



**APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT
SOLUTIONS FOR A PERIOD OF 36 MONTHS**

TENDER DATA

1.	The Employer is: Thembisile Hani Local Municipality Private Bag X 4041 Empumalanga 0458			
2.	Tender Documents			
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.			
4	Communication. The Employer's Representative is; <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px; vertical-align: top;"> <u>Accounting Officer;</u> D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100 </td> <td style="width: 33%; padding: 5px; vertical-align: top;"> <u>Procurement Inq.</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9187 </td> <td style="width: 33%; padding: 5px; vertical-align: top;"> <u>Technical Inquiries.</u> T.M. Ntimane Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9185 </td> </tr> </table>	<u>Accounting Officer;</u> D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100	<u>Procurement Inq.</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9187	<u>Technical Inquiries.</u> T.M. Ntimane Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9185
<u>Accounting Officer;</u> D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100	<u>Procurement Inq.</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9187	<u>Technical Inquiries.</u> T.M. Ntimane Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9185		
4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.			

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT
SOLUTIONS FOR A PERIOD OF 36 MONTHS**

5	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Thembisile Hani Local Municipality.</p>
6	<p>Tenderer Obligations</p> <p>6.1 The Council retains the right to call for any additional information that it may deem necessary</p> <p>6.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss <p>6.3 If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>6.4 At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>
7.	<p>Proof of warrantee</p> <p>None</p>
8	<p>Compensation of tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
9	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
10.1	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents</p>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

	issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation
10.2	Clarification Meeting The clarification meeting will be held on the 7th December 2022 at 10h00am at the municipal shelter located at Stand No 24 Kwaggafontein C, opposite the Police Station.
11	Submitting tender offer: 11.1 No Tender document will be considered unless submitted on Council's Official Tender Document. Two copies of the tender documents must be submitted (Original and copy). 11.2 Return all the returnable documents to the employer after completing them. All tender compliance documents must be bundled at the back of the tender document labelled accordingly. 11.3 The employer's address for delivery of tender offers and identification details to be shown on such tender offer package are: Location of tender box: Thembisile Hani Local Municipality Physical address : Stand no 24 , Corner Police Station Kwaggafontein C , Empumalanga Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered 11.4 All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time. 11.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered
12.	Closing Time: 12.1 The time and location for opening of the Tender offers are: Closing Time: 12:00pm Closing Date: 21 December 2022 Location: Thembisile Hani Local Municipality Stand No. 24 Corner Police Station Kwaggafontein C Empumalanga 0458 12.2 After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT
SOLUTIONS FOR A PERIOD OF 36 MONTHS**

13.	<p>Pricing the tender</p> <p>State the rates and prices in Rand</p> <p>NB: Should prices be affected by exchange rates and price fluctuations, bidders should take forward cover and this be incorporated in the price tendered.</p>								
14.	<p>Alterations to the tender documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>								
15	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>								
16	<p>Tender offer validity</p> <p>The Tender offer validity period is 120 days from the closing date.</p>								
17	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>								
18	<p>Tender evaluation points</p> <p>18.1 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.</p> <p>18.2 Preference points for this bid shall be awarded for:</p> <div style="margin-left: 40px;"> <p>(a) Price; and</p> <p>(b) B-BBEE Status Level of Contribution.</p> </div> <p>18.3 The maximum points for this bid are allocated as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 60%;"> <tr> <td></td> <td align="center">POINTS</td> </tr> <tr> <td>PRICE</td> <td align="center">80</td> </tr> <tr> <td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td> <td align="center">20</td> </tr> <tr> <td>Total points for Price and B-BBEE must not exceed</td> <td align="center">100</td> </tr> </table>		POINTS	PRICE	80	B-BBEE STATUS LEVEL OF CONTRIBUTION	20	Total points for Price and B-BBEE must not exceed	100
	POINTS								
PRICE	80								
B-BBEE STATUS LEVEL OF CONTRIBUTION	20								
Total points for Price and B-BBEE must not exceed	100								

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

19.	<p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the THLM.</p>										
19.1	<p>The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Awarding of points for financial offer. 6. Ranking of tenderers according to the total points 7. Performance of risk analysis by checking the credit record of the tenderers 										
19.2	<p>Evaluation Criteria</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved</p> <p>The tenders shall be considered for further evaluation when they score a minimum of 75 points out the maximum 10 points allocated.</p> <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th align="center" colspan="2">Summary of Functionality</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Personnel</td> <td align="center" style="padding: 5px;">60</td> </tr> <tr> <td style="padding: 5px;">Experience of Firm on similar or comparable projects</td> <td align="center" style="padding: 5px;">30</td> </tr> <tr> <td style="padding: 5px;">Fleet</td> <td align="center" style="padding: 5px;">10</td> </tr> <tr style="background-color: #d3d3d3;"> <td style="padding: 5px;">Total</td> <td align="center" style="padding: 5px;">100</td> </tr> </tbody> </table>	Summary of Functionality		Personnel	60	Experience of Firm on similar or comparable projects	30	Fleet	10	Total	100
Summary of Functionality											
Personnel	60										
Experience of Firm on similar or comparable projects	30										
Fleet	10										
Total	100										
	Tenders are adjudicated in terms of THLM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.										
19.3.1	<p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none"> ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions 										

Tenderer

Witness 1

Witness 2

Employer

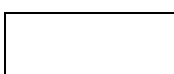
Witness 1

Witness 2

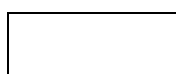


APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

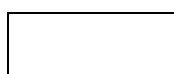
	<ul style="list-style-type: none"> ▪ Technical specifications <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ If any tender document is tempered with or it is unbundled or unbundled. ▪ Failure to complete the schedule of quantities as required – only lump sums provided. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil. ▪ Failure to attend compulsory site inspections ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.
19.3.2	<p>Size of enterprise and current workload</p> <ul style="list-style-type: none"> ▪ Evaluation of the Tenderer's position in terms of: ▪ Previous and expected current annual turnover ▪ Current contractual obligations ▪ Capacity to execute the contract
19.3.3	<p>Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Staff available for this contract being Tendered for ▪ Qualifications and experience of key staff to be utilised on this contract.
19.3.4	<p>Proposed Key Personnel</p> <p>In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CVs) for the Staff available named and working on full time basis for the Tenderer. The CVs should follow the normal</p>



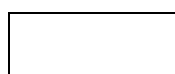
Tenderer



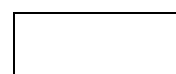
Witness 1



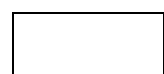
Witness 2



Employer



Witness 1



Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- PDI status (describing population group, gender and disabilities)
- Educational qualifications
- Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services

19.3.5 Previous experience

The procedure for the evaluation of responsive Bids will be on the average of the **previous three projects** where the firm was involved

The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years.

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

19.3.6 The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.

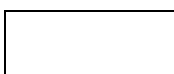
19.3.7 Financial ability to execute the contract:

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

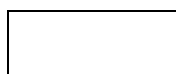
- Proof of warrantee
- Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.

19.3.8 Good standing with SA Revenue Services

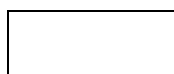
- The Tenderer **must attach a valid SARS tax verification PIN**



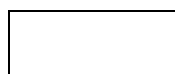
Tenderer



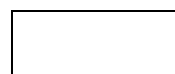
Witness 1



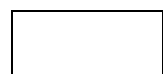
Witness 2



Employer



Witness 1



Witness 2



**APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT
SOLUTIONS FOR A PERIOD OF 36 MONTHS**

19.3.9	If the Tender does not meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation
19.3.10	<p>Penalties</p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years
20	<p>The additional conditions of Tender are:</p> <p>1 Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</p> <p>2 The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</p>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender Compliance by the Contracting Firm

It must be noted that a total of **55 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Compulsory attendance at tender briefing (Note 01)	Must be represented at a Compulsory Tender Briefing/Site Inspection	Yes	5	
Delegation of Authority (Note 02)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 03)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 04)	Proof of Company Registration with Company Intellectual Property Registration Office (CIPRO) and proof of shareholding	Yes	5	
Tax Clearance (Note 05)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
COIDA Certificate (Note 06)	Proof of valid good standing letter with Compensation Commissioner must be attached.	Yes	5	
Municipal Account (Note 07)	A statement of the municipal account must be attached.	Yes	5	
Bank Confirmation Letter (Note 08)	Proof in the form bank stamped letter from the bank not older than three (3) months confirming the bank account and details. .	Yes	5	
CSD Report (Note 09)	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
ICASA (Note 10)	Proof of registration for Independent Communication Authority of South Africa (ICASA) must be attached	Yes	5	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

Professional Indemnity Insurance (Note 11)	A copy of professional indemnity insurance of the company which has a minimum of R 1 million cover must be attached	Yes	5	
Total 55 points				

Note 01: Compulsory attendance at tender briefing

In addition to signing an attendance register for attending a compulsory tender briefing, an original certificate of attendance issued to the Tenderer and signed by the Employer's representative must be attached to the tender document. Attendance to the Tender briefing must be a Tenderer him/herself or a person in the direct employ of the Tenderer. Failure to attend the session and sign the attendance register shall warrant an automatic elimination of tender from any further evaluation.

Note 02: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 03: Completing tender document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. Failure, which shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Company registration

A proof of company registration in the form of a copy from Company Intellectual Property Registration Office (CIPRO) shall be attached including a copy of a certificate for proof of shareholding. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Tax Verification PIN

A copy of tax registration and compliance (Tax Pin) with relevant tax legislation in the form of a valid tax verification pin certificate shall be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 06: COIDA Certificate

A letter of good standing with the Compensation Commissioner issued by the Department of Labour must be attached and must be valid at the time of closing of tenders. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 07: Municipal Account

Attach an original or a copy of a municipal utility account (not older than three (3) months) and the account must not be in arrears for more 90 days of any of the registered Director(s) or Company. Attach a copy lease agreement along with the utility account of the Landlord, whereby the company is leasing the property its operating from Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT
SOLUTIONS FOR A PERIOD OF 36 MONTHS**

Note 08: Bank Confirmation Letter

Attach a proof in the form bank stamped letter from the bank not older than three (3) months confirming the bank account and details. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 09: CSD Report

Attach a copy of CSD Summary report of the company which is not older than 1 (one) month must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 10: ICASA Certificate

Attached a proof of registration with Independent Communication Authority of South Africa (ICASA) confirming the registration of company. Failure to attach the proof of registration shall warrant an automatic elimination of tender from any further evaluation.

Note 11: Professional Indemnity insurance

Attach a copy of Professional Indemnity insurance of the company which has a minimum of R 1 million cover must be attached. Failure to attach the proof of professional indemnity insurance shall warrant an automatic elimination of tender from any further evaluation.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person Authorised to sign Tender:

FULL NAME:

.....

SIGNATURE: DATE:.....

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FORM B: EVALUATION SCHEDULE: PERSONNEL AND PREVIOUS RELATED WORK EXPERIENCE

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality	
Personnel	60
Experience of Firm on similar or comparable projects	30
Fleet	10
Total	100

A firm must obtain a minimum of 75 points out of the 100 points above to be considered for price and B-BBEE evaluation.

Project Manager / Team Leader: *(Maximum points obtainable 45)*

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points claimed
Academic Qualifications	MTCNA, Comptia A+	No	5	
	National Diploma	No	8	
Specialised Certificate (Note 2)	Sophos , CICS0 Secure, Cyber Security	No	2	
Subtotal			10	
Years of experience after qualification (Note 3)	5-7 years' experience.	No	3	
	8-9 years' experience.	No	5	
	10 years' experience and above	No	10	
Subtotal			10	
Years of experience after registration	3-5 years' experience.	No	3	
	6-9 years' experience.	No	5	
	10 years' experience and above	No	10	
Subtotal			10	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

Involvement in comparable projects (Note 4)	5-7 projects.	No	3	
	8-9 projects.	No	5	
	10 projects and above	No	10	
Subtotal			10	
Current Employment (Note 5)	Full time employed by the Firm	No	5	
Subtotal			5	
Total			45	

Support Team / Technician: (Maximum Points obtainable 15)

Name of Support Engineer/Technologist/Technician:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points claimed
Academic Qualifications	MTCA, MikroTik, General Networking	No	3	
	National Diploma	No	5	
Subtotal			5	
Years of experience after qualification (Note 3)	1-2 years' experience.	No	1	
	3-4 years' experience.	No	2	
	5 years' experience and above	No	3	
Subtotal			3	
Years of experience after registration	1-2 years' experience.	No	1	
	3-4 years' experience.	No	2	
	5 years' experience and above	No	3	
Subtotal			3	
Involvement in comparable projects (Note 4)	0-1 projects.	No	1	
	2-3 projects.	No	1.5	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

	3 projects and above	No	2	
Subtotal			2	
Current Employment (Note 5)	Full time employed by the Consulting Firm	No	1	
Subtotal			1	
Total			15	

Note 1: Academic Qualifications

In case of supply of WAN, Internet and telephone management system, Team Leader and Technical Support must possess academic qualifications related to Wide Area Network - WAN, Internet Service Provider - ISP and Telephone Management, Proof of academic qualifications in the form of copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body. The proposed Project Director/Team Leader shall be in any specialised qualification in firewall. The proposed Support Technician / Technologist shall be in possession of at least a networking qualification. Failure to provide this proof of academic qualifications will result in the project Leader/Director and/or Support Technician / Technologist being regarded as not having minimum prescribed qualifications, and will eliminate the tender from further evaluation.

Note 2: Specialised Qualification

Proof of registration of the Project Leader/ Director as special qualification with any of proposed firewall solution must be attached. Failure to provide this proof of specialised qualification registration will result in the project Leader/Director being regarded as not qualified, and will eliminate the tender from further evaluation.

Note 3: Experience after qualification

A minimum of 5 years post qualification experience as well as a minimum 3 years post special qualification experience is required for the team leader. Any Project Leader/Director's post qualification and registration below 5 years and 3 years respectively will eliminate the tender from further evaluation.

Note 4: Employment History (Involvement in comparable projects)

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.). Failure to provide the employment history on CV shall warrant an automatic elimination of tender from any further evaluation.

Note 5: Current Employment

Confirmation of current employment must either be in the form of letter from Employer or must be reflected or contained in the CV attached. Where a proposed Team Leader is seconded from a rival Consulting Firm, an agreement between the two entities as well as a written undertaking confirming the person's full time availability for the duration of a project must be attached to the CV.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT SOLUTIONS FOR A PERIOD OF 36 MONTHS

Experience of Firm in Infrastructure Projects successfully implemented and completed (Maximum Points obtainable 30)

Evaluation Criteria	Minimum Required	Elimination Factor	Points Obtainable	Points Claimed
Supply of Wide Area Network (WAN) Projects implemented and successfully completed	1 to 3	No	4	
	4 to 7	No	6	
	8 and above	No	10	
Supply of Internet Service Provider (ISP) Projects Implemented and successfully completed	1 to 3	No	4	
	4 to 7	No	6	
	8 and above	No	10	
Supply and maintenance of Telephone management Projects implemented and successfully completed	1 to 3	No	4	
	4 to 7	No	6	
	8 and above	No	10	
Maximum Points obtainable			30	

Guideline to experience on similar or comparable projects

a) Experience on supply of Wide Area Network (WAN) Projects implemented and successfully completed

The Tenderer must attach copies of Appointment Letters or Completion Certificates as evidence of Supply of Wide Area Network (WAN) projects implemented and successfully completed. Points claimed without these requested evidence documents will not be considered.

b) Experience on Supply of Internet Service Provider (ISP) Projects Implemented and Successfully Completed

The Tenderer must attach copies of Appointment Letters or Completion Certificates as evidence of supply of Internet Service Provider (ISP) Projects Implemented and Successfully Completed. Points claimed without these requested evidence documents will not be considered.

c) Experience on Supply and maintenance of Telephone management Projects implemented and successfully completed

The Tenderer must attach copies of Appointment Letters or Completion Certificates as evidence of supply and maintenance of telephone management Projects implemented and successfully completed. Points claimed without these requested evidence documents will not be considered.

Fleet the Firm is having to implement the project successfully. (Maximum Points obtainable 10)

Evaluation Criteria	Minimum Required	Elimination Factor	Points Obtainable	Points Claimed
Fleet of the firm	1 to 2	No	4	
	3 to 4	No	8	
	5 and above	No	10	
Maximum Points obtainable			10	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**APPOINTMENT FOR THE SUPPLY OF WAN, INTERNET AND TELEPHONE MANAGEMENT
SOLUTIONS FOR A PERIOD OF 36 MONTHS**

d) Fleet the firm is having to implement the project successfully

The Tenderer must attach copies of vehicles registration certificates as evidence of ownership of Vehicle. Points claimed without the requested evidence, documents will not be considered.

TOTAL SCORE: _____/100

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2