

***242***

**Upgrade and Service of Head Office Server Room Infrastraucture**

| **1. Guideline for Terms of reference** |
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| *This tender is for the appointment of a service provider for upgrading and servicing of the head office Server Room.* |

1. **Background**

*The Moqhaka Local Municipality requires the* *appointment of a service provider for the* *upgrade and servicing of the head office server room. After the new server was build in Viljoenskroon, it was realised that the head office server room also needs refurbishment, with the needed real time monitoring functionality.*

1. **Scope of Work / Terms of Reference**
2. **Upgrade / Replacement**

* Supply and Install server room environment monitoring system
  + Features:
    - Main Power Failure
    - Server Room Temperature
    - Water detection
    - Door sensor
    - UPS monitoring
    - Fire monitoring
    - Humidity monitoring
* Supply and Install fire suppression system for server room
  + Supply and Install Fire suppression system for room
  + Dimensions of room (H – 2.7M, L – 5M, W – 4.1M)

1. **Assessment and service of equipment**

* Air-conditioning System
  + Clean and test units
  + Re-gas
* UPS (Un-Interruptible Power Supply)
  + Model SUVT 20KVA
  + Serial PS1105340393
  + Testing of batteries

1. **Expected outputs / Outcomes (Returnable)**

* Once off pricing for upgrading and servicing of the head office server room.
* Proof of previous work done.
* After service guarantee.
* Project plan, project reports and close-out report.
* Detailed proposal, with brochures for proposed systems.

1. **Reporting**

*The Manager ICT will be responsible for the reporting as and when deliveries are done.*

| **2. Preferential Points System** |
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| *Indicate whether the tender will be evaluated in terms of 80/20 below R50 million and 90/10 above R50 million.* |
| 80/20 |

| **3. Duration of the Contract** |
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| *State how long the contract will take* |
| Once-off project and project to be completed within one month |

| **4. Functional or Technical Evaluation Criteria (If Applicable)** |
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| *See examples of Functional Evaluation Criteria below in Annexure A* |
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### ANNEXURE ‘’A’’

**Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline**

*Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation*

| **CRITERIA** | **WEIGHT** | **POINT** | **DOCUMENTS TO BE SUBMITTED AS PROOF OF SCORING** |
| --- | --- | --- | --- |
| **Company’s experience with similar projects:**  0 Project  1 Project  2 Projects  3 Projects  4 Projects  5 > Projects | 0  1  2  3  4  5 | 38 | Provide proof of appointment letters of similar projects completed, with contact details for references that can be contacted by the Municipality to confirm outcome of the appointed services. |
| **Alignment of quoted items to the specifications:**  Aligned  Not aligned | 5  0 | 20 | Bidder must submit brochure (with detailed specifications) of the items they propose to supply. |
| **Project management / Project Methodology**  Project plan provided (as per requirements)  Project plan not provided | 5  0 | 20 | Provide detailed project plan for the implementation of the project in line with our duration. |
| **Service Guarantee**  Provided  Not provided | 5  0 | 15 | Provide manufacturer letter of guarantee or letter of commitment from the company, and the period of warranty after the work is done. |
| **Locality:**  Outside Free State  Free State  Fezile Dabi  Moqhaka | 0  1  3  5 | 7 | Provide an originally certified copy of the rates and taxes certificate from where the company operates. |
| **Total** |  | **100** |  |