructure has not been updated in a significant manner resulting in the platform ageing with some components of the infrastructure having reached capacity and, in some cases, end-of-life. The organisation thus requires a competent service provider to design and implement a future-state technology architecture and to supply ICT infrastructure that:

- Promotes and improves ability of the CGS to share information and to collaborate with other government agencies or organisations particularly in times of emergencies or where rapid decisions are needed.
- Enables the CGS to take advantage of information resources that are available through existing networks, and therefore create redundant capabilities.
- Enables consolidation of data that is currently stored in different locations and originates from various sources within and external to the CGS.
- Enables the CGS to efficiently process information or leverage external processing capabilities (for example, High-Performance Computing Infrastructure).
- Enables the CGS to respond faster to changes in technology and business needs.
- Promotes consistency and interoperability between the CGS and its partners

Potential Bidders are urged to carefully read and review the information contained within this Request for Proposal ("RFP") and respond accordingly.

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

3. PROJECT OBJECTIVES

To design and upgrade the Council for Geoscience Regional IT server infrastructure.

The project deliverables include, but are not limited to the following:

- Replace obsolete equipment
- Improve operational efficiency
- Improve IT security
- Provide backup solution
- Provide disaster recovery all regions
- DR site ready for future plans in Bellville Office

The expected result of the project is significantly improved infrastructure with simplified management and serviceability. The CGS will enter into a managed services agreement with the successful Bidder to manage the newly upgraded infrastructure after the equipment has been installed and in production.

4. SCOPE OF WORK

The following are key implementation requirements:

Core Update in the regions

- Implementation of Core switches + PoE enabled to provide 10G backbone and core routing for network segmentation and security zones.
- Latest Wi-Fi technology to extend network/internet signal to Wi-Fi enabled devices.

Datacentre Server/Storage Refresh and Business Continuity Implementation

- Implementation of a NAS Solution + expansion to upgrade that is compatible with existing infrastructure at CGS Head Office
- 60TB Internal usable disc space for the following regions: **Pietermaritzburg, Polokwane, Upington, Donkerhoek, Port Elizabeth, Museum**
700TB Internal usable disc space for **Bellville** Datacentre
- Server for License generating applications and compatible with existing infrastructure at CGS Head Office [Huawei – Fortinet firewall – ArcGIS, Surfer, Grapher, ENVI]. Certified + backing and support of OEM. [**Pietermaritzburg, Polokwane, Upington, Donkerhoek, Port Elizabeth, Museum, Bellville**]

Server specifications below:

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		Bellville	Pietermaritzburg	Polokwane	Uppington	Dankershoek	Fort Elizabeth	Mossburn	
									Comments
ITEM	Tower Server	✓	✓	✓	✓	✓	✓	✓	
PROCESSOR	XEON	✓	✓	✓	✓	✓	✓	✓	Latest Xeon processor
MEMORY/RAM	16GB		✓	✓	✓	✓	✓	✓	
	32GB	✓							
OS	Microsoft Server 2019	✓	✓	✓	✓	✓	✓	✓	OEM CERTIFIED
HDD SPACE	20TB		✓	✓	✓	✓	✓	✓	
	50TB	✓							
NETWORKING	10/100Gbps	✓	✓	✓	✓	✓	✓	✓	

- All regional Datacentre Recovery and Business Continuity must be compatible with existing CGS Head Office backup software [Commvault] solution.

Server and End-user Backup

- System must be able to seamlessly back up changes to endpoints and retain backup data for the period specified by the CGS from the date of the last backup.
- The solution must provide the ability to locally manage application updates.
- System must work on PCs, Laptops and Virtual machines with all currently supported Windows as well as Windows tablets.

Security – Firewall, Endpoint Security and Critical Service Monitoring and Support

- Supplied infrastructure equipment must be compatible with existing CGS Firewall in all regions and Head Office to protect all users/devices.

Services

- The successful Bidder shall conceptualise, design and develop a future-state technology architecture for the CGS based on national and global standards. The Bidder shall be required to provide a solution design document before implementation and an updated low-level design document after the implementation.
- The successful Bidder shall be required to provide onsite installation and project management of the servers and storage and network infrastructure hardware in the CGS production environment.
- The Successful Bidder shall modify the existing technology architecture and update with the assistance of the requirements elicited from the concerned CGS departments.

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- The successful Bidder is expected to provide infrastructure and/or perform work (if required) on the following:
 - Any electrical wiring, conduits, power supplies and mains outlet;
 - Any network infrastructure hardware and components.
- The service provider will provide systems and data migration from the old storage to the new storage.
- Transition to a managed service agreement for critical IT applications and provide real-time service to proactively monitor and manage critical infrastructure and applications.
- Provide transfer of skills to CGS personnel as part of the design, implementation, transition and post-implementation services

5. SPECIAL CONDITIONS

Bidders are required to indicate compliance or non-compliance with all specifications and tender conditions included in this tender on an item-per-item basis. Should tenderers fail to adhere to this requirement, it will be assumed that the tenderer does not comply with the statement/ requirement as specified. Please use the relevant box to select the appropriate answer. If you want to elaborate on any question asked please respond by attaching an annexure to this questionnaire, numbers of annexure must relate to question numbers.

1	GENERAL CONDITIONS		
	The Bidder must ensure that all proposed products and services represent a complete solution where all products and components are compatible and able to work as a unit.	<u>No</u>	<u>Yes</u>
1.1	Tender documents must be completed in full, for the tendered items submitted. A price list only from a supplier will not be considered. The Bidder must ensure that only equipment that complies with the requirements including all services and any additional components are tendered for.	<u>No</u>	<u>Yes</u>
1.2	Provide a proposal that meets the CGS requirements as per scope of work.	<u>No</u>	<u>Yes</u>

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1.3	All sections consist of a compulsory configuration, which must be completed by the Bidder. Please note that all the items/questions under all the sections must be completed and adhered to.	<u>No</u>	<u>Yes</u>
1.4	The Bidder must tender for every component/facility/service as listed in the specification	<u>No</u>	<u>Yes</u>
1.5	Sufficient spare parts are required to be held in the RSA to ensure that equipment supplied in terms of this contract is kept in an acceptable working order for at least three years after delivery.	<u>No</u>	<u>Yes</u>
1.6	The successful tenderer will be responsible for the provision of licensing as required by the Council for Geoscience for a period of three years.	<u>No</u>	<u>Yes</u>
1.7	The tender includes installation of the equipment/software specified in the Council for Geoscience Datacentre and where necessary, integration with existing Datacentre equipment.	<u>No</u>	<u>Yes</u>
1.8	If during the contract period, the equipment/model to be supplied in terms of the contract is replaced with a new model/upgrade at the same or a revised price, or withdrawn from manufacture, the right is reserved to either allow the contractor to supply the new model or to cancel the item. In such an event, the contractor must submit supporting evidence from the MANUFACTURER, to the effect that the equipment/model has been withdrawn or replaced. Full particulars and technical specifications of the replacement equipment/model must be submitted for approval to the CGS before any distribution/cancellation may take place. As a rule, the upgrades/new models should be supplied at the original contract price.	<u>No</u>	<u>Yes</u>
2.	MAINTENANCE AND REPAIR		

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2.1	Bidders must indicate that they are willing to sign a standard operational procedure contract [service level agreement (SLA)] with the Council for Geoscience to adhere to the issues set out in the tender document.	<u>No</u>	<u>Yes</u>
2.2	All equipment delivered in terms of this contract shall be in an acceptable working order and must be maintained for a 36-month period after delivery	<u>No</u>	<u>Yes</u>
2.3	Any fault reported by the Council for Geoscience during the 36-month period must be repaired within the time agreed with the tenderer	<u>No</u>	<u>Yes</u>
2.4	Bidders must state compliance with 2.3 and full particulars on how this will be implemented i.e. help desks, call logging, service centres, spares management etc. It will be expected of the successful tenderer to sign a service level agreement (SLA) with the CGS for the duration of the contract.	<u>No</u>	<u>Yes</u>
2.5	The equipment tendered for, forms an inherent part of the CGS' day-to-day operations. Non-compliance with the signed underpinning contract (SLA) will lead to a penalty clause being applied to the services and mean time to repair (MTTR) offered by the successful tenderer of R10 000.00 for every hour or part of an hour exceeding the agreed MTTR.	<u>No</u>	<u>Yes</u>
2.6	All transport costs to and from the successful Bidder to any CGS office, will be for the account of the successful Bidder. This includes re-shipping of equipment that is sent to other regions for configuration before being shipped to regional offices.	<u>No</u>	<u>Yes</u>
2.7	A quotation (from the prime contractor) for all repairs, maintenance and/or damages which fall outside the warranty agreement of the product, as agreed with the CGS must be sent to the CGS for the issuing of an order number, for the required service or repairs. The required service or repairs can only be done once an order number for the repairs has been issued.	<u>No</u>	<u>Yes</u>

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2.8	The configuration and re-installation of software, resulting from a hardware problem during the contract period, must be restored to the original settings before the occurrence of the hardware problem. However, the re-configuration and re-installation must be completed as part of the SLA arrangements with the successful Bidder.	<u>No</u>	<u>Yes</u>
2.9	Spare parts must be available at all times to ensure that the tenderer complies with the SLA.	<u>No</u>	<u>Yes</u>
2.10	The successful Bidder or his agents will be responsible for the loss or damage of equipment in his possession or in possession of any transport company the successful Bidder uses.	<u>No</u>	<u>Yes</u>
2.11	The successful Bidder or his agency must supply the CGS with its fault logs and escalation reports as agreed in the SLA (weekly/monthly basis as determined between CGS and successful Bidder).	<u>No</u>	<u>Yes</u>
2.12	The successful Bidder will be required to provide equipment and software maintenance and licensing renewals for the Server, Storage and CGS compatible Backup solution. The successful Bidder will also be responsible for software maintenance and license renewals for items that are provided under this contract.	<u>No</u>	<u>Yes</u>
2.13	Bidders are required to include all software licensing requirements and costing for the solution	<u>No</u>	<u>Yes</u>
2.14	Bidders are required to include all hardware requirements and costing for the solution	<u>No</u>	<u>Yes</u>
2.15	The successful Bidder shall be required to review the current CGS Network capacity and make recommendations to the CGS if required for the successful implementation of the solution	<u>No</u>	<u>Yes</u>
2.16	The successful Bidder shall be responsible for the initial setup and configuration of the solution.	<u>No</u>	<u>Yes</u>

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2.17	The successful Bidder shall be required to provide skills transfer to CGS technician to allow for the ongoing management and administration of the system	<u>No</u>	<u>Yes</u>
3	SUPPORT AND PROVISION CERTIFICATION		
3.1	Bidders are required to provide proof of certification with Hardware and Software supplier(s) of proposed components, e.g. Gold, Silver or Platinum.	<u>No</u>	<u>Yes</u>
4	IMPLEMENTATION PROJECT PLAN		
4.1	Bidders are required to provide a detailed project plan clearly indicating the timelines and proposed approach for the solution deployment and configuration within 12 Months of contract commencement.	<u>No</u>	<u>Yes</u>

6. TECHNICAL SPECIFICATIONS

The successful Bidder shall conceptualise, design, and develop a future-state technology architecture for the CGS based on national and global standards. It is expected that the proposed design will be capable of storage and processing of large geospatial datasets as described in section 7. CURRENT ENVIRONMENT. In addition, the proposed solution must cater for on-premises hosting of the CGS enterprise business systems including the Enterprise Resource Planning (ERP), Business Intelligence (BI), Enterprise Content Management (ECM) and office automation and physical security systems.

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Bidders are required to provide further description or details and/or add supporting documents [where applicable] on the items marked as "YES" and reference the page number on the proposal

The bidder should include the following items on the technical proposal:

1	Design and Implement			
1.1	Conceptualise, design, document and implement the technology architecture including the transitional architecture.	<u>No</u>	<u>Yes</u>	<u>Comments</u>
1.2	Supply all components required to realise the designed solution	<u>No</u>	<u>Yes</u>	
1.3	Provide onsite installation and project management for the duration of the project	<u>No</u>	<u>Yes</u>	
1.4	Provide infrastructure/equipment and/or perform work (if required) on the following: <ul style="list-style-type: none"> • Any electrical wiring, conduits, power supplies and mains outlet; • Any network infrastructure hardware and components. 	<u>No</u>	<u>Yes</u>	
1.5	Provide systems, tools and services required to migrate data from the old storage to the new environment	<u>No</u>	<u>Yes</u>	
1.6	Transition to a managed service agreement for IT infrastructure and provide real-time services to proactively monitor and manage the CGS infrastructure and related software.	<u>No</u>	<u>Yes</u>	
1.7	Provide transfer of skills to CGS personnel as part of the design, implementation, transition and post-implementation services	<u>No</u>	<u>Yes</u>	
2	Server, Storage and Backup Upgrade/Renewal			

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2.1	Upgrade the existing storage system in all mentioned regions	<u>No</u>	<u>Yes</u>	
2.2	Implementation of a NAS Solution + expansion to upgrade	<u>No</u>	<u>Yes</u>	
2.3	60TB Internal usable disc space for the following regions: Pietermaritzburg, Polokwane, Upington, Donkerhoek, Port Elizabeth, Museum 700TB Internal usable disc space for Bellville Datacentre	<u>No</u>	<u>Yes</u>	
2.4	Server for License generating applications and compatible with existing infrastructure at CGS Head Office. Certified + backing and support of OEM. [Pietermaritzburg, Polokwane, Upington, Donkerhoek, Port Elizabeth, Museum, Bellville]	<u>No</u>	<u>Yes</u>	
2.5	All regional Datacentre recovery and Business Continuity must be compatible with existing CGS Head Office backup software [Commvault] solution	<u>No</u>	<u>Yes</u>	
3	Security – Firewall, Endpoint Security and Critical Service Monitoring and Support			
3.1	Supplied infrastructure equipment must be compatible with existing CGS Firewall in all regions and Head Office to protect all users/devices.	<u>No</u>	<u>Yes</u>	
4	Server and end user backups			
4.1	The solution must provide the ability to locally manage application updates	<u>No</u>	<u>Yes</u>	
4.2	System must be able to seamlessly back up changes to endpoints and retain backup data for the period specified by the CGS from the date of the last backup.	<u>No</u>	<u>Yes</u>	
4.3	System must work on PCs, Laptops and Virtual machines with all currently supported Windows as well as Windows tablets.	<u>No</u>	<u>Yes</u>	

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4.4	System must be able to restore a user's Windows endpoint to a previous snapshot without overwriting user data.	<u>No</u>	<u>Yes</u>	
4.5	System must allow the flexibility to choose which files and folders are backed up.	<u>No</u>	<u>Yes</u>	
4.6	System must allow the CGS to perform the administration of the backup system for its clients.	<u>No</u>	<u>Yes</u>	
4.7	System must be able to perform full and incremental backups of application, System files as well as user data	<u>No</u>	<u>Yes</u>	
4.8	System must be able to allow for schedule of the backup frequency.	<u>No</u>	<u>Yes</u>	
4.9	System should be able to minimize its impact on the CGS network.	<u>No</u>	<u>Yes</u>	
4.10	System must allow for automatic and manual initiated backups.	<u>No</u>	<u>Yes</u>	
4.11	System must be able to re-start a backup from the point it stopped if connection to the endpoint is interrupted.	<u>No</u>	<u>Yes</u>	
4.12	System must provide for de-duplication of data at either the source or target destination, and detail the method of de-duplication.	<u>No</u>	<u>Yes</u>	
4.13	The solution must allow users not connected to the CGS network to be able to backup and restore to their PC's from any Internet connection.	<u>No</u>	<u>Yes</u>	
4.14	The solution must allow for network throttling natively.	<u>No</u>	<u>Yes</u>	
4.15	The solution must allow for the restoration of an endpoint in the case of hardware and software failure even to a different model, make of hardware or Virtual Machine.	<u>No</u>	<u>Yes</u>	

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

4.16	The solution must allow for the restoration of an endpoint in the case of hardware changes even to a different make of hardware.	<u>No</u>	<u>Yes</u>	
4.17	The solution must allow for the restoration of an endpoint in the case of hardware changes even to a Virtual Machine.	<u>No</u>	<u>Yes</u>	
4.18	The solution must provide the ability for end users to restore files using a self-service portal.	<u>No</u>	<u>Yes</u>	
4.19	The Solution must provide the ability for an Administrator to restore specific files to various users' endpoints.	<u>No</u>	<u>Yes</u>	
4.20	The solution must provide the ability to integrate with Microsoft Active Directory for all authentication requirements.	<u>No</u>	<u>Yes</u>	
4.21	The solution must cater for dynamic application personalisation.	<u>No</u>	<u>Yes</u>	

7. CURRENT ENVIRONMENT

The CGS regions has a number of servers that are used to achieve different tasks for different departments. Please note that the Bellville CPT Office is second biggest after CGS Head Office PTA.

Looking at the current condition, it is clear that the Council for Geoscience regions are in desperate need of a new server infrastructure upgrade. A decision should be made on the brand, hardware specifications and disc space allocated to each region taking usage into consideration.

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

		Bellville	Upington	Port Elizabeth	Polokwane	Pietermaritzburg	Durbanwest	Comments
FEATURES	Store Data	✓	✓	✓	✓	✓	✓	No automated OEM Server Backup Software Old OS systems
	Advanced Backup	✗	✗	✗	✗	✗	✗	
	Latest Security	✗	✓	✗	✗	✗	✗	
SUPPORT	Active Product Support	✗	✗	✗	✗	✗	✗	No support in place Discontinued hardware CGS Helpdesk - KIM Unit Trend Micro
	Availability of Parts	✗	✓	✗	✗	✗	✗	
	ICT Support	✓	✓	✓	✓	✓	✓	
	Under Warranty	✗	✓	✗	✗	✗	✗	
	Latest Antivirus	✓	✓	✓	✓	✓	✓	
TECHNOLOGY	Current Technology	✗	✗	✗	✗	✗	✗	Server age between 10 to 20 years Regions can not link with each other PC desktop environment as a server
	Compatible	✓	✓	✓	✓	✓	✓	
	Proper Server infrastructure	✓	✗	✗	✗	✗	✗	

7.1. REGIONAL SITES

A. Upington

- New PC setup as a file server - Setup in **2020**
- No domain controller
- Old server still on site – acting as Arc license server
- Backup system [Yes] - External HDD
- Off-site storage
- Users x10

B. Port Elizabeth

- PC setup as a file server and Arc License Server –Setup in **2011**
- No domain controller
- Backup system [Yes] - External 4TB HDD
- Off-site storage
- Users x10

C. Polokwane

- PC setup as a file server and Arc License Server – Setup in **2010**
- No domain controller
- Backup system [Yes] – External HDD
- Off-site storage
- Users x16

D. Pietermaritzburg

- PC setup as a file server and Arc License Server – Setup in **2011**
- No domain controller
- Backup system [Yes] – External HDD
- Off-site storage
- Users x20

E. Bellville CPT [Cape Town]

- Server x3 setup as file server and 2x Arc License server 1x Print server – Setup in **2006-2011**
- No domain controller

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

- Backup system [Yes] – External HDD
- VPN backup to Head Office
- Off-site storage
- Users x35

F. Donkerhoek

- PC setup as a file server - Setup in **2012**
- No domain controller
- Backup System [Yes] - External HDD
- Off-site storage @ head office
- Users x10

G. Museum

- No server or acting server
- Limited infrastructure
- Users x5

Observations from the different sites:

- Separate environments
- No proper server infrastructure
- No consistency
- Out dated server OS
- Legacy server infrastructure
- Old infrastructure = old capabilities and features
- High security risk
- Server upgrade effecting backup infrastructure

Below is an idea of how much space has been allocated in the regions. Bidders are advised to note that this is just an approximation of the other databases for Marine Geoscience, Geophysics, Seismology, Remote Sensing, Knowledge and Information Management and Remote Sensing databases among others. As an example, the Remote Sensing database currently at the Bellville Cape Town Office, occupies 3.94TB server space and it is anticipated that this database will grow into Petabytes in the near future.

Bellville – **30TB**
 Upington – **20TB**
 Pietermaritzburg – **5TB**
 Polokwane – **10TB**
 Donkerhoek – **10TB**
 Port Elizabeth – **20TB**
 Museum – **5TB**

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

8. DURATION OF THE CONTRACT

The successful bidders will be appointed for a period of 36 (thirty-six) months including the set up and implementation phase.

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

- 9. **MANDATORY PRICING SCHEDULE [Note that pricing must be per Regional Office then Total Cost] Bidders must complete the pricing schedule per region and failure to comply will lead to disqualification.**
- 10. **schedule for each region will lead to disqualification.**

Bidders are requested to use the information provided to develop and propose a model solution for the Council for Geoscience and provide a breakdown of the pricing as follows:

9.1 Council for Geoscience Bellville [Cape Town] Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Hardware		R		
2	Software				
3	Implementation Services				
4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

Hardware – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server		R		
2	Storage				
3	Backup				
4	Security				
5	Other (please specify)				
TOTAL Hardware					

Software – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1			R		
2					
3					
4					

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

5							
TOTAL Software							

Implementation Services – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Implementation		R		
2	Data Migration				
3	Training				
4	Integration				
5	Other (Please specify)				
TOTAL Implementation Services					

Maintenance and Support

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1		R		
2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses – Year 1 to 3				

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

4	Hardware – Year 1 to 3						
5	Other (Please specify)						
TOTAL Maintenance and Support							

9.2 Council for Geoscience Pietermaritzburg Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Hardware		R		
2	Software				
3	Implementation Services				
4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

Hardware – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server		R		
2	Storage				

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

3	Backup				
4	Security				
5	Other (please specify)				
TOTAL Hardware					

Software – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1					R
2					
3					
4					
5					
TOTAL Software					

Implementation Services – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Implementation				R

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

2	Data Migration					
3	Training					
4	Integration					
5	Other (Please specify)					
TOTAL Implementation Services						

Maintenance and Support

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1		R		
2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses – Year 1 to 3				
4	Hardware – Year 1 to 3				
5	Other (Please specify)				
TOTAL Maintenance and Support					

9.3 Council for Geoscience Polokwane Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

1	Hardware			R	
2	Software				
3	Implementation Services				
4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

Hardware – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server				R
2	Storage				
3	Backup				
4	Security				
5	Other (please specify)				
TOTAL Hardware					

Software – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost	Price	Comments

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

	(ZAR)	(ZAR)	(ZAR)
1		R	
2			
3			
4			
5			
TOTAL Software			

Implementation Services – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Implementation		R		
2	Data Migration				
3	Training				
4	Integration				
5	Other (Please specify)				
TOTAL Implementation Services					

Maintenance and Support

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1		R		
2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses - Year 1 to 3				
4	Hardware -- Year 1 to 3				
5	Other (Please specify)				
TOTAL Maintenance and Support					

9.4 Council for Geoscience Port Elizabeth Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Hardware		R		
2	Software				
3	Implementation Services				
4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

Hardware – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server		R		
2	Storage				
3	Backup				
4	Security				
5	Other (please specify)				
TOTAL Hardware					

Software – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1			R		
2					
3					
4					
5					

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

TOTAL Software				
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Implementation Services – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Implementation		R		
2	Data Migration				
3	Training				
4	Integration				
5	Other (Please specify)				
TOTAL Implementation Services					

Maintenance and Support

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1		R		
2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses – Year 1 to 3				
4	Hardware – Year 1 to 3				

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

5	Other (Please specify)			
TOTAL Maintenance and Support				

9.5 Council for Geoscience Upington Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Hardware		R		
2	Software				
3	Implementation Services				
4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

Hardware – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server		R		
2	Storage				
3	Backup				
4	Security				

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

5	Other (please specify)						
TOTAL Hardware							

Software – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1			R		
2					
3					
4					
5					
TOTAL Software					

Implementation Services – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Implementation		R		
2	Data Migration				
3	Training				

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

4	Integration						
5	Other (Please specify)						
TOTAL Implementation Services							

Maintenance and Support

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1		R		
2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses – Year 1 to 3				
4	Hardware – Year 1 to 3				
5	Other (Please specify)				
TOTAL Maintenance and Support					

9.6 Council for Geoscience Donkerhoek Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Hardware		R		
2	Software				
3	Implementation Services				

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

Hardware – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server		R		
2	Storage				
3	Backup				
4	Security				
5	Other (please specify)				
TOTAL Hardware					

Software – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1			R		
2					

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

3						
4						
5						
TOTAL Software						

Implementation Services – Please specify in the comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Implementation		R		
2	Data Migration				
3	Training				
4	Integration				
5	Other (Please specify)				
TOTAL Implementation Services					

Maintenance and Support

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1		R		

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses – Year 1 to 3				
4	Hardware – Year 1 to 3				
5	Other (Please specify)				
TOTAL Maintenance and Support					

9.7 Council for Geoscience Museum [Ditsong Museum] Summary

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Hardware		R		
2	Software				
3	Implementation Services				
4	Maintenance and Support				
5	Other (please specify)				
TOTAL (1 + 2 + 3 + 4 + 5)					

Hardware – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Server		R		

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

2	Storage				
3	Backup				
4	Security				
5	Other (please specify)				
TOTAL Hardware					

Software – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1			R		
2					
3					
4					
5					
TOTAL Software					

Implementation Services – Please specify in comments column

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

1	Implementation			R	
2	Data Migration				
3	Training				
4	Integration				
5	Other (Please specify)				
TOTAL Implementation Services					

Maintenance and Support

Ref	Criteria	Quantity	Unit Cost (ZAR)	Price (ZAR)	Comments
1	Services - Year 1				R
2	Services - Year 2 to 3 (Month 13 to 24)				
3	Software Licenses -- Year 1 to 3				
4	Hardware -- Year 1 to 3				
5	Other (Please specify)				
TOTAL Maintenance and Support					

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

11. LEGISLATIVE FRAMEWORK OF THE BID

11.1. Tax Legislation

- 11.1.1. Bidders must be compliant when submitting a proposal to Council for Geoscience and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 11.1.2. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 11.1.3. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 11.1.4. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 11.1.5. Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 11.1.6. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

11.2. Procurement Legislation

Council for Geoscience has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

11.3. Technical Legislation and/or Standards

Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

12. NON- COMPULSORY VIRTUAL BRIEFING SESSION

Non- Compulsory Virtual Briefing Session will be held on the 01 of June 2022 at 11H00 am.

12.1 NON-COMPULSORY SITE VISITS

Site Visit dates for walk-ins to the regions are as follows:

- Bellville – 7th of June 2022 between 10H00-12H00
- Port Elizabeth - 8th of June 2022 between 10H00-12H00
- Upington – 14th of June 2022 between 10H00-12H00
- Pietermaritzburg – 16th of June 2022 between 10H00-12H00
- Polokwane - 15th of June 2022 between 10H00-12H00
- Donkerhoek - 10th of June 2022 between 10H00-11H00
- Museum – 10th of June 2022 between 12H00-13H00.

13. TIMELINES OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is 120 calendar days. The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on Government e-tender portal and CGS website.	20 May 2022
Non-Compulsory Virtual Briefing Session	01 June 2022 at 11H00 am
Closing date of questions.	24 June 2022
Bid closing date	30 June 2022 at 11H00 am
Notice to bidders	The Council for Geoscience will endeavour to inform bidders of the progress until the conclusion of the tender.

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at Council for Geoscience's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the Council for Geoscience to take any action or create any right in any way

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

for any bidder to demand that any action be taken on the date established. The bidder accepts that, if Council for Geoscience extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

14. CONTACT AND COMMUNICATION

- 13.1 A nominated official of the bidders can make enquiries in writing, to the specified person, **Asanda Nase** via email at **anase@geoscience.org.za** and/or **012 841 1537/1016**. Bidders must reduce all telephonic enquiries to writing and send to the above email address.
- 13.2 The delegated office of the Council for Geoscience may communicate with Bidders where clarity is sought in the bid proposal.
- 13.3 Any communication to an official or a person acting in an advisory capacity for the Council for Geoscience in respect of the bid between the closing date and the award of the bid by the Bidders is discouraged.
- 13.4 All communication between the Bidders and Council for Geoscience must be done in writing.
- 13.5 Whilst all due care has been taken in connection with the preparation of this bid, Council for Geoscience makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. Council for Geoscience and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 13.6 If Bidders finds or reasonably believes it has found any discrepancy, ambiguity, error, or inconsistency in this bid or any other information provided by Council for Geoscience (other than minor clerical matters), the Bidders must promptly notify Council for Geoscience in writing of such discrepancy, ambiguity, error or inconsistency in order to afford Council for Geoscience an opportunity to consider what corrective action is necessary (if any).
- 13.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by Council for Geoscience will, if possible, be corrected and provided to all Bidders without attribution to the Bidders who provided the written notice.

APPOINTMENT FOR A SERVICE PROVIDER TO UPGRADE, SUPPORT AND MAINTENANCE OF ALL CGS REGIONAL SERVER INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

13.8 All persons (including Bidders) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

14 LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidders.

15 COUNTER CONDITIONS

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

16 FRONTING

16.1 Government 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 Government condemn any form of fronting.

16.2 The Government, 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 inquiry/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 the date of the 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 years, in addition to any other remedies Council for Geoscience may have against the Bidder/contractor concerned.

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17 SUPPLIER DUE TO DILIGENCE

Council for Geoscience reserves the right to conduct supplier due diligence prior to the final award or at any time during the contract period. This may include site visits and requests for additional information.

18 SUBMISSION OF PROPOSALS

18.1 Bid documents may either be posted to 280 Pretoria Road, Silverton, Pretoria 0001 (preferably registered mail) OR placed in the tender box OR couriered to the aforesaid address on or before the closing date and time.

18.2 Bid documents will only be considered if received by Council for Geoscience before the closing date and time, regardless of the method used to send or deliver such documents to Council for Geoscience.

18.3 The bidders are required to submit three (3) copies of each file, one (1) original and two copies (2) by the Closing date of 30 June 2022 at 11:00 am.

FILE 1 (TECHNICAL FILE)	FILE 2 (PRICE & BBEE)
Exhibit 1: <ul style="list-style-type: none"> Administrative Evaluation. 	Exhibit 1: Pricing Schedule
Exhibit 2: <ul style="list-style-type: none"> Functional Responses and Bidder Compliance SBD's Checklist for Functional Evaluation Supporting documents for functional responses. 	
Exhibit 3: <ul style="list-style-type: none"> General Conditions of Contract (GCC) 	
Exhibit 4: <ul style="list-style-type: none"> Any other supplementary information 	

18.4 Bidders are requested to initial each page of the tender document on the top right hand corner.

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19. EVALUATION APPROACH

All tender applications will first be submitted to an administrative evaluation to determine whether the documentation has been completed correctly, this will be followed by a Functional evaluation.

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

Administrative evaluation (Gate 0)	Mandatory Document (Gate 1)	Functional Evaluation Criteria (Gate 2)	Price and B-BBEE Evaluation (Gate 3)
Only bidders who complied with the administrative requirements will proceed to Gate 1	Only bidders who complied with the mandatory requirements will proceed to Gate 2	Only bidders who complied with the minimum threshold of 75 points will proceed to Gate 3	Bidders who meet the 75 points threshold will be evaluated on Price and BBEE

19.1 EVALUATION APPROACH

All tender applications will be subject to the following process:

- Phase 1: Administrative evaluation
- Phase 2: Mandatory Requirements
- Phase 3: Functional Evaluation criteria
- Phase 4: Price and BBEE evaluation criteria

19.2 ADMINISTRATIVE EVALUATION

Table 1: Documents that must be submitted for administrative evaluation.

Document that must be submitted	Non-submission may result in disqualification?	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied SBD 1 form

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Tax Status	YES	i. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. (Refer Section 4.1.4) ii. Proof of Registration on the Central Supplier Database (Refer Section 4.1.5) iii. Vendor number iv. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied SBD 4 form
Registration on Central Supplier Database (CSD)	YES	The Business Continuity Company must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Pricing Schedule	YES	Submit full details of the pricing proposal

19.3 FUNCTIONAL EVALUATION CRITERIA

The following evaluation is for the functional evaluation:

FUNCTIONAL Evaluation Criterion		SCORE	Reference in Bid Document
TO BE COMPLETED BY THE TENDERING INSTITUTION			
DESKTOP EVALUATION			
	Criteria	SCORE	
1.	Provide technical proposal that meets our requirements. (Meets technical requirements) • Average is 90% - 100% = 30 points • Average is 80% - 89% = 20 points • Average is 75% - 79% = 10 points • Average is < 74% = 0 points [This item is based on section number 6 specifications]	30	

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	FUNCTIONAL Evaluation Criterion	SCORE	Reference in Bid Document
TO BE COMPLETED BY THE TENDERING INSTITUTION			
2.	<p>Approach and Methodology: Describe the approach, methodology and plan (AMP) to be adopted during the review, implementation, execution and hosting.</p> <p>The scoring will be based on the following:</p> <ul style="list-style-type: none"> • Project Management skills – bidder should assign a Project Manager to coordinate transition & transformation stages = 5 points • Provisioning, installation, testing and troubleshooting = 5 points • Project implementation schedule and roll-out plan (including major milestones and deliverables) = 5 points • Describe proposed tools and methodologies the service provider will use as part of the implementation and migration of existing infrastructure into new hardware = 5 points 	20	
3.	<p>Project Plan: Bidders are required to submit a project plan with their proposals. (Note: Go-live must be within 12 months)</p> <p>Project plan must also include the following tasks and deliverables:</p> <ul style="list-style-type: none"> • Project Initiation • Requirements Gathering • Implementation • Training • Skills Transfer • Data Management <p>The scoring will be based on the following:</p> <ul style="list-style-type: none"> • No or incomplete project plan = 0 points • Complete and detailed project plan within the requested period = 10 points 	10	
4.	<p>Provide signed letters from contactable references stipulating where a similar project [upgrade, support, maintain server infrastructure] has been successfully delivered by the Bidder in the last 10 years. Please indicate specified dates.</p> <ul style="list-style-type: none"> • 5 and more implementation references = 30 points • 3 - 4 implementation references = 15 points • 1-2 implementation references = 5 points 	30	

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	FUNCTIONAL Evaluation Criterion	SCORE	Reference in Bid Document
TO BE COMPLETED BY THE TENDERING INSTITUTION			
5.	<p>Capacity and experience of the proposed team. The proposed team must demonstrate min 5 years' experience, qualifications and capabilities. The team leader must have at least 7 years' relevant experience (Attach CV, profile, past and current projects).</p> <ul style="list-style-type: none"> • 7 or more years' experience = 10 points • 5 - 7 years' experience = 5 points • 0 or less than 5 years' experience = 0 points 	10	
	Total points	100	
A minimum of 75 points must be obtained to qualify for Price and BBBEE			

19.3.1 Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	20

The following formula will be used to calculate the points for price:

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

19.3.2 Stage 2 – BBBEE Evaluation (20 Points)

a. BBBEE Points allocation

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A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- B-BBEE Certificate

b. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **Council for Geoscience** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power

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of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

20. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidders under this bid is conditional, amongst others, upon –

- a. The bidders accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which Council for Geoscience is prepared to enter into a contract with the successful Bidders.
- b. The bidder submitting the General Conditions of Contract to Council for Geoscience together with its bid, duly signed by an authorised representative of the bidder.

21 CONTRACT PRICE ADJUSTMENT

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E	Table E - All Items
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22. SERVICE LEVEL AGREEMENT

- a. Upon award **Council for Geoscience** and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by **Council for Geoscience** more or less in the format of the draft Service Level Indicators included in this tender pack.
- b. **Council for Geoscience** reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- c. Bidders are requested to:
 - a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - b. Explain each comment and/or amendment; and

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- c. Use an easily identifiable colour font or "track changes" for all changes and/or amendments to the Service Level Indicators for ease of reference.
- d. **Council for Geoscience** reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to **Council for Geoscience** or pose a risk to the organisation.

23. SPECIAL CONDITIONS OF THIS BID

Council for Geoscience reserves the right:

- a. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- b. To negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidders who has not been awarded the status of the preferred bidders.
- c. To accept part of a tender rather than the whole tender.
- d. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidders, whether before or after adjudication of the Bid.
- e. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- f. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidders have been notified of their status as such.
- g. Award to multiple bidders based either on size or geographic considerations.

24. COUNCIL FOR GEOSCIENCE REQUIRES BIDDERS TO DECLARE

In the Bidder's Technical response, bidders are required to declare the following:

- A. Confirm that the bidders are to: –
 - a. Act honestly, fairly, and with due skill, care and diligence, in the interests of **Council for Geoscience**

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- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat **Council for Geoscience** fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with **Council for Geoscience**
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of **Council for Geoscience** as a client before any other consideration; and
- h. To ensure that any information acquired by the bidders from **Council for Geoscience** will not be used or disclosed unless the written consent of the client has been obtained to do so.

25. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- a. **Council for Geoscience** reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of [Institution name] or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
 - a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
 - b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in

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relation to procurement or services provided or to be provided to a Government Entity;

- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of **Council for Geoscience** officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

26. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- A. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that **Council for Geoscience** relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- B. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by **Council for Geoscience** against the bidder notwithstanding the conclusion of the Service Level Agreement between **Council**

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for **Geoscience** and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

27. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing **Council for Geoscience**, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response to this bid.

28. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, **Council for Geoscience** incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds **Council for Geoscience** harmless from any and all such costs which **Council for Geoscience** may incur and for any damages or losses **Council for Geoscience** may suffer.

29. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

30. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. **Council for Geoscience** shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

31. TAX COMPLIANCE

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No tender shall be awarded to a bidder who is not tax compliant. **Council for Geoscience** reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to **Council for Geoscience** or whose verification against the Central Supplier Database (CSD) proves non-compliant. **Council for Geoscience** further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

32. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. **Council for Geoscience** reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

33. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

34. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that Council for Geoscience allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and Council for Geoscience will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

35. CONFIDENTIALITY

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Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with Council for Geoscience's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by Council for Geoscience remain proprietary to Council for Geoscience and must be promptly returned to Council for Geoscience upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidders must secure Council for Geoscience's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

36. COUNCIL FOR GEOSCIENCE PROPRIETARY INFORMATION

Bidder will on their bid cover letter make declaration that they did not have access to any Council for Geoscience proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidders.

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