



SCOPE OF WORK

1. Introduction

CEF SOC Ltd "CEF" IT performs Weekly, Monthly and Yearly backups to tape using Veeam backup software. Tapes are then sent off-site for secure storage. A total number of 300 packs of tapes are stored with current service provider. The agreement with the current service provider is coming to an end. It is against this background that CEF invites bids from suitable service providers to provide the following services for a period of 3 years:

2. Requirements

a. Collection and Delivery of Tapes

The service provider is required to:

- Provide tamper proof and sealable container bags for packaging tapes.
 - Provide relevant tracking labels for containers to be transferred from CEF offices to the off-site storage location.
 - Provide customized (designed for the purpose) self-carbonated duplicate receipt books for recording purposes with signature fields for authorised personnel to sign when collecting tapes.
 - Provide weekly backup tapes collection service on Mondays or any other day of the week that CEF may decide to choose.
 - Provide regular delivery service for expired backup tapes.
 - Provide different delivery options for backup tapes required for restores
- Standard – required tapes to be delivered with the next return batch.
- Next day delivery – required tapes to be delivered the following day.
 - Urgent delivery – required tapes to be delivered same day.
- Provide email alerts for tracking of backup tapes.
 - Vehicles should be equipped with the necessary safety and security measures to secure containers during transit.

b. Storage of Tapes

- Vendor should have proper environment controls, temperature, humidity, and fire protection at the storage location adhering to the requirements stipulated by the SABS and SA Fire Association.
- Secure destruction of old tapes when required and provide certification.



- Provision of container(s) and additional storage containers as and when required at no additional cost.
- Once off process of moving, re-packaging, re-indexing, re-labelling of backup tapes stored with current service provider to the winning bidder's secure storage (applies if the winning bidder is different from the current contract holder).

3. Evaluation criteria

a. Phase 1: Mandatory Requirements

| Mandatory requirement | Comply | Not Comply | Comments |
|---|--------|------------|----------|
| <p>a. Bidder must have a secure storage infrastructure including a tracking solution (Software).</p> <p>Bidders must submit:</p> <ul style="list-style-type: none">• i.e., a contract/agreement if bidder has a partnership agreement with a storage facility.• or proof of ownership of a storage facility if bidder owns the facility | | | |
| <p>b. Bidder must have proven experience in providing same required services and</p> <p>Bidder must provide at least 3 signed reference letters on a client letterhead.</p> | | | |

b. Phase 2: Commercial evaluation

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

| Specific goals | Points |
|--|-----------|
| Historically disadvantaged individual (HDI) | |
| Enterprises with ownership of 51% or more by person/s who are black | 10 |
| Enterprises with ownership of 51% or more by person/s who are women | 5 |
| Enterprises with ownership of 51% or more by person/s who are youth | 3 |
| Enterprise with ownership of 10% or more by person/s with disability | 2 |
| Total | 20 |

Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

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

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim



| Evaluation Criteria | Final Weighted Scores |
|---------------------|-----------------------|
| Price | 80 |
| Specific goals | 20 |
| TOTAL SCORE: | 100 |

Bill Of Quantity

| Description | Duration (Years) | Total Amount |
|--|------------------|--------------|
| Once Off take over Backup storage management fee | Once off | |
| Backup storage management and transport fee (Monthly) | 36 Months | |
| Other Costs (If Any) | | |
| Total Excl. VAT | | |
| VAT | | |
| Total Incl. VAT | | |
| Note this table is a template and must be amended accordingly to ensure Bidder has included all foreseeable costs. | | |