



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046
Private Bag X105, Centurion, 0046 Tel: 012-848-5300

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO RE-CABLE THE SERVER ROOM

1. PURPOSE

MISA is requesting the services of a technician, or service provider who is qualified, experienced, and technically trained to install and re-cable the server room.

2. CURRENT ENVIRONMENT

Location	Room size	Details
IT Server room	20.44 m ²	Network cables: Molex powercat 6a shielded Biometric cables: cat 5e unshielded Camera's cable: 75 ohms coaxial Rack 1: 41 u Molex cat6a patch panel and PBX. Rack 2: 41 u servers Rack 3: 27 u biometric system Rack 4: 36 u servers

3. SCOPE OF WORK

The services must be provided at MISA's head office, which is located at 1303 Heuwel Avenue, Letaba House, Riverside Office Park, Centurion, 0046. The requested services include but not limited to:

3.1. Assessment of Requirements

- 3.1.1. Identify Network Needs: Determine the number of devices, types of devices (servers, switches, routers, etc.), and data rates required.
- 3.1.2. Bandwidth Requirements: Consider current and future bandwidth needs.

- 3.1.3. Cable Type: Decide on the type of cabling (e.g., Cat5e, Cat6, Cat6a, Cat7, fibre optic) based on performance requirements and distance.
- 3.1.4. Patch Panels and Racks: Plan for sufficient patch panels and racks for cable management.

3.2. Site Survey

- 3.2.1. Room Layout: Measure the server room to determine cable lengths and pathways.
- 3.2.2. Cable Pathways: Identify existing pathways for cables or plan new ones. Consider the distance between devices and network equipment.
- 3.2.3. Power Sources: Ensure the cabling does not interfere with power sources to avoid electrical interference.
- 3.2.4. Environment Considerations: Account for temperature, humidity, and electromagnetic interference.

3.3. Design the Cabling Infrastructure

- 3.3.1. Structured Cabling: Design a structured cabling system with proper labelling and documentation.
- 3.3.2. Cable Management: Plan for cable trays, conduits, and cable ties to keep cables organized.
- 3.3.3. Redundancy: Design for redundancy with backup cabling paths if necessary.

3.4. Specification of Materials

- 3.4.1. Cables: Specify the type and quantity of cables (e.g., Cat6a for 10Gbps network, fibre optic for higher bandwidth).
- 3.4.2. Connectors and Patch Panels: Specify the types and quantities of connectors, jacks, and patch panels.
- 3.4.3. Racks and Enclosures: Detail the number and size of racks or enclosures for housing the network equipment.
- 3.4.4. Cable Management Accessories: Specify trays, conduits, cable ties, and other accessories.
- 3.4.5. Testing Equipment: Plan for testing tools to verify cable performance after installation.

3.5. Installation Guidelines

- 3.5.1. Cable Routing: Provide guidelines on how cables should be routed to minimize interference and maximize performance.
- 3.5.2. Termination: Specify the methods for cable termination, ensuring compatibility with network devices.
- 3.5.3. Labelling: Require that all cables, ports, and patch panels are properly labelled for easy identification.
- 3.5.4. Adherence to Standards: Ensure the installation adheres to relevant standards (e.g., TIA/EIA, ISO/IEC).

3.6. Testing and Verification

- 3.6.1. Cable Testing: Specify testing for all cables to ensure they meet performance specifications (e.g., bandwidth, signal integrity).
- 3.6.2. Documentation: Ensure detailed documentation is created, including cable maps, test results, and installation records.
- 3.6.3. Certification: If necessary, require certification from the installer to ensure compliance with industry standards.

3.7. Additional Requirements

- All work should as far it is possible compliance with all relevant local and international cabling standards ISO/IEC 11801 and best practice.
- Use of high-quality materials and components.
- All work must be carried out by certified and experienced technicians.
- Proper labelling and documentation of all installed cabling.
- Ensuring minimal disruption to the ongoing operations of the server room.
- Providing a warranty for all work carried out and materials used.
- Ensuring compatibility with existing and future network hardware.

4. MANDATORY REQUIREMENTS

Failure to submit/comply with any of the below will result in the service provider being disqualified.

- 4.1. The service provider must provide a minimum of (3) three reference letters from clients to which the service provider has provided or is providing network cabling services.
- 4.2. The reference letters must be on the client's letterhead, must be signed, and must have adequate client contact information.
- 4.3. The service providers must also provide certification of at least two certified network installers. E.g. Molex, Krone, or any other relevant certification.

NB: MISA reserves the right to verify the information requested above.

5. WARRANTY

- 5.1. The service provider must specify the warranty period on the replacement parts, as and when parts are replaced.
- 5.2. Any faulty parts under warranty must be replaced by the service provider, at no cost to MISA.

6. WORKMANSHIP

- 6.1. The supervision, testing and inspection of the installation shall be carried out only by competent personnel with relevant training – please attach valid proof.
- 6.2. Where work is carried out by trainees, this must strictly be done under the supervision of a qualified personnel, without compromising the quality of work to be done.
- 6.3. At no stage during the installation, commissioning and testing shall any work be carried out without adequately qualified and experienced installation personnel being on site.
- 6.4. material and Any workmanship flaws that may develop during this time will be fixed by the service provider, at no cost to MISA.

7. SITE VISIT: (NOT MANDATORY)

Service providers can come and inspect the facility before the closing of the RFQ

This can be arranged between 9h00-15h30

8. PRICING SCHEDULE

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT
Removal of old cabling.	Removal of old cabling.			
Installation of new cabling, including labor and materials.	Installation of new cabling, including labour and materials.			
Testing and certification of the new cabling system. (partners of cabling companies and certification)	Testing and certification of the new cabling system.			
Documentation and handover.	Documentation and handover.			
Other costs (please specify)				
Sub Total				
VAT (15%)				
Total				

9. MISA'S RIGHTS

- 9.1. MISA reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed,
- 9.2. This Request for Quotation does not commit MISA to award an Agreement, to pay any costs incurred by bidders in the preparation of their quotations submitted in response to this Bid, or to procure or contract for services,
- 9.3. MISA reserves the right to conduct vetting and verify the validity of all certificates,
- 9.4. MISA will reject any quotation as non-responsive that does not provide evidence of the specified mandatory requirements. MISA may or may not request additional information and clarification during the evaluation and selection process from any or all bidders regarding their quotations,
- 9.5. Municipal Infrastructure Support Agent (MISA) reserves the right to request the company's latest audited financial statement to ascertain financial stability of the bidder prior to the award of the bid,
- 9.6. MISA reserves the right to verify the authenticity of all documents requested.

10. PAYMENTS

- 10.1. MISA does not pay any amount in advance. Only original signed invoices must be submitted for payments. The appointed service will be paid within 30 days after receipt of valid invoice, when the services have been fully rendered to the satisfaction of MISA, and this is done by means of electronic transfer directly into the bidder's bank account.

11. COMMUNICATION WITH MISA OFFICIALS

- 11.1. Bidders and their representatives may not communicate with MISA officials except in writing and if the communication is made public. Bidders and their representatives must communicate in the manner set forth in this RFQ. There shall be no communication with MISA officials except as may be reasonably necessary to carry out the procedures specified in this RFQ. Nothing herein prohibits bidders and their representatives from making oral statements or presentations in public to one or more MISA officials during a public meeting.

12. CONFIDENTIALITY

- 12.1. All responses to this RFP become property of MISA and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure in accordance with the provisions of applicable legislation.

13. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

- 13.1. Bidders must carefully examine the bid documents and in the event of doubt about anything contained in the documents.
- 13.2. Enquiries and submissions may be e-mailed to lerato.mogane@misa.gov.za