

**SECTION 2.3: MBD 3.1 PRICING SCHEDULE – FIRM PRICES**

**PRICING PROPOSAL**

General Pricing Instructions

- All prices must be quoted in South African Rands. If any exchange rate assumptions are applied, state the currency and exchange rate used. Example: EXCHANGE RATE APPLIES: US\$1 = R16.00
- All costs quoted must include supply, delivery, installation, commissioning, training costs, VAT, travel, subsistence and accommodation if applicable.
- That the rate(s) of exchange used in this bid is represented as follows

Currency	Rates of exchange (Rand)
1x US Dollar	
1x Pound Sterling	
1x Euro	
1x Yen	
Other	

The relevant rates of exchange information are accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Pricing Options

Respondents are invited to indicate pricing on a fixed price basis.

Fixed price proposals for the network solution should specify a price that includes all costs that will be incurred by the municipality payable to the vendor for the design, implementation and management of the network & email security, including, but not limited to, costs for the requirements of this RFT as well as all other work proposed. If a respondent offers options and/or alternates that are not included in the fixed price for the proposed solution, the respondent must provide for each such option/alternate the following information:

- A detailed description of the option/alternate (including, but not limited to, all features and functionality that will be unavailable in the base network solution if the option/alternate is not purchased);
- A full explanation of the rationale for not incorporating such functionality in the base network solution; and
- Detailed cost information for each option/alternate, in accordance with the cost proposal requirements of the RFT.

**Annual cost**

Respondents should indicate the breakdown of the installation and annual cost for proposed solution. Respondents must also indicate all other costs relating to this RFT.

Respond in this text box to give other price information. Include tables if necessary.

Should the license need of the Municipality increase, please discuss the cost implications (including capex & opex considerations, once off setup costs, on-going recurring costs, etc.)

**PRICING SCHEDULE**

	Product Description	Installation cost (once off) (VAT Excl.)	Annual Cost (Year 1) (VAT Excl.)	Annual Cost (Year 2) (VAT Excl.)	Annual Cost (Year 3) (VAT Excl.)
1.1	Network Performance & Security monitoring	R	R	R	R
1.2	Email Security Monitoring	R	R	R	R
<b>Sub Total (Vat Excl.)</b>					
<b>VAT 15%</b>					
<b>Grand Total (VAT Inclusive)</b>					

**Please note:** Pricing will be based on the spot rate of exchange at the time of invoicing per the information as furnished under section 2.3 general pricing instructions. The primary focus of the Municipality will be to firstly secure the network performance & security aspects with email security as a secondary requirement within the constraint of the approved budget. Therefore, Hessequa reserves the right to either fully or partially implement the required solutions.

**PLEASE NOTE:** The primary focus of the Municipality will be to firstly secure the network performance & security aspects with email security as a secondary requirement within the constraint of the budget. Therefore, Hessequa reserves the right to either fully or partially implement the required solutions.

Bid evaluation criteria

Evaluation is in three evaluation phases and will be based on a point system.

**Evaluation Process**

On receipt of applications within the given timeframe, as set out in the advertisement of the RFT, the following three (3) phased evaluation process will be utilised:

<b>Discussion</b>		
<b>1.</b>	<b>Evaluation as per prescribed phases</b>	
<b>BEC Evaluation process following a phased approach</b>	<b>Phase A</b>	Acceptable tender as per PPPFA section 1 - Compliance with conditions and special conditions, legislative and legal requirements and minimum specifications.
	<i>If responsive move to</i>	
	<b>Phase B</b>	Functionality scoring – must meet threshold requirements as per PPPFA Regulations 5. Bidders will be invited to make a presentation of their proposal to the selection committee (who will be responsible to evaluate the functionality) and other officials, at sites designated by the municipality, at no cost to the municipality, addressing its ability to satisfy the requirements of this RFT. The proposals will be evaluated in terms of Criteria 5: Approach and Method.
	<i>If responsive, move to</i>	
	<b>Phase C</b>	Price and Preference scoring, as per PPPFA Regulations 6
	<b>Compliance in terms of:</b> <b>a. Price and Preference Scoring</b>	

**Functionality Criteria**

Bidders scoring less than 70% with reference to the functionality criteria requirements will be marked as non-responsive. All the written response as per the RFT submission will be evaluated as per the criteria below.

**The following documents in addition to the evidence required for functionality should also be included:**

1. Proposed governance arrangements to execute the project, if successful. Elements to include reporting arrangements, management arrangements, decision-making arrangements, and locality to ensure immediate response.
2. Full colour manufacturer brochures for all aspects of the offered solution
3. An overview of the bidder’s business footprint—locally and throughout the rest of South Africa.
4. A detailed breakdown of the technology components of which the offered solution consists, their roles within the offered solution, and the structures that exist (from a manufacturer/distributor perspective) to support same locally and internationally.
5. A detailed report substantiating how the solution would support the interoperability to the municipality.

**PLEASE NOTE:**

Only certified copies of original documents will be accepted. Bidders who fail to submit any of the requested documentation, or whose submitted documentation fail to provide the levels of detail specified, will result in the disqualification of their bid.

**IMPORTANT SPECIAL CONDITIONS**

Bids **MUST** comply with the following Special conditions of Contract:

- 1) To be deemed as responsive a bidder must **score a minimum of 70%** with reference to the functionality criteria requirements.
- 2) As per legislation, providers must be registered on Central Supplier Database (CSD) and comply with the listing requirements. It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register without. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the CSD.
- 4) Bidders claiming points for functionality, without providing adequate evidence to substantiate their claims, will result in their disqualification from the tender if it is discovered prior to the awarding of the tender.
- 5) Bidders claiming points for functionality but who fail to meet commitments made in relation to points claimed, will result in the cancellation of the tender if the discovery of non-compliance is made after the contract has been awarded. The municipality then reserves all its rights in law to recover any losses incurred, whether direct or consequential, because of the bidder not disclosing their non-compliance with the specification. Examples of non-compliance are (note that these are not exhaustive):
  - a) Claiming points for establishing a locality but failing to do so.
  - b) Claiming points for having, or establishing a local support office, but terminating same before the contract matures.
  - c) Claiming points for local staff compliment, but failing to employ the requisite number of locals for which points were claimed
  - d) Claiming points for employing a specific number of certified, local support staff for the full duration of the contract but failing to do so.
  - e) Claiming points for the ability to complete the project within a specified time frame but failing to do so.
- 6) The bidder shall implement their proposed solution seamlessly (i.e. without any interruption to existing network, internet, voice & information services) and manage the project in line with project management best practice. Submit a full project plan for the entire project. Said plan must at minimum include the following:
  - a) Project Charter
  - b) Outputs
  - c) Quality Criteria
  - d) Resources
  - e) Management Structure
  - f) Milestones
  - g) Tolerances
  - h) Dependencies
  - i) Risks
  - j) Schedule
- 7) The successful bidder must be willing to commit to an SLA with the municipality that guarantees support for the required service over the full term of the contract, and will be monitored monthly and that covers the "entire solution" which includes:
  - a) The network and or email security performance monitoring services based on final award
  - b) The equipment and software of which the solution is comprised irrespective of its location, monitoring tools for internal ICT providing a clear view of allocated resources defined in the technical specification.

- c) The link to the municipality
- d) Ensure back-ups are in place for the solution

8) The SLA must include a detailed fault reporting procedure with built-in escalation triggers and non-compliance penalties.

Task	Action Required
TIMEFRAMES/DUE DATES INDICATED	Note certain activities must be performed simultaneously with others. The actual dates for starting the projects shall be determined mutually within the constraints of the approved budget during the appointment period (3 years).
CLIENT OFFICIALS INVOLVED IN THE DELIVERY OF THE PROJECT?	<p>(BIDDERS MUST INCLUDE THE EXTENT TO WHICH THE DELIVERY OF THE PROJECT RELY ON MUNICIPAL RESOURCES)</p> <ul style="list-style-type: none"> <li>• Arrangement of meetings</li> <li>• Collection of Information</li> <li>• Review and sign-off of products</li> <li>• Attendance of consultation sessions</li> <li>• Distribution of information</li> <li>• Promoting documents through the decision-making channels</li> <li>• Record keeping</li> <li>• Technological requirements (specifications)</li> </ul>
PROJECT PLAN	<p>The service provider MUST provide a detailed project plan once approval for the project has been granted. The project plan must include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• Introductory meeting</li> <li>• Prepare project charter and schedule (time and priority)</li> <li>• Analysis and Documentation</li> <li>• Presentation to the ICT Steering Committee</li> <li>• Non-Disclosure Agreement (NDA)</li> </ul>
NON-DISCLOSURE	<p>The successful bidder will be required to:</p> <ul style="list-style-type: none"> <li>• Keep confidential any or all information (written, oral, including information contained in electronic format) concerning the business and affairs of Hessequa Municipality obtained through or received during this project.</li> <li>• Not disclose nor change the information in whole or in part to any party outside this agreement.</li> <li>• Upon completion of the project the service provider must return any or all information to Hessequa Municipality.</li> <li>• All information exchanged with reference to the S.O.W can only be used for this project and returned to Hessequa Municipality afterwards</li> </ul>

**GENERAL CONDITIONS**

The following should be noted by interested parties:

1. Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in Hessequa.
2. Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from Hessequa.
3. On completion or termination of the agreement, all information, materials and products must be handed over to Hessequa.
4. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from Hessequa.
5. All copyright and intellectual property rights that may result because of the work to be performed shall reside with Hessequa and the service provider shall be required to sign an agreement of confidentiality.
6. Hessequa may determine the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by Hessequa.
7. Hessequa's (general conditions of bid, contract and order) shall be applicable to this bid.
8. Hessequa reserves the right not to award the bid to any bidder at its own discretion.

**Tenderers should price on the pricing schedule as indicated above and on all items.**

**Failure to adhere to the beforementioned will result in your tender being declared non-responsive.**

**NB:** Bidders claiming points for functionality, without providing adequate evidence to substantiate their claims, will result in their disqualification from the tender if it is discovered prior to the awarding of the tender. Refer to important special conditions.

DECLARATION,

I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: .....DATE: .....