



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
INSTALLATION, CONFIGURATION, MIGRATION, MAINTENANCE AND SUPPORT OF THE
SERVER AND STORAGE INFRASTRUCTURE AT THE DSD GROENKLOOF OFFICE**

1. Tender No: **SD13/2021**
2. Closing Date: 28 January 2022 at 11:00
3. The following documents form part of this invitation for a proposal:
 - SBD1: Invitation to bid
 - SBD3.3: Pricing Schedule
 - SBD4: Declaration of Interest
 - SBD6.1: Preference points Claim Form
 - SBD8: Declaration of Bidders past SCM Practices
 - SBD9: Certificate of Independent Bid Determination
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 13/12/2021

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)

BID NUMBER:	SD13/2021	CLOSING DATE:	28 JANUARY 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE INSTALLATION, CONFIGURATION, MIGRATION, MAINTENANCE AND SUPPORT OF THE SERVER AND STORAGE INFRASTRUCTURE AT THE DSD GROENKLOOF OFFICE				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		TCS PIN: ☐ Yes ☐ No OR B-BBEE STATUS LEVEL SWORN AFFIDAVIT	CSD No: ☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐ AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) ☐ A REGISTERED AUDITOR NAME:	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
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TOTAL NUMBER OF ITEMS OFFERED	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Social Development	CONTACT PERSON	
CONTACT PERSON	Mr Z Mantantana	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	ZolisaM@dsd.gov.za		

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

BID NO: SD13/2021

CLOSING TIME 11:00 ON 28 JANUARY 2021

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VAVULE ADDED TAX</u>
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APPOINTMENT OF A SERVICE PROVIDER FOR THE INSTALLATION, CONFIGURATION, MIGRATION, MAINTENANCE AND SUPPORT OF THE SERVER AND STORAGE INFRASTRUCTURE AT THE DSD GROENKLOOF OFFICE

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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R.....
R.....
R.....
R.....
R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

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

R..... days
R..... days
R..... days
R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....
.....

.....
.....

.....
.....

R.....
R.....

Name of Bidder:

.....		R.....
.....		R.....
TOTAL: R.....		

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantantana
Email: ZolisaM@dsd.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

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YES/NO

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YES/NO

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[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

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	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
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

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_{min} = Price of lowest acceptable bid

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 (90/10 system)	Number of points (80/20 system)
1	10	20

2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 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.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
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- 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 least 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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 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;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) 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;
- (d) 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
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

FOR THE INSTALLATION, CONFIGURATION, MIGRATION, MAINTENANCE AND SUPPORT OF THE SERVER AND STORAGE INFRASTRUCTURE AT THE DSD GROENKLOOF OFFICE

1. PURPOSE

The purpose of this document is to request for a proposal to the supply, installation, configuration, migration, maintenance and support of the network infrastructure at the DSD Groenkloof office.

2. BACKGROUND

The Department of Social Development has an established Information Technology environment located at the Groenkloof Appeals office.

When the office was established in 2009, it was foreseen that the office would have some minor data centre needs provided. Those were the ability to receive mails, log on to the network and some other minor items.

These services were provisioned for with the establishment of a network and server environment suitable to those needs.

As the offices have matured over time, the needs have now far surpassed the ability of the provisioned equipment to suitably enable the business.

The establishment of the Appeals Business Information SYSTEM (ABIS) platform has also expounded the Infrastructure requirements and this was facilitated by the re-tasking of Infrastructure equipment originally procured for the End-point project. This assisted for the project to proceed, but the equipment is not entirely suitable, or right-sized for the needs of the ABIS system.

Additionally, the already provisioned environment has reached the end of its support contract and must be refreshed with newer and more capable Infrastructure.

3. BUSINESS REQUIREMENTS

The establishment of the Appeals Business information System (ABIS) requires that the provision of a capable, secure and robust environment is provisioned. The refresh of the Groenkloof datacentre has become a real priority to be able to provide the business and technical needs of the new systems.

The product solution proposed need to address the following business requirements:

- An IT infrastructure solution to support the Groenkloof ABIS project. The IT infrastructure solution must contain, at least, all the items listed hereunder.
- A virtualised server environment that is capable of providing very high levels of performance and fault tolerance.
- Hosting of VMWare Virtual Machines (VM's) that perform any number of functions, including but not limited to transactional database, web hosting, large scale reporting and analytics, file storage as well as backup and archival functions.
- Adequate storage for the host and client operating systems, the department's data, as well as the regular data archival and backup facilities.
- Adequate fibre and network connectivity to provide for the hardware supplied and ensuring high levels of performance and fault tolerance.
- Backup environment that will include device, media and software to ensure a robust backup facility for the ABIS project.
- Training for all the components of the IT infrastructure solution to the five (5) network administrators that will monitor and maintain the environment for the department.
- IT infrastructure solution to ensure the provision of an end-to-end solution; including but not limited to power equipment installation and re-tooling, as may be required and any other hardware requirements for the solution.
- The proposed solution must cater for and/or provide at minimum the items listed and must meet the following technical requirements:

3.1. Compute

- 3 physical rack mount hosts/nodes each composed of

3.2. Storage

- Rack mount Fibre Channel Storage Area Network Appliance

3.3. Connectivity

- Rack mount 16 port 16Gbps Fibre Channel SAN switch fully licensed on all ports

3.4. Backup

- Physical media server to host and run the Veeam backup solution and Virtual Tape Library and replication software.
- Backup Storage Device for a Virtual Tape Library function:

3.5. Backup Software

- Veeam Availability suite license.

3.6. Virtualization software

- VMWare vSphere Enterprise Plus licenses for the environment

3.7. Migration Services

- Migration services to move the VMs from the current VMWare to the new environment

3.8. Maintenance and support

- Provision of three (3) years maintenance and support for all the hardware and software that forms part of this solution

3.9. Physical relocation and re-configuration

- Specialist and safe relocation services of the entire solution.

- Require the solution to be integrated into the departments' currently deployed systems for storage, connectivity and networking and any other dependencies as may exist.
- Required to provide, install and configure all the software of this Request for Proposal and ensure that the installations are working effectively. This includes but is not limited to the entire IT infrastructure solution and any management software, the software solutions requested, and ensuring catering for correct licensing of the entire IT Infrastructure solution.
- Require the service provider to supply certified proof of their ability to supply, install and configure all the technologies that will form part of the IT infrastructure solution requested.
- A hardware SLA that must adhere to a three (3) years 24 x 7 x 6hr mission critical support and must adhere to the same timelines for Mean Time To Repair (MTTR). Maintenance contract of the hardware must be provided via the Original Equipment Manufacturer (OEM) to the same level for a period of three (3) years as per the bill of materials.
- Require project management from the service provider to work with the departments own project management team to ensure successful completion of the project to agreed timelines.
- Require all the necessary skilled resources to ensure the successful implementation of the solution.
- Require a software SLA must adhere to a three (3) years 24 x 7 x 6hr Mean Time to Repair (MTTR) and maintenance and/or software renewal/assurance contract with the software vendor as per the bill of materials.

4. OUTCOMES AND SCOPE OF WORK

The department expects the following outcomes as will form the scope of work.

- Project plan and management to ensure successful and timely completion of the project.
- Available skilled resources that will facilitate and implement the solution.
- Provision of the IT infrastructure equipment listed in the business requirements.

- Installation of all the IT infrastructure equipment.
- Implementation of the remote management solutions.
- Configuration of all the IT infrastructure equipment
- Verification of the usability of the implemented solution.
- Verification of the integration of the implemented solution to the current environment.
- Configuration manuals and documentation of the entire IT solution, including but not limited to the software and hardware configurations.

5. DELIVERABLES

The product solution proposed need to address the following deliverables as is indicated in the business requirements and scope of work:

5.1. Compute

- Provide 3 physical rack mount hosts/nodes each composed of
 - Dual power supply
 - Offline and online remote management controller and software
 - 256GB Memory
 - 2 socket 16 Core processors
 - Dual 10GE Ethernet Adapter
 - Rack kit and cable management kit
 - Dual 16Gb fibre (HBA)
 - VMWare Boot from SD card
 - 3 Years 24x7x4 Hour Mission Critical response maintenance and support
 - All cables and connectors required.
 - Windows DataCenter license

5.2. Storage

- Rack mount Fibre Channel Storage Area Network Appliance

- High availability 8 port 16GBps fibre storage controller. True Active-Active Controller.
- 10TB useable SSD mixed-use drives with hot-spare and 2 spare drives
- 20Tb useable SAS Enterprise 15k RPM with hot-spare and 2 spare drives
- All licensing and software

5.3. Connectivity

- Rack mount 16 port x 16Gbps Fibre Channel SAN switch fully licensed on all ports
 - 16x 16Gbps SFP modules / transceivers
 - 20x 3meter OM3 LC/LC cables
 - All cables and connectors
- Rack mount 24port 10GE switch
 - 24x 10GE
 - 28x 3meter OM3 LC/LC cables
 - All cables and connectors

5.4. Backup

- Physical media server to host and run the Veeam backup solution and Virtual Tape Library and replication software.
- The media server must provide for:
 - Rack mount server
 - 2 socket 16 Core processor
 - 128GB Ram
 - Dual 16Gbps fibre HBA
 - Dual 10GE adapter
 - RAID 0/1/5/10/50/60 controller
 - 2x SAS SSD Multi-use 500GB HDD (RAID 1) hotspare and 1 extra spare
 - 3x SAS Enterprise 15K RPM 2TB drives (RAID 5) with hotspare and 1 extra spare

- Windows Standard Server 2 Socket license
- All cables and connectors
- Backup Storage Device composed of:
 - True Active-Active Controllers
 - 16Gbps Fibre attached virtual tape library disk-to-disk backup storage
 - 80TB useable and archive disk backup storage
 - Deduplication engine

5.5. Backup Software

- Veeam Availability suite license for 3 hosts (2 sockets each) in strict accordance with the license options in the appendix below.

5.6. Virtualization software

- VMWare vsphere enterprise plus v7.0 or above licenses for the environment (3host, 2 processors each)

5.7. Migration Services

- Migration services to move the VMs from the current VMWare to the new environment

5.8. Maintenance and support

- Provision of three (3) years maintenance and support for all the hardware and software that forms part of this solution

5.9. Physical relocation and re-configuration

- Specialist and safe relocation services of the entire solution from the Groenkloof offices, to the Pretoria HSRC Building Office on the closure of the Groenkloof office expected in March/April 2021 or anytime thereafter as may be required. Reconfigure and and all components to integrate into the DSD HSRC data center environment, including fibre and ethernet network.

- The solution must be integrated into the departments' currently deployed systems for storage, connectivity and networking and any other dependencies as may exist; i.e.: the Storage Area Network by Dell and the current Ethernet network switches that provide iSCSI and networking connectivity. This is necessary as it will allow for the migration and virtualisation of the current environment to the new environment. All necessary configurations must be performed by the selected supplier and any additional components and hardware must be supplied.
- The selected supplier will be required to provide, install and configure all the software of this Request for Proposal and ensure that the installations are working effectively. This includes but is not limited to the entire IT infrastructure solution and any management software, the software solutions requested, and ensuring catering for correct licensing of the entire IT Infrastructure solution.
- The service provider must supply certified proof of their ability to supply, install and configure all the technologies that will form part of the IT infrastructure solution requested.
- The hardware SLA must adhere to a three (3) years 24 x 7 x 6hr mission critical support and must adhere to the same timelines for Mean Time To Repair (MTTR). Maintenance contract of the hardware must be provided via the Original Equipment Manufacturer (OEM) to the same level for a period of three (3) years as per the bill of materials.
- Project management from the service provider to work with the departments own project management team to ensure successful completion of the project to agreed timelines.
- All the necessary skilled resources to ensure the successful implementation of the solution.
- Software SLA must adhere to a three (3) years 24 x 7 x 6hr Mean Time to Repair (MTTR) and maintenance and/or software renewal/assurance contract with the software vendor as per the bill of materials.

5.10. Provide a complete turnkey solution for the supply, installation, configuration, deployment, training, maintenance and support of the complete system as per the BoM supplied.

- 5.11. Provide a complete detailed plan indicating all the work outcomes of the solution.
- 5.12. Provide detailed system and network designs of any work done for the office according to DSD preferred technology and standards

6. GENERAL CONDITIONS

The General Conditions of Contract as prescribed by the National Treasury will be applicable to the bid. The General Conditions of Contract may be downloaded from the website of National Treasury at www.treasury.gov.za/divisions/specialistfunctions/supplychainmanagement.

7. EVALUATION

Only bidders who complied with the administrative requirements will be evaluated. Bids will be evaluated in two (2) stages.

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1-5) in respect of functionality according to the criteria set out below. Proposals scoring less than 65% in respect of functionality will be disqualified and not be evaluated further.
- b) Thereafter only the bids with an average score of 65% and more will be evaluated in terms of the 80/20 preference points system as contemplated in the Preferential Procurement Regulations 2011, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).

The 80 points will be used to calculate price only and the 20 points will be used to calculate the BBBEE status level of contribution.

The points in respect of price will be calculated on the ceiling price for the project for 12 months (inclusive of professional fees, subsistence and travel costs and VAT)

EVALUATION CRITERIA

Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

- 0 = No response
- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

Fields	Specific areas	Rating					Weighting
		1	2	3	4	5	
Suitability of technical proposal	Detailed response to RFP/TOR answering to all the business requirements.						30
	Detailed response to RFP/TOR answering to all the outcomes/scope of work.						10
	Provide certified proof of accreditation for all the proposed solutions from the OEMs						10
	Provide evidence of the expertise/experience of the key staff/ team proposed (CV's to be submitted						10
Planning	Provide a draft project plan						20
Support	Provision of three (3) Year support and maintenance SLA.						20
TOTAL							100

8. PAYMENT

Payments will be made in accordance with the completion of work based on the milestones for the project agreed to and signed off as part of the project implementation plan/Contract.

9. DISQUALIFYING CRITERIA

Bids will be disqualified if they fail to comply with any of the following minimum requirements:

- 9.1. Failure to submit a valid Tax PIN.

9.2. Failure to complete and sign bid documents.

9.3. Late submission of the proposal.

10. SUBMISSION OF BIDS

10.1. Prospective bidders must submit their bid proposals in two envelopes:

- a) One envelope with the technical proposal including the following:
- A valid and original Tax Clearance Certificate issued by SARS.
 - Entity registration Certificate (CK1)
 - A response to the terms of reference.
 - A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
 - profile of the company and description of similar work undertaken,
 - numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
 - Agreement between service providers in the case of a joint venture/Consortium
 - Letter of authority to sign documents on behalf of the company/joint venture/Consortium
 - One hard copy of the technical proposal and a CD with a soft copy of the technical proposal in pdf format.
- c) The other envelope with the financial proposal (pricing schedule (SBD3.3) or other spreadsheets with all cost related items, cost breakdown).

10.2. The following information must be endorsed on each envelope:

- Bid number:
- Closing date:
- Name of the Bidder:
- Technical Proposal or Financial Proposal

10.3. Failure to comply with these conditions will result in a bid being disqualified.

10.4. The closing date for the submission of bid is **11h00 on 28 January 2022**.

10.5. The Bids must be:

Deposit in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street
Pretoria

- 10.6. Bids received after the closing date and time will be regarded as late and will not be evaluated.

11. COMPULSORY BRIEFING SESSION

There is no compulsory tender briefing session for this RFQ.

12. ENQUIRIES

Enquiries may be directed to:

Mr Zolisa Mantantana

Director: Supply Chain Management

Telephone Number: (012) 312 7463

Email: ZolisaM@dsd.gov.za

Annexure A – Bill of Materials (BOM)

Product SKU	Veeam Product Description	Quantity
P-VASPLS-VS-PP000-00	Veeam Availability Suite Enterprise Plus - Public Sector . 1 year of Production 24/7 Support is included.	6
V-VASPLS-VS-P02PP-00	2 additional years of Production (24/7) maintenance prepaid for Veeam Availability Suite Enterprise Plus	6