



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit a quotation for the requirements stipulated below:

DOCUMENT NUMBER:	SAQA RFQ- Cloud computing.
RFQ ISSUE DATE:	01 December 2022
RFQ CLOSING DATE AND TIME:	07 December 2022 @11h00
RFQ VALIDITY PERIOD	90 Days (from RFQ closing date)
DESCRIPTION:	Procurement of Cloud hosting, IaaS, Backup, and Disaster recovery.
RESPONSES TO THIS RFQ SHOULD BE EMAILED TO:	rfq@saqa.co.za
ENQUIRIES	Contact person: Lesedi Maila lmaila@saqa.co.za 012 431 - 5158

A. Introduction

The South African Qualifications Authority (SAQA) is mandated by statute to oversee the further development and implementation of the National Qualifications Framework, ensuring quality qualifications, which lead to the full development of each learner and the social and economic development of the nation at large.

B. Purpose

SAQA intends to appoint a suitably qualified service provider to implement and support the following services for its critical services:

- Virtual machine Cloud hosting as per the table below, (IaaS)
- Backup services; and
- Disaster recovery.

SAQA seeks to implement cloud hosting, backup service, and Disaster Recovery as a Service on a public cloud provider service model that allows the Organisation to host, backup, and recover its data and provide all the disaster recovery orchestration to regain access and functionality to IT infrastructure after a disaster. The main objective of the required solution is to provide an appropriate level of resilience and response measures aimed at:

- Ensuring the continuity of critical processes through which programs and services are delivered, before SAQA's survival is threatened by their loss.
- Limiting the period and impact of operational disruption, and
- 99,9% availability SLA of the environment.

C. Specifications / Scope of Work/ terms of reference/ description of goods or services required are regarded as the MANDATORY REQUIREMENTS also

NB: 1. Alongside the scope of services required, the Bidder is required to tick whether they can Comply or Not Comply with the requirements for 12 months.

2. If Bidders do not meet this requirement, then they will be disqualified.

3. Bidders must submit a Microsoft Cloud competency letter to conduct these and be valid at the time of submission of their proposal.

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Service type	Region	Description
Virtual Machines	South Africa North	1 D4s v5 (4 vCPUs, 16 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – E15, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Virtual Machines	South Africa North	1 D4s v5 (4 vCPUs, 16 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – E15, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Virtual Machines	South Africa North	1 D4s v5 (4 vCPUs, 16 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – E40, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Virtual Machines	South Africa North	1 B2ms (2 vCPUs, 8 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – E15, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Virtual Machines	South Africa North	1 D4s v5 (4 vCPUs, 16 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – E40, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Virtual Machines	South Africa North	1 F2s (2 vCPUs, 4 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – S15, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Virtual Machines	South Africa North	1 F2s (2 vCPUs, 4 GB RAM) (1 year reserved), Windows (AHB), OS Only; 1 managed disk – S30, 100 transaction units; Inter Region

		transfer type, 5 GB outbound data transfer from South Africa North to East Asia
Bandwidth		Internet egress, 200 GB outbound data transfer from South Africa North routed via Microsoft Global Network
VPN Gateway	South Africa North	VPN Gateways, Basic VPN tier, 744 gateway hours, 10 S2S tunnels, 128 P2S connections, 0 GB, Inter-VNET outbound VPN gateway type
Virtual Network		South Africa North (Virtual Network 1): 100 GB Outbound Data Transfer; South Africa West (Virtual Network 2): 100 GB Outbound Data Transfer
Azure Backup	South Africa North	Azure VMs, 8 Instance(s) x 1,250 GB, LRS Redundancy, Low Average Daily Churn, 100 GB Average monthly snapshot usage data
Azure Site Recovery	South Africa North	0 Customer instances, 8 Azure instances
Storage Accounts	South Africa North	Block Blob Storage, General Purpose V2, LRS Redundancy, Hot Access Tier, 10 TB Capacity - Pay as you go, 10 x 10,000 Write operations, 10 x 10,000 List and Create Container Operations, 10 x 10,000 Read operations, 100,000 Archive High Priority Read, 1 x 10,000 Other operations. 1,000 GB Data Retrieval, 1,000 GB Archive High Priority Retrieval, 1,000 GB Data Write
Virtual Machines	South Africa North	1 E8-4ads v5 (4 vCPUs, 64 GB RAM) (1-year savings plan), Windows (AHB), OS Only; 1 managed disk – E40; Inter Region transfer type, 5 GB outbound data transfer from South Africa North to East Asia
		Installation, Maintenance, and Support for 12 months

NB: Bidders are to provide fixed pricing for one year (12 months) and tick whether their pricing proposal complies or not with the requirements below. Failure to complete this section, will result in a bidder being disqualified:

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Services Required	Comply	Do not comply
Provide daily backup success notifications.		
Ability to perform daily incremental backups.		
Provide weekly and monthly backup reports.		
Backup retention [daily (7 days), weekly (4 weeks), monthly (12 months), annually (5 years)].		
Replication is to take place every 15 minutes.		
Ability to failover to the disaster recovery site.		
Enable manual failover within an hour of a failure.		
Accommodate failover for a maximum period of two weeks.		
Both backup and replication are to be confined within South African borders.		
Quarterly recovery (failover) and restore tests.		
Fully managed backup and Disaster recovery as a service		
Complete end-to-end configuration and installation of the backup and disaster recovery infrastructure.		
SAQA to have full access to the backup and disaster recovery platform.		
Ensure a safe, secure, and resilient cloud backup and disaster recovery solution.		
Ability to conduct regular restores.		
Host the above services in the Cloud.		

D. Quantity/ Quality / Delivery period

The delivery of services must take place 7 days after receiving the Purchase Order (PO).

The maintenance and support for the above-mentioned services will be for one year. (12 months)

E. Special Conditions

RFQ Special Conditions

1. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
2. Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
3. Bidders must complete, sign, and submit SBD 4 and SBD 6.1 forms.
4. The proposal and required documents must be submitted using the PDF format only, through email to rfq@saga.co.za.
5. The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA) of 2017.
6. The bidder should provide a Cloud competency letter from Microsoft, failure to do so will result in automatic disqualification.

7. PROTECTION OF PERSONAL INFORMATION

6.1 In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).

6.2 SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information

submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.

6.3 All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.

6.4 SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE
PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B- BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	50
B-BBEE STATUS LEVEL OF CONTRIBUTOR	50
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in

terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s \square \quad \square \quad P_t \square \quad P_{\min} \square$$

$$80 \square \quad \square \quad \square$$

$$\square \quad \square \quad P_{\min} \quad \square$$

Where

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 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

BID DECLARATION

4.2 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

5.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

6.1 Will any portion of the contract be sub-contracted? (*Tick applicable box*)

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor..... of the
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)
 YES NO
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	√ EME	√ QSE
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited [TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....
.....
.....
.....
.....
.....

7.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc. [*TICK APPLICABLE BOX*]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process; recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (c) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (d) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....