



STATE INFORMATION TECHNOLOGY AGENCY (SOC) LTD
Registration number 1999/001899/30

BID SPECIFICATION

RFQ No:	RFQ 4437-AH-2022
Description	Request to supply router for the Department of Tourism for a period of 60 (sixty) months
Briefing Session	N/A
Closing Date for questions / queries	08 June 2022 at 16:30PM
Enquiries Email	ReabetsweNzimande@sita.co.za
Proposal Submission	quotations@sita.co.za
RFQ Invitation Date	03 June 2022
RFQ Closing Details and Address	Date: 10 June 2022 Time: 11:00AM
RFQ Validity Period	30 days (commencing from the RFQ Closing Date)

NO HAND DELIVERED RFQ RESPONSES WILL BE ACCEPTED

PROSPECTIVE SUPPLIERS / SERVICE PROVIDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD)

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ANNEX A: INTRODUCTION

1. PURPOSE AND BACKGROUND

1.1. PURPOSE

The purpose of this RFQ is to invite Suppliers (hereinafter referred to as “bidders”) to submit quotations for the Supply of router to SITA for the Department of Tourism for a period of 60 months.

1.2. BACKGROUND

The Department of Tourism router has reached and of life and support, and it must be replaced.

2. SCOPE OF BID

2.1. SCOPE OF WORK

The scope of work by the bidders is to –

- (1) Router – Supply and install.
- (2) Maintain and support for a period of 60 months.

2.2. DELIVERY ADDRESS

- (1) The goods and services must be supplied or provided at the following physical address(es);
OR

No	Physical Address	GPS Coordinates (optional)
1	Trevenna St 16, Tourism House, Pretoria	-25.74971 (Lat), 28.203385 (Long)

2.3. CUSTOMER INFRASTRUCTURE AND ENVIRONMENT

- (1) Not applicable.

3. TECHNICAL REQUIREMENT OVERVIEW

3.1. PRODUCT REQUIREMENT

- (1) **Router Specification**
 - (a) Specification:
 - (i) 3 Gigabit Ethernet ports (1 WAN and 2 GE) Minimum WAN speed 100 Mbps (RJ 45).
 - (ii) Minimum Memory 512 MB
 - (iii) Minimum Flash 512 MB
 - (iv) Console Port
 - (v) USB Port
 - (b) Features/functionality

- (i) Address - IPv4, IPv6.
- (ii) Routing (IPv4 and IPv6) – BGP, OSPF, Static Routing, Multicast.
- (iii) PPP, GRE, 802.1q, IPSec, L2VPN, AAA, ACL, Radius, TACACS, PIM (SM/DM), IGMP (v1/v2/v3).
- (iv) Management – SNMP (v1, v2c, v3), NTP, SSH (v1/v2).
- (v) QinQ (802.1ad)
- (vi) QoS

3.2. SOLUTION REQUIREMENT

(1) SOLUTION TARGET ARCHITECTURE

- (a) Not applicable.

(2) SOLUTION INTEGRATION REQUIREMENTS

- (a) Not applicable.

3.3. PROJECT AND SERVICES REQUIREMENTS

(1) PROJECT DELIVERY SCHEDULE AND PERFORMANCE

- (a) The bidder must provide the router within 3 months after the award.

(2) SERVICE DELIVERY SCHEDULE AND PERFORMANCE METRICS

- (a) Please refer to section 9.2. (4)

4. BID EVALUATION STAGES

- (1) The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

Stage	Description	Applicable for this bid
Stage 1	Administrative pre-qualification verification	YES
Stage 2A	Technical Mandatory requirement evaluation	YES
Stage 2B	Technical Functionality requirement evaluation	No
Stage 2C	Technical Proof of Concept requirement evaluation	No
Stage 3	Special Conditions of Contract verification	YES
Stage 4	Price / B-BBEE evaluation	YES

- (2) **The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION

5. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

5.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

- (1) The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.
- (2) If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to –
 - (a) Reject the bid and not evaluate it, or
 - (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

5.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

- (1) **Submission of bid response:** The bidder has submitted a bid response documentation pack –
 - (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
 - (b) in the correct format as one original document, two copies and one CD.
- (2) **Attendance at compulsory briefing session:** If a compulsory briefing session was called, then the bidder has signed the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder’s response document.
- (3) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 3 of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

ANNEX A.2: TECHNICAL MANDATORY, FUNCTIONALITY AND PROOF OF CONCEPT REQUIREMENTS

6. TECHNICAL MANDATORY

6.1. INSTRUCTION AND EVALUATION CRITERIA

- (1) The bidder **must comply with ALL the requirements by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (3) The bidder **must complete the declaration of compliance** as per section 6.3 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
- (4) **The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.**

6.2. TECHNICAL MANDATORY REQUIREMENTS

TECHNICAL MANDATORY REQUIREMENTS	<i>Substantiating evidence of compliance (used to evaluate bid)</i>	<i>Evidence reference (to be completed by bidder)</i>
(1) BIDDER CERTIFICATION / AFFILIATION REQUIREMENTS The bidder must be a registered OEM/OSM partner.	Provide a copy of a valid letter from OEM indicating (a) the bidder name, (b) the bidder is an OEM partner, (c) date the partnership was established, and (d) information stating that the partnership is valid at time of bid.	<provide unique reference to locate substantiating evidence in the bid response – see Annex A.7>

TECHNICAL MANDATORY REQUIREMENTS	<i>Substantiating evidence of compliance (used to evaluate bid)</i>	<i>Evidence reference (to be completed by bidder)</i>
	Note: All letters, certificates or licenses must be in writing, dated, signed and on a letterhead of the entity that issued to letter.	
<p>(2) BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS</p> <p>The bidder must have provided the service as per scope of work to at least 1 customer during the past five (5) years;</p>	<p>Provide a letter of affirmation from Business or Government customers to whom the project or service was delivered or a sworn affidavit. Each letter must be dated, signed and on a letterhead of the customer and indicates:</p> <p>(a) The customer Company name and physical address;</p> <p>(b) Customer contact person's name, telephone number and email address;</p> <p>(c) For a Business customer, the Company Registration Number as registered with Companies and Intellectual Property Commission (CIPC);</p> <p>(d) Project <or Service> scope of work;</p> <p>(e) Product <or technology> scope;</p> <p>(f) Project Start and End Date;</p>	<p><provide unique reference to locate substantiating evidence in the bid response – see Annex A.7></p>
<p>(3) TECHNICAL PRODUCT AND FUNCTIONAL REQUIREMENT</p> <p>(a) Specification:</p> <p>(i) 3 Gigabit Ethernet ports (1 WAN and 2 GE) Minimum WAN speed 100 Mbps (RJ 45).</p> <p>(ii) Minimum Memory 512 MB</p> <p>(iii) Minimum Flash 512 MB</p> <p>(iv) Console Port</p>	<p>Provide the product specification brochure or datasheet documentation indicating how the proposed product or solution complies with the technical requirements.</p>	<p><provide unique reference to locate substantiating evidence in the bid response – see Annex A.7></p>

TECHNICAL MANDATORY REQUIREMENTS	<i>Substantiating evidence of compliance (used to evaluate bid)</i>	<i>Evidence reference (to be completed by bidder)</i>
(v) USB Port (b) Features/functionality (i) Address - IPv4, IPv6. (ii) Routing (IPv4 and IPv6) – BGP, OSPF, Static Routing, Multicast. (iii) PPP, GRE, 802.1q, IPSec, L2VPN, AAA, ACL, Radius, TACACS, PIM (SM/DM), IGMP (v1/v2/v3). (iv) Management – SNMP (v1, v2c, v3), NTP, SSH (v1/v2). (v) QinQ (802.1ad) (vi) QoS		

6.3. DECLARATION OF COMPLIANCE

	Comply	Not Comply
The bidder declares by indicating with an “X” in either the “COMPLY” or “NOT COMPLY” column that – (a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 6.2 above; AND (b) Each and every requirement specification is substantiated by evidence as proof of compliance.		

7. TECHNICAL FUNCTIONALITY

Not applicable to this bid

8. PROOF OF CONCEPT

Not applicable to this bid.

ANNEX A.3: SPECIAL CONDITIONS OF CONTRACT (SCC)

9. SPECIAL CONDITIONS OF CONTRACT

9.1. INSTRUCTION

- (1) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (2) SITA reserves the right to –
 - (a) Negotiate the conditions, or
 - (b) Automatically disqualify a bidder for not accepting these conditions.
- (3) In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 9.1(2) above.
- (4) The bidder must **complete the declaration of acceptance** as per section 9.3 below by marking with an “X” either “ACCEPT ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

9.2. SPECIAL CONDITIONS OF CONTRACT

(1) CONTRACTING CONDITIONS

- (a) **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement) with SITA.
- (b) **Right of Award.** SITA reserves the right to award the contract for required goods or services to multiple Suppliers.
- (c) **Right to Audit.** SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

(2) DELIVERY ADDRESS. The supplier must deliver the required products or services at

- (a) Product and service - Trevenna St 16, Tourism House, Pretoria

(3) SCOPE OF WORK AND DELIVERY SCHEDULE

- (a) The Supplier is responsible to perform the work as outlined in the following Work Breakdown Structure (WBS):

WBS	Statement of Work	Delivery Timeframe
1.	Deliver the router	Within 3 months after the award.

(4) SERVICES AND PERFORMANCE METRICS

- (a) The Supplier is responsible to provide the following services as specified in the Service Breakdown Structure (SBS):

SBS	Service Element	Service Grade	Service Level
1.	Call Centre	Normal	8h x 5d, 07:30 – 16:30
2.	Incident Response	Normal	Maximum 15 minutes
3.	Incident Restore	Normal	Maximum 4 hours.
4.	Incident Feedback	Normal	Every 3 hours
5.	Service Availability	Silver	97% Availability

(b) Supplier must be able to deploy the basic configurations on the router. NB: SITA will provide the required basic configurations.

(c) The supplier must call SITA to confirm reachability on completion of the installation.

(5) SCOPE OF TECHNICAL SOLUTION DEVELOPMENT

(a) Not applicable.

(6) SUPPLIER PERFORMANCE REPORTING

(a) The supplier must provide SITA with the organization reporting structure and must be able to attend meetings as an when required by SITA.

(b) The supplier must provide an escalation process which must be defined in the Service Level Agreement for the maintenance and support service.

(7) CERTIFICATION, EXPERTISE AND QUALIFICATION

(a) The Supplier represents that,

(i) it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition and;

(ii) it is committed to provide the Products and Services; and

(iii) perform all obligations detailed herein without any interruption to the Customer.

(b) The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the Services;

(c) The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition;

(d) **Original Equipment Manufacturer (OEM) work.** The Supplier must ensure that work or service is performed by a person who is certified/trained by Original Equipment Manufacturer.

(8) LOGISTICAL CONDITIONS

(a) **Hours of work.** 08:00 to 17:00

(b) In the event that SITA grants the Supplier permission to access SITA's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA's relevant policies

and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.

- (c) **Tools of Trade.** The Supplier must have own tools of trade.
- (d) **On-site.** The Supplier must be able to provide on-site support.
- (e) **Support and Help Desk.** The Supplier must provide the Help Desk contact numbers.

(9) **SKILLS TRANSFER AND TRAINING**

- (a) Not applicable.

(10) **REGULATORY, QUALITY AND STANDARDS**

- (a) The Supplier must for the duration of the contract ensure compliance with <ISO/IEC General Quality Standards, ISO9001>
- (b) The Supplier must for the duration of the contract ensure compliance with <IEC/ISO Manufacturing and Workmanship quality condition>
- (c) The Supplier must for the duration of the contract ensure compliance with <IEC/ISO Environmental conditions>
- (d) The Supplier must for the duration of the contract ensure that the proposed product or solution conform with the Government Minimum Interoperability Standards (MIOS) as follows:
 - (i) <MIOS 1>
 - (ii) <MIOS 2>
 - (iii) <MIOS 3>

(11) **PERSONNEL SECURITY CLEARANCE**

- (a) The Supplier personnel who are required to work with information related to NATIONAL SECURITY must have a **valid South African security clearance** or must apply within 30 days of the signed contract for a security clearance to the level of CONFIDENTIAL at the expense of the Supplier from the South African State Security Agency or duly authorised Personnel Security Vetting entity of SA Government.
- (b) The Supplier personnel who are required to work with GOVERNMENT CLASSIFIED information or access government RESTRICTED areas must be a South African Citizen and at the expense of the Supplier be security vetted (pre-employment screening, criminal record screening and credit screening).
- (c) The Supplier must ensure that the security clearances of all personnel involved in the Contract remains valid for the period of the contract.

(12) **CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**

- (a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:

- (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
 - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
 - (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
 - (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
 - (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
 - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
 - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
 - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
 - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
 - (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;

- (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

(13) GUARANTEE AND WARRANTIES. The Supplier warrants that:

- (a) The warranty of goods supplied under this contract remains valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier;
- (b) as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
- (c) the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
- (d) during the Warranty period any defective item or part component of the Product be repaired or replaced within 3 (three) days after receiving a written notice from SITA;
- (e) the Products is maintained during its Warranty Period at no expense to SITA;
- (f) the Product possesses all material functions and features required for SITA's Operational Requirements;
- (g) the Product remains connected or Service is continued during the term of the Contract;
- (h) all third-party warranties that the Supplier receives in connection with the Products including the corresponding software and the benefits of all such warranties are ceded to SITA without reducing or limiting the Supplier's obligations under the Contract;
- (i) no actions, suits, or proceedings, pending or threatened against it or any of its third party suppliers or sub-contractors that have a material adverse effect on the Supplier's ability to fulfil its obligations under the Contract exist;
- (j) SITA is notified immediately if it becomes aware of any action, suit, or proceeding, pending or threatened to have a material adverse effect on the Supplier's ability to fulfil the obligations under the Contract;
- (k) any Product sold to SITA after the Commencement Date of the Contract remains free from any lien, pledge, encumbrance or security interest;
- (l) SITA's use of the Product and Manuals supplied in connection with the Contract does not infringe any Intellectual Property Rights of any third party;
- (m) the information disclosed to SITA does not contain any trade secrets of any third party, unless disclosure is permitted by such third party;

- (n) it is financially capable of fulfilling all requirements of the Contract and that the Supplier is a validly organized entity that has the authority to enter into the Contract;
- (o) it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into the Contract;
- (p) the prices, charges and fees to SITA as contained in the Contract are at least as favourable as those offered by the Supplier to any of its other customers that are of the same or similar standing and situation as SITA; and
- (q) any misrepresentation by the Supplier amounts to a breach of Contract.

(14) INTELLECTUAL PROPERTY RIGHTS

- (a) SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
 - (i) termination or expiration date of this Contract;
 - (ii) the date of completion of the Services; and
 - (iii) the date of rendering of the last of the Deliverables.
- (b) If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control.
- (c) SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (d) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.

(15) TARGETED PROCUREMENT/TRANSFORMATION

- (a) The Supplier must allocate at least <xx%> of the value of the contract to <designated group>.

9.3. DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 9.2 above by indicating with an "X" in the "ACCEPT ALL" column, OR		
(2) The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 9.2 above by - (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and; (b) Provide reason and proposal for each of the conditions that is not accepted.		
Comments by bidder: Provide reason and proposal for each of the conditions not accepted as per the format: Condition Reference: Reason: Proposal:		

QUALIFICATION NOTICE

To safeguard the integrity of the bidding process, the technical and financial proposals should be submitted in separate sealed envelopes, as per “National Treasury: Supply Chain Management a guide for Accounting Officers / Authorities, 2004”, section 5.9.4; therefore

All bid Pricing Schedules, as indicated in section 10 COSTING AND PRICING, must be submitted in a SEPARATE SEALED ENVELOPE, failing which the bid WILL BE DISQUALIFIED.

10. COSTING AND PRICING

10.1.COSTING AND PRICING EVALUATION

- (1) **ALL PRICING SCHEDULES MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE, failing which the BID will be DISQUALIFIED.**
- (2) In terms of Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to all Bids:
 - (a) the 80/20 system (80% Price, 20% B-BBEE) for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); or
 - (b) the 90/10 system (90% Price and 10% B-BBEE) for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- (3) This bid will be evaluated using the PPPFA preferential points scoring system of **80/20**.
- (4) The bidder must **complete the declaration of acceptance** as per section 10.3 below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.
- (5) Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

10.2.COSTING AND PRICING CONDITIONS

- (1) The bidder must submit **the Pricing Schedule(s)** as prescribed in section 10.4 as well as the relevant enclosed Standard Bidding Document SBD 3.1, 3.2 or 3.3.
- (2) **SOUTH AFRICAN PRICING.** The total price must be VAT inclusive and be quoted in South African Rand (ZAR).
- (3) **TOTAL PRICE**
 - (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
 - (b) The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
 - (c) All additional costs must be clearly specified.
- (4) **BID EXCHANGE RATE CONDITIONS.** The bidders must use the exchange rate provided below to enable SITA to compare the prices provided by using the same exchange rate:

Foreign currency	South African Rand (ZAR) exchange rate
1 US Dollar	
1 Euro	
1 Pound	

10.3.DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 10.2 above by indicating with an "X" in the "ACCEPT ALL" column, or		
(2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 10.2 above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the condition not accepted.		
Comments by bidder: Provide the condition reference, the reasons for not accepting the condition.		

10.4.BID PRICING SCHEDULE

Note:

- a) Bidder must complete the pricing as per table below (or as per the attached spread sheet if applicable).
- b) Line Prices are all VAT EXCLUDING, and TOTAL PRICE is VAT INCLUSIVE

(1) PRODUCT PRICING

No	Product/Service description	Quantity	Unit Price (VAT excl.)	Price Year 1 (VAT excl.)	Total
1.	Product - Router	1			
2.	SUBTOTAL (VAT Excl.)				
3.	VAT (15%)				
4.	SUBTOTAL (VAT Incl.)				

(2) **SERVICE PRICING**

No	Product/Service description	Quantity	Unit Price (VAT excl.)	Price Year 1 (VAT excl.)	Price Year 2 (VAT excl.)	Price Year 3 (VAT excl.)	Price Year 4 (VAT excl.)	Price Year 5 (VAT excl.)	Total
1.	Router Maintenance and Support	1							
2.	SUBTOTAL (VAT Excl.)								
3.	VAT (15%)								
4.	SUBTOTAL (VAT Incl.)								

(3) **TOTAL PRICING**

No	Product/Service description	Total
1.	Product Pricing	
2.	Service Pricing	
3.	BID TOTAL (VAT Incl.)	

(4) **LUMP SUM DELIVERABLE PRICING**

Not applicable.

(5) **REGULATED DISCOUNT RATE PRICING**

Not applicable.

(6) **RATE OF EXCHANGE PRICING INFORMATION**

Provide the TOTAL BID PRICE for the duration of Contract and clearly indicate the Local Price and Foreign Price, where –

- (a) **Local Price** means the portion of the TOTAL price that is NOT dependent on the Foreign Rate of Exchange (ROE) and;
- (b) **Foreign Price** means the portion of the TOTAL price that is dependent on the Foreign Rate of Exchange (ROE).
- (c) **Exchange Rate** means the ROE (ZA Rand vs foreign currency) as determined at time of bid.

No	Description	Price YEAR 1 (Vat Excl.)	Price YEAR 2 (VAT Excl.)	Price YEAR 3 (VAT Excl.)
1.	LOCAL Price (ZAR)			
2.	FOREIGN Price (ZAR)			
3.	Exchange Rate			
4.	SUBTOTAL (VAT Excl.)			
5.	VAT (15%)			
6.	TOTAL (VAT Incl.)			
7.	BID TOTAL			

National Treasury Procurement: Standard Bidding Document on next pages

**** SELECT APPLICABLE SBD 3.1, 3.2 OR 3.3 FOR THIS BID*

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder:	Bid number:
Closing Time: 11:00	Closing date:

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

-
- Required by: **THE STATE INFORMATION TECHNOLOGY AGENCY SOC LTD**
 - At:
 - Brand and model:
 - Country of origin:
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder:	Bid number:
Closing Time 11:00	Closing date:

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	--

- Required by: **THE STATE INFORMATION TECHNOLOGY AGENCY SOC LTD**
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: *Firm/not firm

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO:
CLOSING TIME: 11:00	CLOSING DATE:

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air-travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

ANNEX A.5: TECHNICAL SCHEDULES

11. Technical Schedules

Include the schedules that that are referenced in the technical specifications sections.

11.1.LOCATION SCHEDULE

11.2.EQUIPMENT AND QUANTITY SCHEDULE

11.3.SOLUTION ARCHITECTURE

11.4.SERVICES AND PERFORMANCE SCHEDULE

11.5.PROJECT AND DELIVERY SCHEDULE

ANNEX A.6: Terms and definitions

12. ABBREVIATIONS

AAA	Authentication, Authorization, and Accounting
ACL	Access Control List
BGP	Border Gateway Routing
GCC	General Condition of Contract
GE	Gigabit Ethernet
GRE	Generic Routing Encapsulation
ICT	Information and Communication Technology
IGMP	Internet Group Management Protocol
IP	Internet Protocol
IPSec	Internet Protocol Security
IPv4	Internet Protocol version 4
IPv6	Internet Protocol version 6
L2VPN	Layer 2 Virtual Private Network
MB	Megabytes
Mbps	Megabits per second
NTP	Network Time Protocol
OSPF	Open Shortest Path First
PIM	Protocol Independent Multicast
PIM-DM	PIM-Dense Mode
PIM-SM	PIM-Sparse Mode
PIM-SSM	PIM Source Specific Mode
PPP	Point to Point
PPPFA	Preferential Procurement Policy Framework Act
PQ	Priority Queue
QoS	Quality of Service
RADIUS	Remote Authentication Dial-In User Service
RFQ	Request for Quotation
SCC	Special Condition of Contract
SITA	State Information Technology Agency
SNMP	Simple Network Management Protocol
SSH	Secure Shell
TACACS	Terminal Access Control Access Control System
the dti	Department of Trade and Industry
USB	Universal Serial Bus
WAN	Wide Area Network

13. DEFINITIONS

In alphabetical order...include only the terms that are used in this technical bid specification. See also terms and definitions in the Main Bid Document to avoid inconsistency

<term> means

ANNEX A.7: BIDDER SUBSTANTIATING EVIDENCE

14. MANDATORY REQUIREMENT EVIDENCE

14.1. BIDDER CERTIFICATION / AFFILIATION REQUIREMENTS

The bidder must be a registered OEM/OSM partner. Provide a copy of a valid letter from OEM indicating:

- (a) the bidder name,
- (b) the bidder is an OEM partner,
- (c) date the partnership was established, and
- (d) information stating that the partnership is valid at time of bid.

14.2. BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS

The bidder must have provided the service as per scope of work to at least 1 customer during the past five (5) years. Bidder must provide a letter of affirmation from Business or Government customers to whom the project or service was delivered or a sworn affidavit. Each letter must be dated, signed and on a letterhead of the customer and indicates:

- (a) The customer Company name and physical address;
- (b) Customer contact person's name, telephone number and email address;
- (c) For a Business customer, the Company Registration Number as registered with Companies and Intellectual Property Commission (CIPC);
- (d) Project <or Service> scope of work;
- (e) Product <or technology> scope;
- (f) Project Start and End Date;

14.3. TECHNICAL PRODUCT AND FUNCTIONAL REQUIREMENT

Bidder must provide the product specification brochure or datasheet documentation indicating how the proposed product or solution complies with the technical requirements.