

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	09 June 2023	REQUISITION NUMBER	REQ0004780
CLOSING DATE:	22 June 2023	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days validity	Submissions and enquires to be made to:	procurement@sanas.co.za

1. PRODUCT /SERVICE DETAILS

Description of goods / services: ASSESSMENT OF OUR CURRENT Wi-Fi SYSTEM TO IDENTIFY SHORT COMINGS AND GAPS AS WELL AS THE INSTALLATION OF A GUEST WIFI SOLUTION, UPON COMPLETION, SUPPORT AND MAINTAIN OUR WIFI SYSTEM FOR A PERIOD OF 36 MONTHS

TERMS OF REFERENCE

1. PURPOSE

The purpose of this RFQ is to invite suitably interested qualified service providers to submit their quotations for a assess our current WIFI system, Identify and address any short comings/ gaps in our current WIFI solution as well as installing and setting up a guest Wi-Fi solution using a ticketing / token system.

2. BACKGROUND

The South African National Accreditation System (SANAS) is the sole national body responsible for conducting accreditations in respect of conformity assessment, which includes the accreditation of calibration, testing and verification laboratories, certification bodies, inspection bodies, verification agencies and any other type of body that may be added to its scope of activity. SANAS is also the national body to monitor Good Laboratory Practice (GLP) compliance with principles adopted by the Organisation for Economic Cooperation and Development (OECD) for GLP facilities.

The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognises SANAS as the only National Accreditation Body for the Republic of South Africa for conformity assessment, calibration, monitoring of Good Laboratory Practice, and to provide for matters connected therewith.

SANAS is a Section 3A Public Entity for purposes of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).

As more devices are becoming WIFI enabled and no longer have LAN connectivity, we are more dependent on our WIFI network. Therefore, we must ensure that both our corporate as well as our guest WIFI is optimally configured to allow at least 250 devices access our WIFI network without any problems.

Our current Wi-Fi solution has two separate wireless networks Corporate and Guest, allowing access to the network infrastructure with all its applications for domain users and Internet access for Guest users.

Two separate VLANs are configured on the switches to separate the AD WLAN from the Guest WLAN. We currently using 13 Ubiquiti Unifi AC PRO APs covering both floors of our building. Furthermore, we require a guest access solution for our WIFI, which is time based and expires after a present period.

We currently have a Liquid VOIP fibre solution with 100MB 1:1 contention ratio. Also, we have the possibility to increase the bandwidth if we so require.

Lastly, we break out to the internet using Sophos Firewalls

3. OBJECTIVES

The goal of this exercise is to solicit a proposal for a solution that will offer but limited to:

- a) Assess our current network and address any gaps.
- b) Resolve / fix all identified issues / problems to expand our current Wi-Fi system.
- c) Install a guest Wi-Fi solution.
- d) Supply and install APs.
- e) Support and maintain the system for 36 months, when required (Adhoc bases)

4. SCOPE, APPROACH AND METHODOLOGY

Scope of Services

The replacement and expansion of the Wi-Fi solution will enhance employee mobility for mobile devices such as laptops, tablets, and smartphones in and around the SANAS offices.

It will also enable internet connectivity for SANAS visitors.

The current Wi-Fi solution must enable SANAS to be able to maintain a consistent flow of communication in the office allowing employees to stay connected from everywhere in our building.

The Wi-Fi solution must provide optimized high-performance wireless networking, offer improved mobility, and centralized monitoring of the Wireless infrastructure.

The bidder must install and cable all Access points using CAT 6 ethernet cables. If required.

The bidder must replace Access points where applicable.

Therefore, SANAS desires to engage the services of a service provider who can provide the following services sought, broken down in project phases.

- Assessment, report, and quotation

Assess and report on the following:

- The current WIFI coverage on both floors (ground and first floor) of our SANAS building residing at Libertas Office Park, Equestria, Pretoria. The assessment must identify dead spots of WIFI coverage.
- Evaluate and propose if AP controller and APs to cater for better performance and the guest WIFI solution as well as cater for the load usage of at least 200 SANAS users and at least 50 guest users.
- Finally, we need to understand if we have enough bandwidth to cater for this requirement.

Based on the above assessment, please quote accordingly, and attached to the report that will be given to SANAS

Please note that before any work can be done on our current WIFI solution, permission must be granted by SANAS.

5. REQUIREMENTS

These are minimum requirements in our environment for the proposed system(s) to cater for:

No	DESCRIPTION	SPECIFICATION
1.	Number of SANAS Users devices	200
2.	Number of SANAS Guest Users	50

6. ADDITIONAL NOTES

- i. SANAS has 80 staff and an approximate of 250 Devices.
- ii. We must cater for at least 50 guests.
- iii. SANAS has its offices in Equestria, Pretoria, South Africa.
- iv. All proposal submitted MUST have pricing in South African Rands (ZAR).
- v. The bidder MUST name the systems that form part of the proposed solution.

Expected date of delivery:	July 2023
Contract or once-off:	36 months

Technical / Mandatory requirements:	Service provider must partner certification for proposed solution, evidence to be furnished.
Other information:	<p>The bidder must attend the compulsory briefing session to view the site and propose a working WIFI solution in line with our needs as outlined in the specification document.</p> <p>The briefing session will take place on site at: 303 Libertas office park, Block D, Cnr Libertas Avenue & Highway Street Equestria Pretoria On Thursday the 15th of June 2023 at 11:00</p>

SECTION TO BE COMPLETED BY SUPPLIER**2. SUPPLIER DETAILS**

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Valid Tax reference number and Pin	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Certified valid B-BBEE Certificate	

EVALUATION PROCESS

All bids will be evaluated as follows:

The First stage, bids will be evaluated first for Administrative requirements, Bidders are required to submit the following administrative documents to be considered for evaluation.

- Completed and signed SBD 4
- Completed and signed SBD 6.1
- Valid BBBEE certificate or sworn affidavit signed by the commissioner of oath
- Valid tax pin, Central Supplier Database Report or Summary with compliant tax status

No	Name of Administrative Required Document	Clarification Time
1	Completed and signed SBD 4	48 working hours
2	Valid tax pin, Central Supplier Database Report or Summary with compliant tax status	7 Working days

Bidders who do not adhere to the indicated response time for clarifications requested by the SANAS will be deemed to be non-responsive and their submissions will not be evaluated further.

Stage 2: Price and SANAS specific goals:

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000. SANAS Preferential Procurement (PP) requirements as per the SANAS Supply Chain Management Policy, states that SANAS shall deal with suppliers in accordance with the SANAS specific goals. The application of the specific goals will be as per the applicable pricing formula, the 80/20 system.

SANAS specific goals are in support of the following:

- Previously disadvantaged groups by allocating points for black owned businesses. Black owned businesses are defined as per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 which states that "Black People" is a generic term which means Africans, Coloureds and Indians who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation before 27 April 1994 or on or after 27 April 1994; and who would have been entitled to acquire citizenship by naturalization prior to that date.
- Black women as per the Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
- Black people who are youth as defined in the National Youth Commission Act of 1996.
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- Exempt micro enterprises (EMEs) and thus promoting small businesses.
- Qualifying small enterprises (QSEs).

All responsive tender offers shall be evaluated in terms of Price and SANAS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

Points will be allocated in terms of the SANAS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates or sworn affidavit to claim points on specific goals.

PRICE	80
SANAS SPECIFIC GOALS	20

Note: To claim points Bidders must submit a valid BBBEE certificate or sworn affidavit signed by the commissioner of Oath together with a fully completed and signed SBD 6.1. Bidders are required to indicate the preference point claimed in the SBD 6.1.

Specific Goal	20	10
100% Black Owned	6	4
51% - 99% Black Owned	4	2
100% Black Women Owned	6	3
51% - 99% Black Women Owned	4	2
5% Youth Owned	2	1
2% Owned by Persons with Disabilities	1	1
Exempt Micro Enterprise (EME)	5	0

Qualifying Small Enterprise (QSE)	3	1
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This RFQ will be evaluated according to the above SANAS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim SANAS specific goals in the provided SBD 6.1 attached.

- Quote validity refers to calendar days
- SANAS reserves the right to award to multiple suppliers.
- SANAS reserves the right to increase or decrease quantities at the prices quoted.
- SANAS reserves the right to cancel this request.
- All goods/services must be quoted in Rand value.
- SANAS reserves the right to negotiate with bidders.
- All fields must be filled in / completed for this document to be accepted.
- Late and incomplete submissions will not be accepted.
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- Failure to submit the quotation by the date and time stipulated will result in disqualification.
- Payment will be made in 30 working days after receipt of a valid invoice.
- All SBD documents must be always signed and sent back with the quotation.
- THIS QUOTE DOES NOT CONSTITUTE AN ORDER.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SANAS before RFQ closing date.

4. PROTECTION OF PERSONAL INFORMATION

In responding to this RFQ , SANAS acknowledges that it may obtain and have access to personal data of the respondents. SANAS agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SANAS will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SANAS requires Respondents to process any process any personal information disclosed by SANAS in the bidding process in the same manner

5. REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

- Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
- Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
- Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts.
- Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
- Failure to quote in line with the specification.
- This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract by SANAS.

6. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Capacity:.....

Name:.....

Signature:

Date:

Annexure A

The below table must be filled in and submitted with proposal

No.	Description	Quantity	Unit cost	Total cost
1.	Assessment to the identify gaps, problems, misconfigurations and identified problems shortcomings			
2.	Deployment & support maintenance of a guest WIFI ticketing system			
3.	WIFI Controller			
4.	Supply, install and configure Aps as required Specify the number of Aps required			
5.	Setup and installation fee			
Total				
VAT				
Total inc VAT				

Cost per meter for CAT 6 cabling including termination and running of cable to either replace/ add new AP into our current WIFI network, total meterage of cabling as well as to be finalised at invoicing	R
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Adhoc and support maintenance

Quote an hourly rate including VAT and travel for support and maintenance over 36 months as and when required.

	Year 1	Year 2 Including escalation	Year 3 Including escalation
Rate per hour			
VAT(if VAT registered)			
Total inc VAT			

	Year 1	Year 2 Including escalation	Year 3 Including escalation
Rate per KM			
VAT(if VAT registered)			
Total inc VAT			

Any procurement of parts must be approved by SANAS first, and PO issued before installation