

TERMS OF REFERENCE

APPOINTMENT OF A SERVICES PROVIDER TO ASSIST AGRÉMENT SOUTH AFRICA WITH INTERNET CONNECTION/FIBRE, SERVER, AND NETWORK INFRASTRUCTURE (LAN AND VOIP) AT HATFIELD OFFICES.

RFQ Number	ASA 09/01/2022
Opening Date	01 December 2022
Closing date & Time	14 December 2022 & 12:00noon
Submissions	Mmosha@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Information Technology Official

Zwelinjani Gwiba

063 792 6952

Zgwiba@agrement.co.za

SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

Procurement Official

Moloko Mosha

076 967 2415

Mmosha@agrement.co.za

2. BACKGROUND

Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness- for-purpose of innovative building and construction products or systems.

The main objects of Agrément South Africa are:

- To provide assurance of fitness-for-purpose of non-standard construction related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems.

3. SCOPE OF WORK

Agrément South Africa (ASA) extends a call for the submission of proposals from suitable service providers. The suitable service provider is expected to make proposals as follows:

4.1 Voice and Data Infrastructure

Agrément South Africa (ASA) currently utilizes the infrastructure from CSIR. Network connectivity, network security, internet connectivity and voice services are currently supplied by CSIR. For the purpose of this BID the bidder will need to separate core infrastructure that's owned by ASA from CSIR and independently reconnect such services at the new premises (offices at Hatfield).

4.2 Data Infrastructure

Internet Connectivity and Local Area Network

The existing internet lines at the new premises will not be utilised. The bidder will need to supply the necessary infrastructure to support the internet lines and provide connectivity to the ASA Local Area Network that also needs to be built.

The following criteria needs to be met.

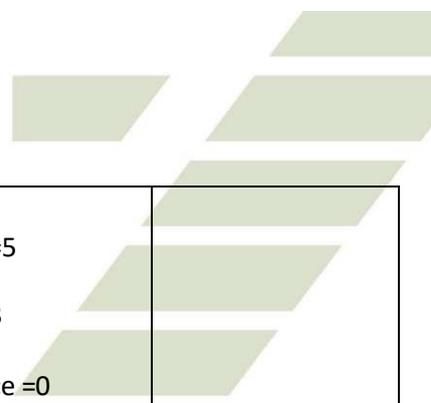
- Relocation of Two Servers from location CSIR Campus to Hatfield Offices
- Asset Removal and Installation of
 - Fiber lines
 - WIFI Internet Access and connectivity
 - Voice /Telephone lines
- Support and Maintenance for 12 months Rate Card

4. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

The following values will be applicable when evaluating the bid

5=Very good 3= Good 1= Satisfactory 0= Poor

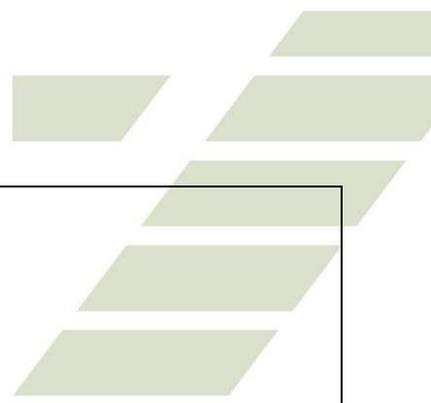
Item No.	Description	Weighting Score	Score (Points)	Supporting Docs
1	An experienced ISP with Possession of a valid National ICASA IECNS and ECNS License.	10	Experience= 5 No Experience= 0	
2	A minimum of 5-year track record of supporting Fiber, WAN and LAN. Reference sites need to be supplied.	10	Experience= 5 Less than 5years=3 No Experience= 0	
3	Service Provider DATACENTRE ENVIRONMENT (Temperature, Security, Fire protection and Monitoring, cabling) – Site visit	10	DATACENTRE = 5 No DATACENTRE = 0	



4	<p>CVs</p> <p>5+ Years of Experienced Network Specialist relevant certification with National Diploma or above Qualification</p> <p>5+ Years of Experienced Project Managers with PMP or Prince2 Certification with National Diploma or above Qualification</p>	10	<p>5+ Years of Experienced=5</p> <p>Less than 5=3</p> <p>No experience =0</p>	
5	<p>M & E Engineer with 5+ Years of Experience and</p> <p>OHSAS (Occupational Health and Safety) Assessment and Certification Capability for the site after completion of the job</p>	10	<p>M & E Engineer with 5+ Years of Experience =5</p> <p>Less than 5=0</p>	
6	Detailed Implementation Plan, Project Plan and Methodology	10	<p>Certification or IT Security Certification = 5</p> <p>Not detailed =0</p>	
7	Risk Management Plan and GRC (Governance Risk and Compliance) Specialist – Certification or IT Security Certification	10	<p>5</p> <p>No Certification or IT Security Certification =0</p>	
8	Technical Proposal	30	<p>Proposal =5</p> <p>No proposal =0</p>	
Total		100		

The following Bill of quantities for the WAN and LAN

Item No.	Description	Unit	Quantity	Unit Price (ZAR) Excluding VAT	Total (ZAR) Excluding VAT
1	Core Router – supporting up to 1GB connectivity – at least 4 ports	Each	1		
2	Firewall	Each	1		
3	48 Port Switches	Each	1		
4	24 Port Switches	Each	1		
5	43U Data Racks – complete with 10-way power	Each	2		
6	43U Slack racks	Each	1		
7	24 Port Patch Panels	Each	3		
8	Brush Panels	Each	6		
9	5KVA UPS with uptime of 30min for 2 services and new network infrastructure	Each	1		
10	Transfer of 2 rack mounted services from existing building to new building	Each	1		
11	Connect New Router to existing internet line and configure firewall.	Each	1		

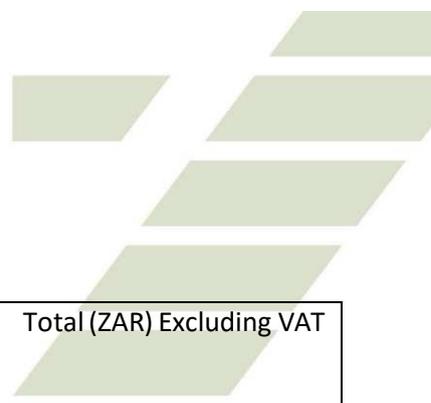


12	Connect transferred servers to new network. Including configuration of network settings, shared drives etc	Each	1		
13	Install Molex or better CAT6 Data Points	Each	55		
14	Provide network cable trays	meter	30		
15	Provide surge protectors	Each	20		

5. VOIP, PABX and Telephone Management System

Agrement South Africa currently uses voice infrastructure from CSIR. The new premises will need to be equipped with a new voice solution that meet the following criteria:

Item No.	Description	Compliance Y/N	Supporting Docs
1	Possession of a Valid ICASA IECNS and ECNS License.		
2	PABX supports up to 100 VOIP extensions.		
3	Be analogue capable for up to 4 extension ports.		
4	Supports multi company configurations.		
5	Supports connectivity to systems		
6	Fully VOIP Capable		
7	Supports PRI, BRI and Analogue trunk lines		
8	Windows based telephone management system with automated reporting capabilities		
9	Voice Recording with at least 3 months storage time. Recordings need to be emailable.		
10	Supports multiple switchboards		
11	Automated Attendant		
12	Voicemail		
13	External Transfer		
14	Internal switch on VOIP Phones		



The following Bill of quantities for Voice Services

Item No.	Description	Unit	Quantity	Unit Price (ZAR) Excluding VAT	Total (ZAR) Excluding VAT
1	VOIP PABX	Each	1		
2	Standard VOIP Extension Ports	Each	60		
3	Executive VOIP Extensions Ports	Each	10		
4	Switchboard VOIP Extension Ports	Each	3		
5	Analogue extension ports	Each	4		
6	Standard VOIP Extension Phones	Each	44		
7	Executive VOIP Extensions Phones	Each	10		
8	Switchboard VOIP Extension Phones	Each	1		
9	Analogue extension Phones	Each	4		
10	Mailboxes	Each	60		
11	Voice Recording Ports	Each	60		
12	SIP Trunks	Each	20		

13	Windows based Telephone Management System	Each	1		
14	Windows based PC for TMS	Each	1		
15	Printer for Konica Minolta	Each	2		
16	2 KVA UPS for PABX with 60 minutes up time	Each	1		

6. DELIVERABLES/EXPECTED OUTPUTS

The service provider is expected to provide a complete solution within three (3) months of appointment. The service provider must have tested the system and obtained user- acceptance and sign-off, to deem the project complete.

7. SUBMISSION OF PROCUREMENT DOCUMENTS AS PRE-QUALIFICATION STAGE (failure to submit may results in disqualification)

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD.
- Valid B-BBEE Certificate or sworn affidavit (copy must be certified) Points will not be given to companies that do not submit).
- Completed and Signed Standard Bidding Document SBD 4 and SBD 6.1.
- Signed General Conditions of Contract.
- All proposals will be evaluated by an evaluation team for functionality and price
- All proposals should include:

FILE 1	<p>Section 1</p> <ul style="list-style-type: none"> • Pre-qualification documents (SBD documents) <p>Section 2</p> <ul style="list-style-type: none"> • Mandatory & Technical Requirement • Technical Responses • Supporting documents for technical responses <p>Section 3</p> <ul style="list-style-type: none"> • Initialled General Conditions of Contracts (GCC)
FILE 2	<p>Section 1</p> <ul style="list-style-type: none"> • BEE Certificate <p>Section 2</p> <ul style="list-style-type: none"> • Pricing Schedule

After considering the functional criteria, a bidder is considered to have passed the functional requirements if they have scored 60 points or more to be considered for Price and BBBEE

Phase 1: Evaluation Phases:

The following formula will be used to convert the points scored against the weight:

$$Ps = \frac{So}{Ms} \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration
- So = Total score of bid under consideration
- Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 60% in order to proceed to Phase 2.

Phase 2: Calculation of points

Please note for quotations or bids above R10 000 up to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points are allocated for the service provider's B- BBEE Level of Contribution. An original or certified copy of a B-BBEE certificate must be submitted to substantiate claims for preference points.

A due diligence process in a form of a presentation will be conducted in respect of all short- listed bidders. A set of questions will be posed during the presentation. Should the bidder fail to meet the requirements of the due diligence process, their quote will be disregarded at this stage.

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

During phase 2, points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = \left| \frac{S_o}{(M_s)} \right| \times 100$$

Where:

P_s	=	Points scored for price of quotation under consideration
P_t	=	Rand value of quotation under consideration
P_{min}	=	Rand value of lowest acceptable quotation

The final points will be calculated as follows:

CRITERIA	SUB-CRITERIA	WEIGHTING POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprises qualify for promotion to a BBEE status level three (3) contributor and points will be awarded accordingly.

Please note that the quotes will be evaluated using the 80/20 preference point system.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

Proposals not including all the above information will not be reviewed.

8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA

ANNEXURE B PRICING

SCHEDULE

The cost breakdown of the work components must be submitted with the RFP.

Work Component	Deliverable	Cost (excluding VAT)
Work Component 1: Configure A Digital Certification process flow	Documented solution process flow.	R_____.
Work Component 2: Install the Solution and Applicable Software	Installation of the solution/software	R_____.
Work Component 3: Train users	Train all users involved in the process	R_____.
Work Component 4: Technical Support to ASA (10 service calls estimated)	Attend to approximately 10 technical support calls, over a period of three months (turn- around times to be defined in Service level Agreement (SLA)	R_____.
Provision		15%
Sub-total (excluding VAT)		R_____.
Sub-total (including VAT)		
Total		