

Finance and Procurement Department

Supply Chain Management

Request for Bids (RFB)

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER CISCO SWITCHES & AND WIRELESS ACCESS POINT.

Bid Information

Bid Number	sefa:82/IT/2024
Bid Submission Date and time	16 February 2024 at 11:00 am Late submissions will not be accepted.
Bid Duration	APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER CISCO SWITCHES & AND WIRELESS ACCESS POINT.
Bid Validity Period from Date of Publication	120 DAYS
Compulsory Site Inspection	None
Address for Bid Submission	sefa Head Office Byls Bridge Office Park, Building 14, Block D, Cnr Jean Avenue and Oliventhoutbosch Highveld, Centurion
Bid Contact Person	Tebogo Seima on (012) 748-9725 tebogos@sefa.org.za/procurement@sefa.org.za
Complaints	procurement_complaints@sefa.org.za
Evaluation Method: Points System	80/20
Required Bidder B-BBEE specific goals	Up to 20 points
Deadline for Responding to Clarifications for this bid	15 February 2024 at 11:00 am

Fraud Hotline to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any **sefa** employee or person involved in this bidding process

0800 000 663

(For **anonymous** reporting)

SPECIAL CONDITIONS AND REQUIREMENTS OF CONTRACT

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER CISCO SWITCHES & WIRELESS ACCESS POINT.

1. BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, samaf and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.
- 1.3. **sefa** currently running Cisco network infrastructure for all the regions, the hardware has reached end of the life cycle and requires replacement. The purpose of this project is to upgrade the LAN switches as per specification. The service provider will supply and deliver all the equipment to **sefa**, only pre-factory configuration will be done and the service provider will not install and configure network LAN (no installation will be required, **sefa** will configure the equipment)

2. BID SUBMISSION REQUIREMENTS

- 2.1. Bids must be submitted in a **sealed envelope and marked** as follows:

ATTENTION: sefa SUPPLY CHAIN MANAGEMENT

Description of the Bid

Bid Number

Name of the Bidder

2.2. GENERAL BID REQUIREMENTS

- a. Bid documents **must** be initialled on every page.
- b. The number of sealed envelopes/files must compose of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a CD or flash drive.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **sefa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Bid document under Bid Information.
- d. The bidder will bear all expenses associated with the preparation and submission of this bid.

2.3. sefa PHYSICAL ADDRESS

11 Byls Bridge Office Park, Building 14, Block D

Cnr Jean Avenue and Oliventhoutbosch

Highveld, **Centurion**

0157

For more information, please visit the **sefa** website: www.sefa.org.za

2.4. BID RESPONSES

2.4.1. Bid Format

2.4.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in Appendix 1.

2.4.3. Each Section must be clearly marked, and the documents must be bound.

2.4.4. The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

2.4.5. GENERAL CONDITIONS OF CONTRACT

2.4.5.1. Completion of all Standard Bidding Documents (SBD by hand, attached in Annexures A, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid.
- b. **SBD 4:** Declaration of Interest.
- c. **SBD 6.1:** Preference Points Claim Form.

- d. **SBD 7.2:** Rendering of service
- e. **GCC:** General Conditions of Contract (Initial each page)
- f. **SCC:** Special Conditions of Contract
- g. Original and valid **Tax Clearance Certificate(s)** (TCC) or *PIN* issued by SARS.
- h. In bids where Consortium, Joint Ventures, and Sub-Contractors are involved; it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS
- i. Submission of a certified copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, except for Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade and Industry (DTI) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted. The DTI and CSCC affidavit templates are available under [Annexure B](#).
- j. National Treasury **Central Supplier Database (CSD) registration** (attached proof of registration).
- k. Submission of bidder **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identify Documents (ID) of Directors or Shareholders

- 2.4.5.2. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa and as it relates to this bid.
- 2.4.5.3. The bidder staff must be South African citizens and **sefa** reserves the right to validate citizenship.

2.4.6. PRICE PROPOSAL

- a. Bidders are required to complete and sign their pricing proposals.

NB: Failure to complete and submit a pricing proposal, will lead to disqualification of the bid.

2.5. LATE BIDS

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances.

2.6. COUNTER CONDITIONS

The bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid.

2.7. BID DISTRIBUTION

2.7.1. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarise themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **sefa**, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.

2.7.2. Recipients of this RFB document may only distribute it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

2.8. PRESENTATIONS

sefa reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by **sefa**. All instructions and clarification regarding the Purpose and Scope of the presentation/demonstration shall be provided by **sefa**. The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

2.9. EVALUATION PROCESS

Bids shall be evaluated in terms of the process outlined below.

2.9.1. STAGE 1: INITIAL SCREENING PROCESS

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements, including the General Conditions of Contract as outlined in this RFB, stated Special Conditions of Contract; and pre-target requirements.

2.9.2. STAGE 2: MANDATORY REQUIREMENTS

Bids will be evaluated on Mandatory as outlined in **ANNEXURE C.**

NB: Failure to comply with the requirements in Stage 2 shall lead to disqualification of the bid proposal.

2.9.3. STAGE 3: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

- 2.9.3.1. Only bidders who have passed all mandatory requirements will be evaluated during stage 3 for pricing and specific goals.
- 2.9.3.2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
- 2.9.3.3. The applicable preference point system for this tender is the 80/20 preference point system.

2.9.3.4. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective:	2
Promotion of SMMEs (Entities that are Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	
TOTAL POINTS	20

Black ownership: 100% Black owned entities will score the full 10 points and between 51% - 99% black owned entities will score 4 points.

Black Designated Group means:

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;
- Black people who are youth as defined in the National Youth Commission Act of 1996;
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;
- Black people living in rural and under developed areas;
- Black military veterans who qualifies to be called a military veteran in terms of the military veteran Act 18 of 2021.

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

2.9.3.6. The points scored by a bidder in respect of the specific goals contribution will be added to the points scored for price.

2.9.3.7. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted proof for specific goals in the form of a B-BBEE report issued by a SANAS-accredited verification agency or a sworn affidavit will be considered for preference points. See requirements as outlined under item 2.4.5.

2.9.3.8. **sefa** may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.

2.9.3.9. The points scored will be rounded off to the nearest 2 decimals.

2.9.3.10. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for specific goals.

2.9.3.11. However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for specific goals, the contract will be awarded to the bidder scoring the highest for functionality.

2.9.3.12. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

2.9.3.13. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

2.9.3.14. **sefa** reserves the right to enter into negotiations with the preferred bidder.

2.9.3.15. **sefa** reserves the right to provide policy relating to the handling of information (Protection of Personal Information Act).

2.9.3.16. **sefa** reserves the right to enter into negotiations with the preferred bidder.

3. POST AWARD CONDITIONS

- 3.1. Services will be rendered during working hours from Mondays to Fridays unless otherwise stated in the Scope of Work / Terms of Reference.
- 3.2. Equipment and/or productivity tools brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act.
- 3.3. The bidder shall be liable for insuring his/her staff members against any injury or death.
- 3.4. The successful bidder shall submit a monthly statement of all outstanding payments, credit notes issued, and payments made. Such statements shall also contain the order number, the details of the date of the transaction, the invoice number, remittance number, and credit note details.
- 3.5. **sefa** shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder, or injury of his/her employees whilst on-site or in the execution of their duties.
- 3.6. All procurement related to this service, as outlined in this RFB, shall be conducted by **sefa's** Supply Chain Management department only.

4. STAFF REQUIREMENTS

- 4.1. The successful bidder must ensure the following:
 - a. That the staff working under this contract are in good health.
 - b. That they are adequately trained prior to commencement of the contract.
 - c. That replacement staff is available should the need arise. The bidder is obligated to inform **sefa** of any removal and replacement and the replacement of staff can only be done with the formal approval of **sefa**.
 - d. Staff must be dressed appropriately and where required;
 - e. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

5. RESOURCE REQUIREMENTS

The successful bidder must provide the following equipment, if required by the bidder's staff, in the execution of their duties:

- Laptop or similar device.
- Internet connectivity.
- Transportation and/or vehicle (if required) to deliver the service outlined in this bid.
- Cellphone and/or landline.

6. SERVICE LEVEL AGREEMENT

- 6.1. The successful bidder will be required to enter into a Service Level Agreement with **sefa**.
- 6.2. A performance measurement process will form an integral part of the Service Level Agreement to be signed after the successful bidder has been appointed.

7. SUPPLIER DUE DILIGENCE

- 7.1. **sefa** reserves the right to conduct bidder due diligence to short-listed bidders prior to final award or at any time during the contract period. This may include site visits if applicable.

8. BID CANCELLATION

In the case of the cancellation of this RFB, **sefa** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB

9. MATERIAL CHANGES

- 9.1. Any material changes in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid shall require the prior written approval of **sefa**, and any failure to seek such approval from **sefa** shall result in **sefa** being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post-appointment and subcontracting of work arising out of this bid to complete certain work.
- 9.2. **sefa** shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any bidder", and as to what constitutes a "core member of a bidder" for purposes of such approval. Any request for such approval shall be made to **sefa's** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **sefa** to make such a decision. **sefa** reserves the right to accept or reject any such request for approval.

10. FRAUD ALERT

- 10.1. **sefa** takes a zero-tolerance approach to fraud, corruption and bribery.
- 10.2. **sefa** is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).
- 10.3. Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFP or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.
- 10.4. Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 000 663**.

11. COMMUNICATION

- 11.1. **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.
- 11.2. All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.
- 11.3. Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

12. CONTACT DETAILS

12.1. Main Contact

Name : Tebogo Seima

Tel : (012) 747 2596 **Email :** tebogos@sefa.org.za or procurement@sefa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **sefa's** staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

13. SCOPE OF WORK / TERMS OF REFERENCE

The Scope of Work / Term of Reference is attached as Annexure E.

14. ANNEXURES

- Annexure A : Standard Bidding Documents: SBD1 to SBD7.2 Forms
- Annexure B : Sworn Affidavit Templates for EMEs and QSEs
- Annexure C : Mandatory Requirements
- Annexure D : Scope of Work / Terms of Reference
- Annexure E : Pricing Proposal
- Appendix 1 : Bid Proposal Template

ANNEXURE A

Standard Bidding Documents: SBD1 to SBD 7.2 Forms

Document Name	Template
SBD 1	attached
SBD 6.1	attached
SBD 7.2	attached
SBD 4	attached
GCC	attached

ANNEXURE B

Sworn Affidavits for EMEs and QSEs

Department of Trade and Industry (DTI) Templates



DTI Sworn Affidavit New Affidavit-EME-
EME Gen.pdf Amended ICT.pdf



DTI Sworn Affidavit
QSE.pdf

Also available from the DTI:

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-QSE-Gen.pdf

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-EME-Gen.pdf

MANDATORY REQUIREMENTS:

NO	MANDATORY REQUIREMENT	COMPLY/NOT COMPLY
1.	<p>The bidder must be accredited to supply and install Cisco network switches.</p> <p>The bidder must submit documentary proof of OEM partnership/ Accreditation to demonstrate that they are a CISCO Reseller. Bidders without a Valid OEM/reseller accreditation certificate will be disqualified.</p>	
2.	<p>The bidder must be accredited to supply and install Unifi Enterprise Access Point</p> <p>The bidder must submit documentary proof of OEM partnership/ Accreditation to demonstrate that they are a Unifi Reseller. Bidders without a Valid OEM/reseller accreditation certificate will be disqualified.</p>	
3.	<p>The bidder must provide at least 3 (three) contactable reference letters or certificate of completion demonstrating their experience in relation to switches and Wi-Fi project in the past three (3) years.</p> <p>Note: The reference/s letter or certificates of completion must be on the company letterhead, have a description, be signed, and have contact details for the referrer. Purchase orders, appointment letters will not be accepted.</p>	
4.	<p>The bidder must respond within four (4) hours of logging the call by sefa and all equipment must have Next Business Day replacement as per specification. Bidder must provide SLA for support, maintenance and timelines for responding to OEM and support hours emergency requests.</p>	

NB: The bidder must comply with all mandatory requirements to qualify for stage three i.e., price and specific goals stage. Failure to comply with the requirements in Stage 2 (Mandatory Requirements) will lead to disqualification of the proposal.

sefa reserves the right to conduct reference checks and due diligence on one or more of the above requirements.

ANNEXURE D

SCOPE OF WORK / TERMS OF REFERENCE

1. BACKGROUND

sefa currently running cisco network infrastructure for all the regional, the hardware has reach end of life cycle and require replacement. The purpose of this project is to upgrade the LAN switches as per specification. The service provider will supply and deliver all the equipment to sefa, only pre factory configuration will be done and the service provider will not install and configure network LAN(no installation will be required, sefa will configure the equipment)

2. SCOPE OF WORK

The tool should also address:

- a. The scope of this RFP comprises of the following: Supply and delivery, in working order, of the Equipment (Cisco network switches and Wi-Fi access Point) including all relevant parts and licenses.

THE EQUIPMENT MUST MEET THE FOLLOWING REQUIREMENTS:

All equipment should come with a minimum OEM warranty. In an incident whereby there is a fault on the Switch, WIFI Access Point and the bidder needs to replace the switch, then the bidder should supply sefa with next business day equipment replacement in the case of network failure.

- b. Warranty and Support

The equipment must come with 3-year warranty including next day business replacement.

The switch should come with preconfirmation with latest cisco IOS running.

3. Specifications

PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
CISCO CATALYST 9200 SERIES SWITCHES <ul style="list-style-type: none"> • Layer 3 Switch • Ports: 24 with POE + • Licensing Advantage (-A) and Cisco DNA term license 3yrs • Cisco Enhanced Limited Lifetime warranty. • C9200-24P-A Catalyst 9200 24-port PoE+ switch modular uplinks, Network Advantage • Warranty 3 year with next business day replacement 	9		
C9200-NM-4G2 1G NETWORK MODULE	4		
Unifi Enterprise (U6 Enterprise)	15		
<ul style="list-style-type: none"> • High-performance, ceiling-mounted WiFi 6E access point designed to provide seamless, multi-band coverage within high-density client environments. • WiFi standards 802.11a/b/g WiFi 4/WiFi 5/WiFi 6/WiFi 6E • Wireless security WPA-PSK, WPA-Enterprise (WPA/WPA2/WPA3) • WiFi6 (4x4 MIMO) 			
Total			
VAT @15%			
Grand total			

4. SERVICE LEVEL AGREEMENT (SLA)

The successful bidder will be required to enter into a Service Level Agreement with **sefa**. A performance measurement process will form an integral part of the Service Level Agreement to be signed after the successful bidder has been appointed.

5. BID PROPOSAL FORMAT

All bidders must return their proposals categorised and indexed under the following sections:

SECTION 1: LEGISLATIVE REQUIREMENTS

The bidder must supply the required documentation as outlined in this Request for the Bid document.

SECTION 2: MANDATORY REQUIREMENTS

The bidder must provide the information set out on mandatory requirements stated in the bid document.

SECTION 3: EXPERIENCE & REFERENCES

The bidder must attach a copy of the company's profile, clearly outlining the number of years in cleaning service with a clear indication of experience in the industry. The bidder must complete Table (a) Annexure D outlining the experience and previous and current reference.

Reference letters, as outline in the evaluation criteria, must be submitted as part of this Section.

SECTION 3: PRICING PROPOSAL

The bidder must submit a pricing proposal as outlined in Annexure F.

SECTION 4: ADDITIONAL INFORMATION

Any additional information pertinent to the proposal can be attached under this Section.

6. BID PROPOSAL TEMPLATE

- A template has been developed to assist both the bidder and the evaluation committee and is outlined in Appendix 1.
- An electronic editable copy of the Bid Proposal Template will be available on the **sefa** website:
<http://www.sefa.org.za/publications/tenders>

COVER PAGE

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER CISCO SWITCHES & WIRELESS ACCESS POINT.

Bid Number	
Company name	
Contact Person	
Telephone Number	
e-mail address	

SECTION 1: LEGISLATIVE REQUIREMENTS

Attach all required documentation behind this Section.

SECTION 2: MANDATORY REQUIREMENTS

SECTION 5: ADDITIONAL INFORMATION

Any additional information that is considered pertinent to the proposal can be attached under this Section.