



competitioncommission
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DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

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0040, South Africa

BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF PoE SWITCHES AND INSTALLATION OF NETWORK CABLING FOR THE COMPETITION COMMISSION OF SOUTH AFRICA
BID NUMBER	17/ 2022-2023
ISSUE DATE	21 FEBRUARY 2023
BRIEFING SESSION	COMPULSORY BRIEFING SESSION MICROSOFT TEAMS
BRIEFING SESSION DATE	28 FEBRUARY 2023 AT 11:00-12:00
CLARIFICATION QUESTIONS AND / OR ENQUIRIES	All Prospective Bidders are required to send their email addresses to tenders@compcom.co.za so that they are copied to responses to clarification questions, should there be any.
BID CLOSING DATE	14TH MARCH 2023
BID CLOSING TIME	11:00 AM
EVALUATION CRITERIA	MANDATORY REQUIREMENTS, FUNCTIONALITY, AND 80/20 PREFERENCE POINT SYSTEM OF EVALUATION
BID VALIDITY PERIOD	120 DAYS
SUBMISSION OF BIDS	COMPETITION COMMISSION SA BLOCK C RECEPTION DTI CAMPUS 77 MEINTJIES STREET SUNNYSIDE PRETORIA
CONSIDERATION OF BIDS	The bidding system is in accordance with the criteria set out in the Commission's Supply Chain Management Policy, in accordance with the provisions set out in the Preferential Procurement Policy of the Competition Commission.



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NAME OF BIDDING ENTITY		
CSD MAAA NUMBER		
SARS VAT REGISTRATION NUMBER (if applicable)		
SARS TAX CLEARANCE NUMBER		
SARS PIN NUMBER		
CONTACT PERSON		
CONTACT NUMBER		
EMAIL ADDRESS		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
AUTHORISED SIGNATORY ON BEHAF OF BIDDING ENTITY		
	INITIALS & SURNAME	SIGNATURE
	DATE:	

3. Mandatory Requirements

REQUIREMENTS: <i>The bidder(s) proposal will not be evaluated further, should the submission not comply with all the mandatory requirements and for failure to fully complete, and sign the SBD Forms and to initial each page of the General Conditions of Contract</i>	Comply	Do not Comply
It is a requirement that all suppliers/ services providers to Competition Commission be registered on the National Treasury Central Supplier Database (CSD). Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx Bidders are therefore required to submit proof of their registration on the CSD.		
Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the agent of state to view the taxpayer's profile and tax status. Bidders may also submit a printed TCS together with the bid.		
Bidders are required to submit original or certified valid B-BBEE certificates / sworn affidavit in order to substantiate their rating claims. If bidders do not submit certificates or are non-compliant contributors to B-BBEE they do not qualify for preference points for B-BBEE but will not be disqualified from the process.		
General Conditions of Contract Bidders must initial each page and return the document as part of their submission.		
SBD 1 – Invitation to Bid (Fully Completed and Signed)		
SBD 3.3 – Pricing Schedule including Annexure A		
SBD 4: Fully Completed and signed Bidders Disclosure accompanied		
SBD 6.1: Fully Completed and signed Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022		
Compulsory Briefing Session on 28th February 2023 at 11:00 <i>Only bidders who attended the compulsory briefing session will be eligible to attend the site inspection</i>		

4. Evaluation Criteria

The tender will be evaluated in accordance with the **PPPFA 80/20** principle against the following Criteria.

- Proposals for the appointment of the commercial broker will be evaluated on functionality, price and BBBEE status in accordance with the Supply Chain Management Procurement policies (Preferential Point System).
- The following criteria will be used as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations and the Competition Commission Supply Chain Management Preferential Procurement Policy.



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- c. Bids will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below.



TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF POE SWITCHES AND INSTALLATION OF NETWORK CABLING

**Competition Commission of South Africa (CCSA), Sunnyside,
Pretoria.**

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Abbreviations

PoE	Power over Ethernet
PBX	Private branch exchange
UPS	uninterruptible power supply
LAN	Local area network
WAN	Wide area networks
VLAN	Virtual Local Area Network
CCTV	Closed Circuit Television

1. EXECUTIVE SUMMARY

The Competition Commission (“Commission”) is a statutory body constituted in terms of the Competition Act, No 89 of 1998. It is empowered to investigate, control, and evaluate restrictive business practices, abuse of dominant positions and mergers to achieve equity and efficiency in the South African economy.

The Commission’s 2020-2025 strategy identifies 3 (three) strategic goals which the Commission seeks to achieve in the next 5 (five) years, namely:

- Effective competition Enforcement and Merger Regulation
- Strategic Collaboration and Advocacy
- A High-Performance Agency

In line with the key strategic initiative, the Commission seeks to develop a fully integrated, efficient, and adequate ICT environment to ensure effective functioning of the Commission in order to improve operational efficiency and to achieve the strategic goals.

2. OBJECTIVE

The purpose of this RFP is to invite suppliers (hereinafter referred to as “bidders”) to submit bid for the supply, deliver, configuration of switches, routers, and installation of LAN cabling at its new Office (*office location to be confirmed*).

3. DESCRIPTION OF THE SERVICES

3.1 Scope of Work

- Provide the architectural design of the LAN with recommended core and access switches.
- Supply & installation of 400 network points with distribution points in the ceiling.
- Provide 30 x 24 port POE switches with 10G link.
- Connect switches in the patch rooms to a patch panel per floor.
- Connect Core switches in the server room to the patch panel. Core switches must have redundancy build in the form of load sharing.
- Configure all switch with appropriate VLANs for data, video for CCTV and voice. Switches must have 20% growth capacity. There will be video traffic from CCTV cameras in strategic location.
- Entry cameras with facial recognition and temperature scanners will form part of the network. A schematic diagram of switches must be provided.
- Proper labelling must be followed.
- Server room and patch rooms must be Cat 8. Other areas must be cat 6.
- The switches must carry 5-year warranty by the OEM.
- The bidder must guarantee the workmanship for at least 12 months from configuration
- Provide Lan points (Data points) per workstation. (Labelled, patched, and tested)
- Provide patch /Fly leads.
- Provide Patch Panel
- Provide Network testing report.
- Provide 42U HP Cabinet to accommodate the network design.
- The service provider must quote for the required number of cabinets.

4. TECHNICAL REQUIREMENTS OVERVIEW

All service and technical requirements below must be responded to in writing and evidence attached where it is mentioned. The response will be considered non-responsive if the information is not provided.

- All equipment parts must be new, certified to be free of any workmanship defects for the initial 12 months. The standard warranty will be 5 years.
- Where necessary, the bidder must indicate test procedure as a confirmation of quality of work commissioned. Test results shall be presented as condition for signing completion certificate. Completion certificate shall be presented as a condition for invoicing or payment release.
- The bidder shall have all the necessary certification and qualification to operate the switches within warranty restrictions.
- The bidder is responsible for any damages before sign-off.
- A project schedule must be provided.
- The business hours will be from 08:00 am to 16:30 pm Monday to Friday, excluding public holidays.
- Business certification by OEM/Distributor agreement must be attached as a proof of relationship with the OEM and confirmation of support.
- Only the latest models of switches with 5-year warranty, such that the model will not be discontinued within the five years.
- Certifications of technical people to be deployed must be attached.
- Warranty period must be confirmed in writing with terms and condition provided.
- The standard reporting procedures for out of box failure and warranty failure must be documented.
- Delivery lead time must be stated in writing and confirmed in the bid documents.
- Note: All letters, certificates or licenses must be in writing, dated, signed, or stamped on letterheads of entities that issued them.
- Project/customer references must be contactable.

5. SITE VISIT

It is a mandatory requirement for the bidders to do a site inspection before submitting the bid. The Commission will arrange a date and time for all bidders to visit the premises to see the infrastructure like, patch panel, server room etc and to have a general understanding of the building layout. ***Only bidders who attended the compulsory briefing session will be eligible to attend the site inspection.***

6. EVALUATION CRITERIA

- 6.1** The Competition Commission has adopted a three (3) stage approach in assessing, analysing, and evaluating Proposals, being: *bidder must meet a minimum of 70 points to qualify for further evaluation in terms of price Preference.*

6.1.1 First stage: Administrative. / Mandatory Requirements

6.1.2 Second stage: Functionality

6.1.3 Third stage: Price and B-BBEE

Below is a detailed breakdown of the scoring criteria for each individual proposal:

Quality criteria	Sub-criteria	Minimum number points	Maximum number of points
TENDERER'S EXPERIENCE Provide the company profile and a list of client references	Bidder experience in Providing switches and configurations, Installation of Lan Cabling Briefly describe services in relation to the engagement where the bidder has provided resources team (or has individual) to address governance, policies, and controls in IT. The project or case study description should address: <ul style="list-style-type: none"> ➤ Client name and duration ➤ Description of works and deliverables. ➤ PoE Switch configuration (VLAN) ➤ Lan Cable Installation References must be contactable. Two (2) case studies = 20 Three (3+) case studies = 30 <i>Bidder are required to meet the minimum score = 0 points</i>	20	30
METHODOLOGY AND PROJECT APPROACH	Approach/methodology with project plan <ul style="list-style-type: none"> ➤ Provide a methodology for the delivery of the scope of work explaining the teams, schedules, and approach to be taken. ➤ Resources must cover the scope of work completely. ➤ Milestones must be expressed in hours or working days. ➤ Team structure and roles clearly articulated. ➤ Provide the copy organogram demonstrating capability to delivery on concurrent projects. ➤ Milestones must be expressed in hours or working days. ➤ Team structure and roles clearly articulated. <i>Non-compliance with any of the above elements = 0 points</i>	30	30
KEY PERSONNEL EXPERIENCE	Summary CV of personnel covering experience in similar work. Account Manager, Project Manager, Certified Network Engineer (For the Product Quoted) Cabling Specialist must be certified as a cabling installer. Please indicate titles on each CV		

Provide a comprehensive CV and Qualifications	<p>Account Manager (one CV only- of account manager and indicate that the incumbent will be the responsible account manager)</p> <ul style="list-style-type: none">➤ 5+ years’ experience = 10➤ 3-5 years’ experience = 5➤ 0-3 years of experience = 0 <p>Project Manager (one CV and qualifications -project manager and indicate that the incumbent will be the responsible project manager. Any of these qualifications in Project Management will be accepted:</p> <ul style="list-style-type: none">• Project Management Professional (PMP) or• Certified Project Management Practioner (CPMP) or• PRINCE2 Foundation or PRINCE 2 Practitioner or• PMBOK, Professional in Project Management (PPM) or• Certified Project Manager (CPM) Certified Associate in Project Management (CAPM) or• Associates in Project Management (APM) or• Masters in Project Management (MPM) or• BTEC in Project Management. <ul style="list-style-type: none">➤ 5+ years’ experience = 10➤ 3-5 years’ experience = 5➤ 0-3 years of experience = 0 <p>Certified Network or Routing Engineer (one CV of network or routing engineer and indicate that the incumbent will be the responsible network / routing) – valid certificate Networking Engineering</p> <ul style="list-style-type: none">➤ 5+ years’ experience = 10➤ 3-5 years’ experience = 5➤ 0-3 years of experience = 0 <p>Cabling Specialist (one CV only indicate experience in cabling- of cabling specialist and indicate that the incumbent will be responsible for cabling)</p> <ul style="list-style-type: none">➤ 5+ years’ experience = 10➤ 3-5 years’ experience = 5➤ 0-3 years of experience = 0	20	40
Maximum possible score for quality (M)			100

PLEASE NOTE: BIDDERS THAT OMIT AN ITEM FROM THE PRICING SCHEDULE CANNOT ADD THE ITEM ONCE THE TENDER HAS BEEN AWARDED.

The bidder must schedule the deliverables to allow a payment plan that is not based on hours but completed deliverables.

7. APPROVALS

The complete installation will be tested by the network & Infrastructure engineer and the IT Manager will review and approve for deliverables.

8. ACCESS TO LAND / BUILDINGS / SITES

During the fieldwork, the successful bidder shall be provided with access control cards for ease of access to the Competition Commission buildings. The successful bidder will work under the supervision of Competition Commission employee.

9. PLANNING

The successful tenderer shall present the project plan with timelines during the project initiation meeting and signoff. The requirement to be submitted and agreed upon.

10. THE PREFERENCE POINT SYSTEM

The evaluation of Price and Preference shall be conducted using the 80/20 preference point system. The 80/90 shall be the maximum number of points that can be scored for price and 20/10 shall be the maximum number of points to be allocated for preference.

The 80/20 preference point system shall be used where the estimated contract value is greater than R30 000 and not expected to exceed R 50 million including all applicable taxes.

The award shall be made to a Bidder that scores the highest overall points for both price and preference.

For contracts with a Rand value equal to or below a prescribed amount a maximum of 20 points may be allocated for specific goals as contemplated provided that the lowest acceptable tender scores 80 points for price.

The specific goals may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination based on race, gender or disability and or implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

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