

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICES (CSOS)</b>					
BID NUMBER: RFQ038/2022		CLOSING DATE: 14 NOVEMBER 2022		CLOSING TIME: 16:00	
DESCRIPTION		THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND SUPPORT OF SERVER ROOM UPGRADES AND SUPPORT FOR THREE YEARS.			
<b>BID RESPONSE DOCUMENTS MAY BE SENT TO THE EMAIL BELOW.</b>					
Responses to be emailed to: <a href="mailto:quotations@csos.org.za">quotations@csos.org.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nonkululeko Mthethwa		CONTACT PERSON	Mawande Jadezweni	
TELEPHONE NUMBER	(010) 593 0533 / 060 524 5867		TELEPHONE NUMBER	(010) 593 0533/066 305 8300	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:nonkululeko.mthethwa@csos.org.za">nonkululeko.mthethwa@csos.org.za</a>		E-MAIL ADDRESS	<a href="mailto:mawande.jadezweni@csos.org.za">mawande.jadezweni@csos.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
<b>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....



## REQUEST FOR QUOTATIONS (RFQ)

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SUPPLY, INSTALLATION AND SUPPORT OF SERVER ROOM  
UPGRADES AND SUPPORT FOR THREE-YEARS

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NOVEMBER 2022

# THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

## 1. TERMS AND CONDITIONS

**This Request for Quotation (RFQ) has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which Bidders are deemed to acknowledge and accept:**

- 1.1 A Bid submitted in response to this RFP will constitute a binding offer that will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the CSOS.
- 1.2 Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3 The CSOS reserves the right to amend, modify, withdraw or terminate this RFP or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 1.4 Should this RFP be amended, the CSOS undertakes to publicize or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5 It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6 The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7 The CSOS reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this Bid.

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

- 1.8 This RFP is not intended to form the basis of a decision to enter into any transaction with the CSOS and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.9 Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFP.
- 1.10 No entity or associated entities may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of both entities.
- 1.11 Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid must be brought to the attention of the CSOS Supply Chain Management ("SCM") Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12 Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13 The CSOS and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.14 All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals confidentially.
- 1.15 A Bid submitted by the Bidder shall be considered non-responsive if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any aspect of non-responsiveness and to make an award in the best interest of the organization, provided that any such waiver shall be applied consistently across all Bidders.

## **THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES**

- 1.16 The CSOS reserves the right to accept or reject in part or whole any submitted Bid submitted.
- 1.17 The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFP at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18 In this RFP, the words “service provider”, “supplier” will be used interchangeably to refer to the Bidder.
- 1.19 All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20 All Bids must be formulated and submitted in accordance with the requirements of this RFP.
- 1.21 Bids received after the closing date and time as specified in this RFP shall be rejected.
- 1.22 The CSOS is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken.
- 1.23 In this regard, CSOS may appoint the second-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.

# THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

## 2. INTRODUCTION

- 2.1 The Community Schemes Ombud Services (CSOS) is established in terms of Community Schemes Ombud Services Act 2011 (Act 9 of 2011), to regulate the conduct of parties within community schemes and to ensure good governance within community schemes. To deliver on its mandate, key amongst the priorities of the organisation is:
- 2.1.1 To establish a world-class dispute resolution service within community schemes characterised by organisational excellence and a conducive organisational culture.
  - 2.1.2 To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
  - 2.1.3 To roll-out massive educational campaigns to educate and train stakeholders within community schemes and the public at large.
  - 2.1.4 To enhance community schemes as an alternative tenure option.
  - 2.1.5 To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic and organisational efficiency.

## 3 PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP).

- 3.1 The purpose of this bid is to seek the services of a reputable service provider to supply and installation of server room upgrades in order to:
- 3.1.1 Ensure compliance on the CSOS server rooms across three CSOS offices.
  - 3.1.2 Ensure the protection of ICT equipment in CSOS datacenters to the best effort possible utilizing early detection systems for any events that occur in the datacenters.

## 4 PROJECT BACKGROUND.

- 4.1 The CSOS has three offices where this solution will be installed, namely:
- 4.1.1 Head Office and Gauteng (GP) regional Office located at 8 Bauhinia Street, Berkeley Office Park, Highveld Technopark, Centurion.



## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

- 4.1.2 Western Cape (WC) regional Office located at 8th Floor Constitution House, 124 Adderley Street, Cape Town.
- 4.1.3 Kwa-Zulu natal (KZN) regional office located at 7th Floor Aquasky Towers, 275 Anton Lembede Street, Durban.
- 4.2 The Head Office has a main datacenter with two cabinet rooms.
  - 4.2.1 Main Datacenter: 2<sup>nd</sup> Floor, Building 4, Berkeley Office Park, Centurion.
- 4.3 The Cape Town Office has the server room is in the 9<sup>th</sup> Floor, Constitution House, 124 Adderley Street, Cape Town.
- 4.4 The Durban office server room is in the 7th Floor Aquasky Towers, 275 Anton Lembede Street, Durban.

## 5 SCOPE OF WORK

- 5.1 The CSOS is seeks a service provider to supply, install and support an environmental monitoring solution in its three main datacenters.
- 5.2 The solution needs to be centrally managed (central console for all three offices) and have the ability to send notifications via email and SMS.
- 5.3 The solution must have the following functionality (programmable inputs):
  - 5.3.1 Main power monitoring: Be alerted of Eskom power failures/restoral.
  - 5.3.2 Temperature monitoring.
  - 5.3.3 Humidity monitoring.
  - 5.3.4 Fire detection, suppression and smoke alarms.
  - 5.3.5 Water Leak detection on air conditioners.
  - 5.3.6 Access control: Receive alerts after hours of the server room door opening/closing.

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5.4 The solution must have the following functionality (programmable outputs):

5.4.1 Air conditioners:

5.4.1.1 Turn the backup aircon on at any time remotely.

5.4.1.2 Pre-set backup aircons to run at critical times during the day.

5.4.2 Open Doors: Release server room door remotely.

5.4.3 Fire System: Release the extinguishing gas on fire detection or manually remotely.

5.4.4 Remote Power Reboot: Reboot the power to equipment

5.5 Notification

5.5.1 GSM based notification (SMS's directly to phones), the CSOS will provide for a data sim for use.

5.5.2 Email notification

5.6 Warranty and support

5.6.1 Three(3) year warranty and support (maintenance) to the solution.

### **NB**

5.6.2 Installation will be done in a phased approach per office (starting with Centurion Office) and will be done during the weekend to accommodate downtime.

5.6.3 Environmental Monitoring Solution to carry a warranty and support for a three-year term.

5.6.4 Floor Plans to the three offices server rooms are attached.

5.6.5 The bidders will be allowed to conduct a site visits as follows:

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

Office	Name
Head Office and Gauteng  8 Bauhinia Street, Berkely Office Park, Highveld Technopark  Centurion	Prince Nyathi  Cell: 083 603 3981  Tel: 010 593 0533  Email: <a href="mailto:prince.nyathi@csos.org.za">prince.nyathi@csos.org.za</a>
Western Cape regional office  8 <sup>th</sup> Floor, Constitution House,124 Adderley Street  Cape Town	Sive Gecelo  Cell: 083 603 4677  Tell: 021 001 2569  Email: <a href="mailto:Sive.gecelo@csos.org.za">Sive.gecelo@csos.org.za</a>
Kwa-Zulu Natal regional office  7th Floor, Aquasky Towers,275 Anton Lembede Street  Durban	Nonkululeko Zulu  Tel: 031 001 4215  Email: <a href="mailto:Nonkululeko.zulu@csos.org.za">Nonkululeko.zulu@csos.org.za</a>

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

### 6. SUPPLY CHAIN MANAGEMENT COMPLIANCE REQUIREMENTS

- 6.1 Bidders must comply with the following compliance requirements prior to evaluation in mandatory requirements.

**Table1**

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC)	
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSD number)	
Valid tax pin number/letter from SARS	
Fully completed SBD documents (SBD 1,3.3,4,6.1)	

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### 7 MANDATORY REQUIREMENTS

- 7.1 The service providers must comply with the below requirements, failure to comply with this requirement will result into disqualification and not further evaluated on functionality.

**Table 2**

<b>Mandatory Requirements</b>	<b>Comply</b>	<b>Not comply</b>
<p>Proof of relevant experience in supply, installation and support of a Datacenter / Server Room Environmental monitoring solutions.</p> <p>Provide the Purchase Order for the appointment or the Reference letter pertaining to the service delivery.</p> <p><b>(Reference letter and/or Purchase Order from the Community Schemes Ombud Service will not be accepted)</b></p>		
<p>Environmental solution that caters for:</p> <ul style="list-style-type: none"><li>• Fire detection and suppression.</li><li>• Cooling and temperature monitoring.</li><li>• Humidity Control.</li><li>• Remote monitoring and alerts (SMS and Email).</li><li>• Central management for all three sites.</li></ul> <p><b>(Supply solution specification)</b></p>		
<p>CSOS should be able to move the solution should it move offices (premises)</p> <p><b>(Supply solution specification)</b></p>		

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

### 8 PRICING INSTRUCTIONS.

- 8.1 In order to facilitate a transparent selection process that allows equal opportunity to all bidders. Proposals will be evaluated using the 80/20 formulae (preference points system) for Price and B-BBEE as per the 2017 PPPFA Regulations.
- 8.2 All pricing must be in SA Rands and fixed for the duration of the contract.

**Table 3**

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Price	Detailed budget breakdown	80
B-BEE (Status Level Verification Certificate)	B-BEE Level Contributor	20
Total		100

**Table 4**

	Description	Qty	Unit Price	Total
<b>HEAD OFFICE</b>				
1.	List of all equipment pertinent for the solution (include warranty and support) with quantities	1	R	R
2.			R	R
3.			R	R
4.			R	R
5.			R	R
6.			R	R
7.			R	R
8.			R	R
9.			R	R
10.			R	R
11.	<b>Subtotal</b>			R
12.	<b>VAT @ 15% (if applicable)</b>			R
13.	<b>Total inclusive of VAT</b>			R
<b>DURBAN OFFICE</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
1.	List of all equipment pertinent for the solution (include warranty and support) with quantities	1	R	R

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

2.			R	R
3.			R	R
4.			R	R
7.				
8.	<b>Subtotal</b>			R
9.	<b>VAT @ 15% (if applicable)</b>			R
10.	<b>Total inclusive of VAT</b>			R
<b>CAPE TOWN OFFICE</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
1.	<i>List of all equipment pertinent for the solution (include warranty and support) with quantities</i>	1	R	R
2.			R	R
3.			R	R
4.			R	R
5.			R	R
6.			R	R
7.			R	R
8.			R	R
9.			R	R
10.			R	R
11.			R	R
12.	<b>Subtotal</b>			R
13.	<b>VAT @ 15% (if applicable)</b>			R
14.	<b>Total inclusive of VAT</b>			R

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

### SUMMARY OF PRICING PER OFFICE

SERVICE	GRAND TOTAL COST (INCL. VAT)
HEAD OFFICE	
DURBAN OFFICE	
CAPE TOWN OFFICE	
<b>TOTAL BID PRICE (INCL. VAT)</b>	

The pricing items on Table 4 above are a guide for the pricing of the solution. The bidder must add and all items pertinent to the delivery of the solution as per the scope of work and also remove items that are not. Pricing must address your solution.

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**Signature (Bidder)**

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**Date**



# THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

## 9 TIMELINE OF THE BID PROCESS

- 9.1 The validity period of RFQ's and the withdrawal of offers, after the closing date and time is 90 days.

## 10 DURATION OF THE CONTRACT

- 10.1 The appointed service provider/consultant will be contracted for the duration of the delivery of the project.
- 10.2 The bidder **MUST** ensure that they have the resources to complete the project in this timeframe.
- 10.3 The project must be completed within two month of appointment.

## 11 PROJECT MANAGER RESPONSIBILITIES

- 11.1 The CSOS Project Manager's responsibilities will include:
- 11.2 Providing the service provider with all appropriate advice and information pertinent to the success of this project as well as assisting in setting up meetings with key management staff.

## 12 SERVICE PROVIDER RESPONSIBILITIES

- 12.1 The specialist service provider will, after signing an agreement to conduct the full scope of work for the CSOS, provide a line-item budget detailing each cost.
- 12.2 The service provider will sign a Service Level Agreement which will assure confidentiality of CSOS information and intellectual property.
- 12.3 The service provider undertakes to abide by the CSOS's policies and procedures and Code of Conduct whilst conducting work on behalf of the CSOS.

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

### 13 SUPPLIER DUE DILIGENCE

- 13.1 CSOS reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include requests for additional information.

### 14 RESPONSE FORMAT (SUBMISSION OF PROPOSAL)

- 14.1 The proposals must be submitted in the prescribed format. Standard bidding documents attached with Terms of Reference must be completed in full.
- 14.2 The bidder(s) are required to submit one (1) original copy of the bid document.
- 14.3 Failure to comply with the mandatory requirements will result in your bid being disqualified

### 15 LATE BIDS

- 15.1 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the bidder(s).

### 16. COUNTER CONDITIONS

- 16.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

### 17. FRONTING

- 17.1 Government supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemns any form of fronting.
- 17.2 The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist.

- 17.3** Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies CSOS may have against the Bidder / contractor concerned.

### 18 CONTACT AND COMMUNICATION

18. A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Prince Nyathi via email: [prince.nyathi@csos.org.za](mailto:prince.nyathi@csos.org.za) or Tel : : 010 593 0533/ 083 603 3981.

18.1 Further information regarding Supply Chain Management matters can be sent via email to Ms. Nonkululeko Mthethwa: [Nonkululeko.Mthethwa@csos.org.za](mailto:Nonkululeko.Mthethwa@csos.org.za) or at Tel: 010 593 0533.

18.2 The delegated office of CSOS may communicate with Bidder(s) where clarity is sought in the bid proposal.

18.3 Any communication to an official or a person acting in an advisory capacity for CSOS in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

18.4 All communication between the Bidder(s) and CSOS must be done in writing.

18.5 Whilst all due care has been taken in connection with the preparation of this bid, CSOS makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. CSOS, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

18.6 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or

## THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVER ROOM UPGRADES

inconsistency in this bid or any other information provided by CSOS (other than minor clerical matters), the Bidder(s) must promptly notify CSOS in writing of such discrepancy, ambiguity, error or inconsistency in order to give CSOS an opportunity to consider what corrective action is necessary (if any).

- 18.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by CSOS will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 18.8 All persons (including bidder(s) obtaining or receiving the bid and any other information in connection with the bid or the tendering process must keep the contents of the bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.

### 19 PROPOSAL SUBMISSION REQUIREMENTS

- 19.1 The service provider must present CSOS management with a comprehensive proposal and model outlining how they intend to address our specific needs and a line-item budget thereof together with a detailed project plan.

### 20 SUBMISSION OF PROPOSALS

- 20.1 Proposal documents should be submitted to the following email address: [quotations@csos.org.za](mailto:quotations@csos.org.za) on or before the closing date and time.
- 20.2 Proposal documents will only be considered if received by the CSOS before the closing **14 NOVEMBER 2022** date and time at 16h00:

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....  
 BID NO: RFQ038-2022: THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND SUPPORT OF SERVER ROOM UPGRADES AND SUPPORT FOR THREE YEARS.

**CLOSING TIME: 16:00**

**CLOSING DATE: 14 NOVEMBER 2022**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION BID PRICE IN RSA CURRENCY NO INCLUSIVE OF VALUE-ADDED TAX

**DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND SUPPORT OF SERVER ROOM UPGRADES AND SUPPORT FOR THREE YEARS.**

1. Services must be quoted in accordance with the attached terms of reference.

The total cost of the assignment (R inclusive VAT) R.....

**Table 4**

	Description	Qty	Unit Price	Total
<b>HEAD OFFICE</b>				
1.	List of all equipment pertinent for the solution (include warranty and support) with quantities	1	R	R
2.			R	R
3.			R	R
4.			R	R
5.			R	R
6.			R	R
7.			R	R
8.			R	R
9.			R	R
10.			R	R
11.	<b>Subtotal</b>			R
12.	<b>VAT @ 15% (if applicable)</b>			R
13.	<b>Total inclusive of VAT</b>			R
<b>DURBAN OFFICE</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
1.	List of all equipment pertinent for the solution (include warranty and support) with quantities	1	R	R
2.			R	R
3.			R	R
4.			R	R
5.				

8.	Subtotal			R
9.	VAT @ 15% (if applicable)			R
10.	Total inclusive of VAT			R
CAPE TOWN OFFICE		Qty	Unit Price	Total
1.	List of all equipment pertinent for the solution (include warranty and support) with quantities	1	R	R
2.			R	R
3.			R	R
4.			R	R
5.			R	R
6.			R	R
7.			R	R
8.			R	R
9.			R	R
10.			R	R
11.			R	R
12.	Subtotal			R
13.	VAT @ 15% (if applicable)			R
14.	Total inclusive of VAT			R

#### SUMMARY OF PRICING PER OFFICE

SERVICE	GRAND TOTAL COST (INCL. VAT)
HEAD OFFICE	
DURBAN OFFICE	
CAPE TOWN OFFICE	
<b>TOTAL BID PRICE (INCL. VAT)</b>	

\*The financial proposal for this assignment should cover all assignment activities as per terms of reference

- Period required for commencement with project after acceptance of bid\_\_\_\_\_.
- Are the rates quoted firm for the full period? **Yes/No**
- If not firm for the full period, provide details of the basis on which Adjustments will be applied, for example, the consumer price index.

**Technical enquiries regarding bidding procedures may be directed to:**

Mawande Jadezweni

Tel: (010) 593 0533

Cell: 066 305 8300

E-mail address: [mawande.jadezweni@csos.org.za](mailto:mawande.jadezweni@csos.org.za)

**Supply Chain queries may be directed to:**

Nonkululeko Mthethwa

Tel: (010) 593 0533

Cell:060 524 5867

**Email:** [nonkululeko.mthethwa@csos.org.za](mailto:nonkululeko.mthethwa@csos.org.za)

**PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:

.....  
 .....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name).....in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.21.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms

of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
company/firm:.....

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited  
 [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
 [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

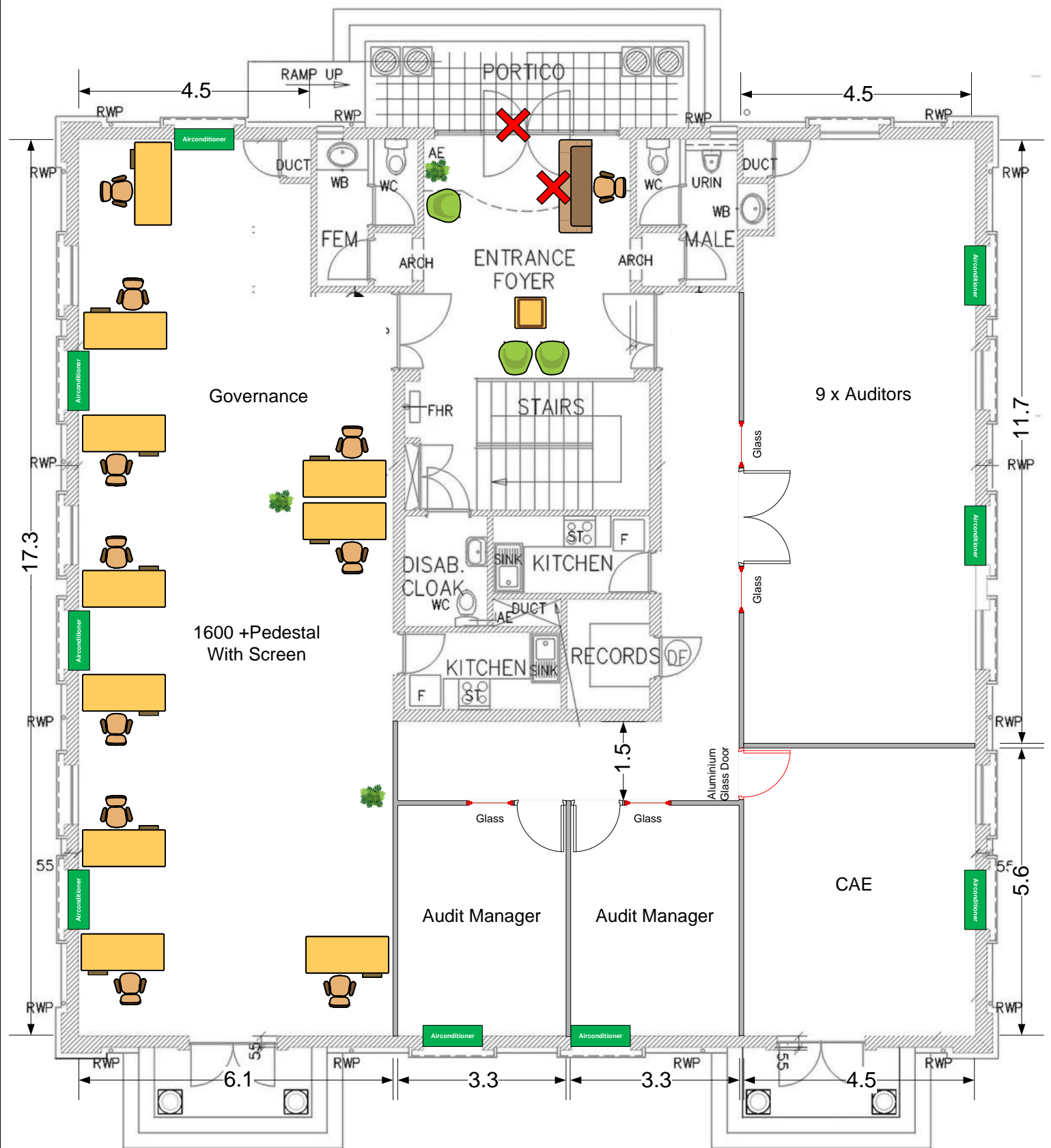
.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

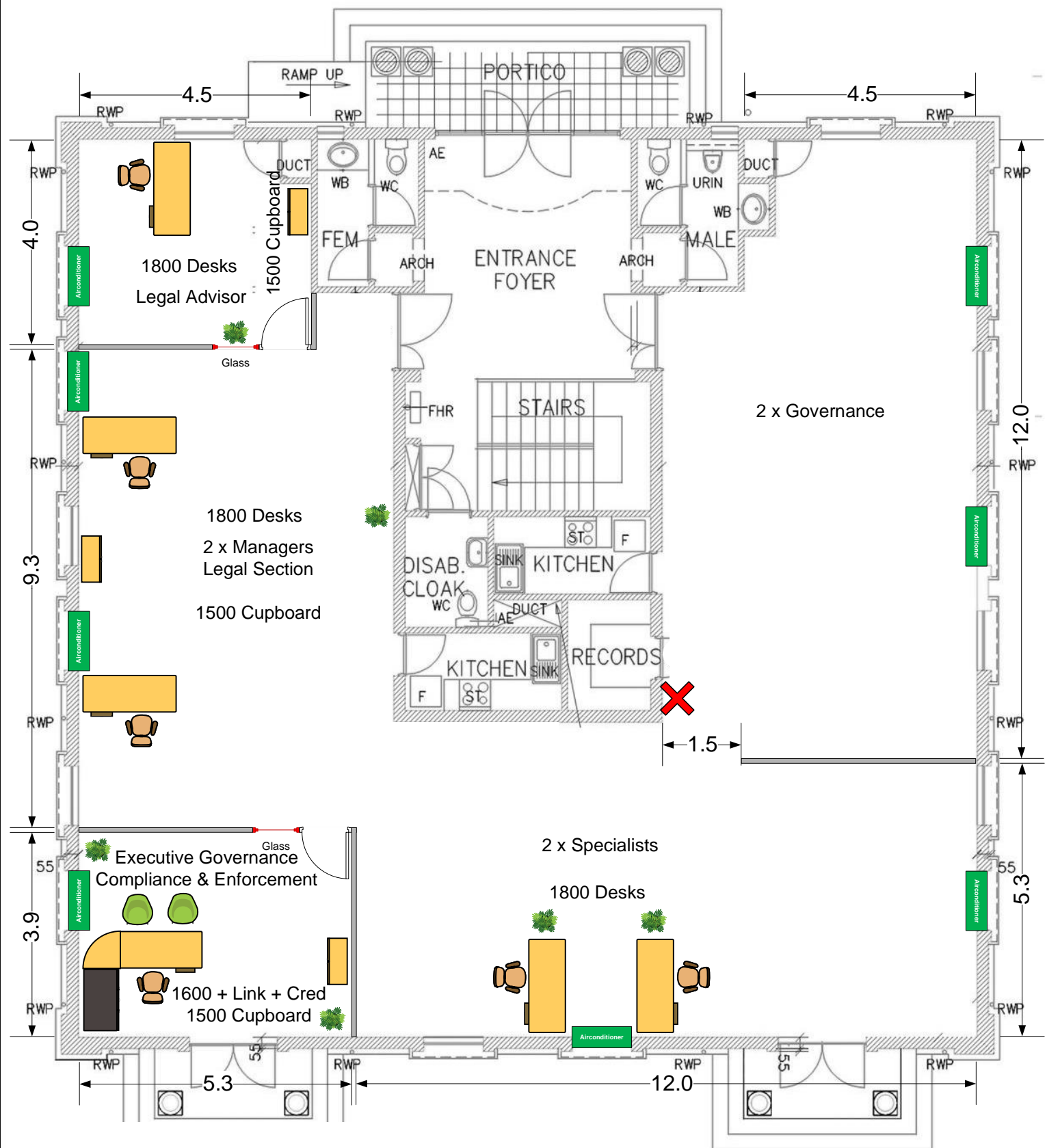
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.....

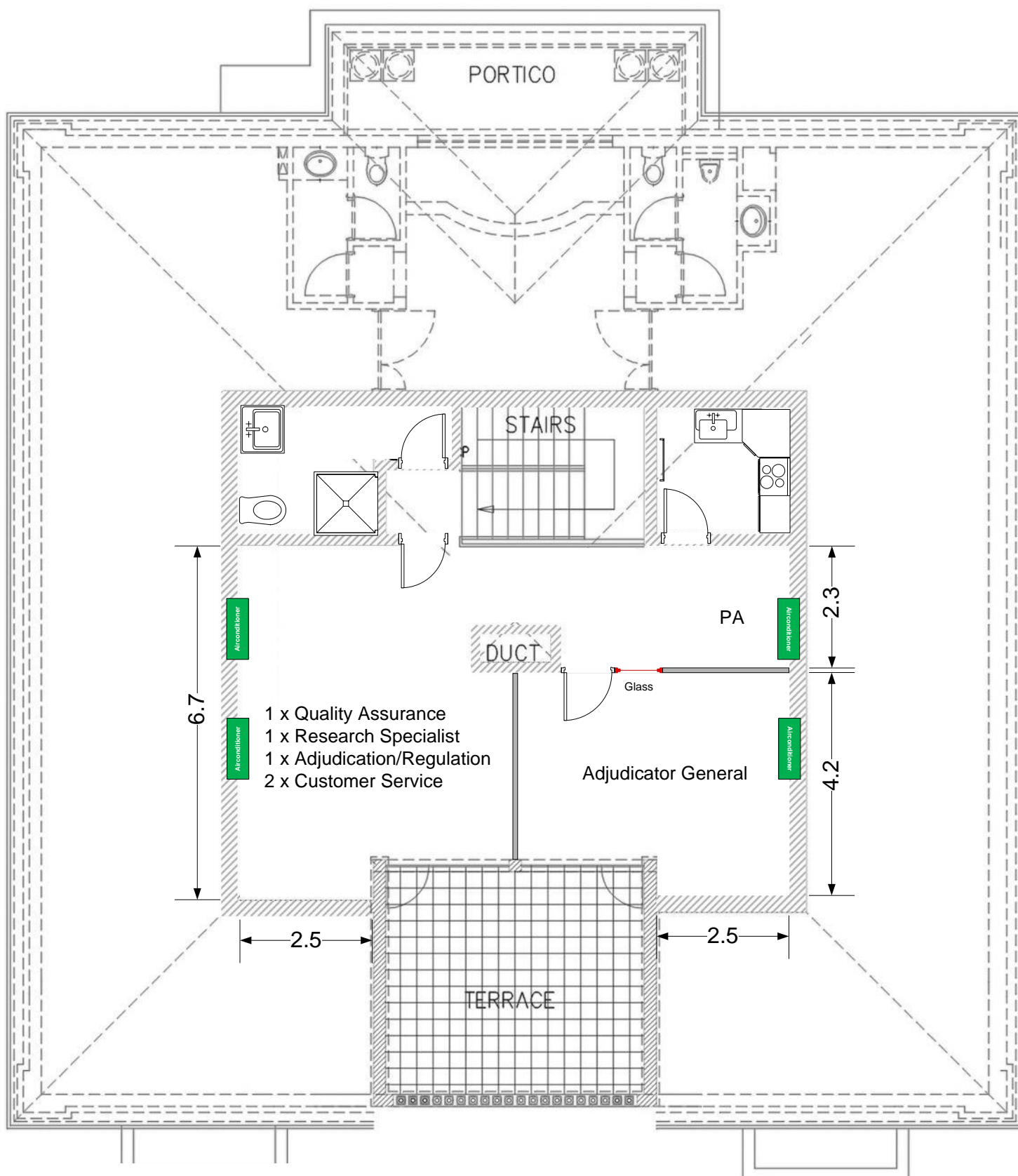


Building 1, Ground Floor, Berkley Office Park  
 Company: CSOS  
 Contact Person: Ivy Masete  
 Contact Number: 066 479 0021  
 Lease Commencement Date: 1 February 2021

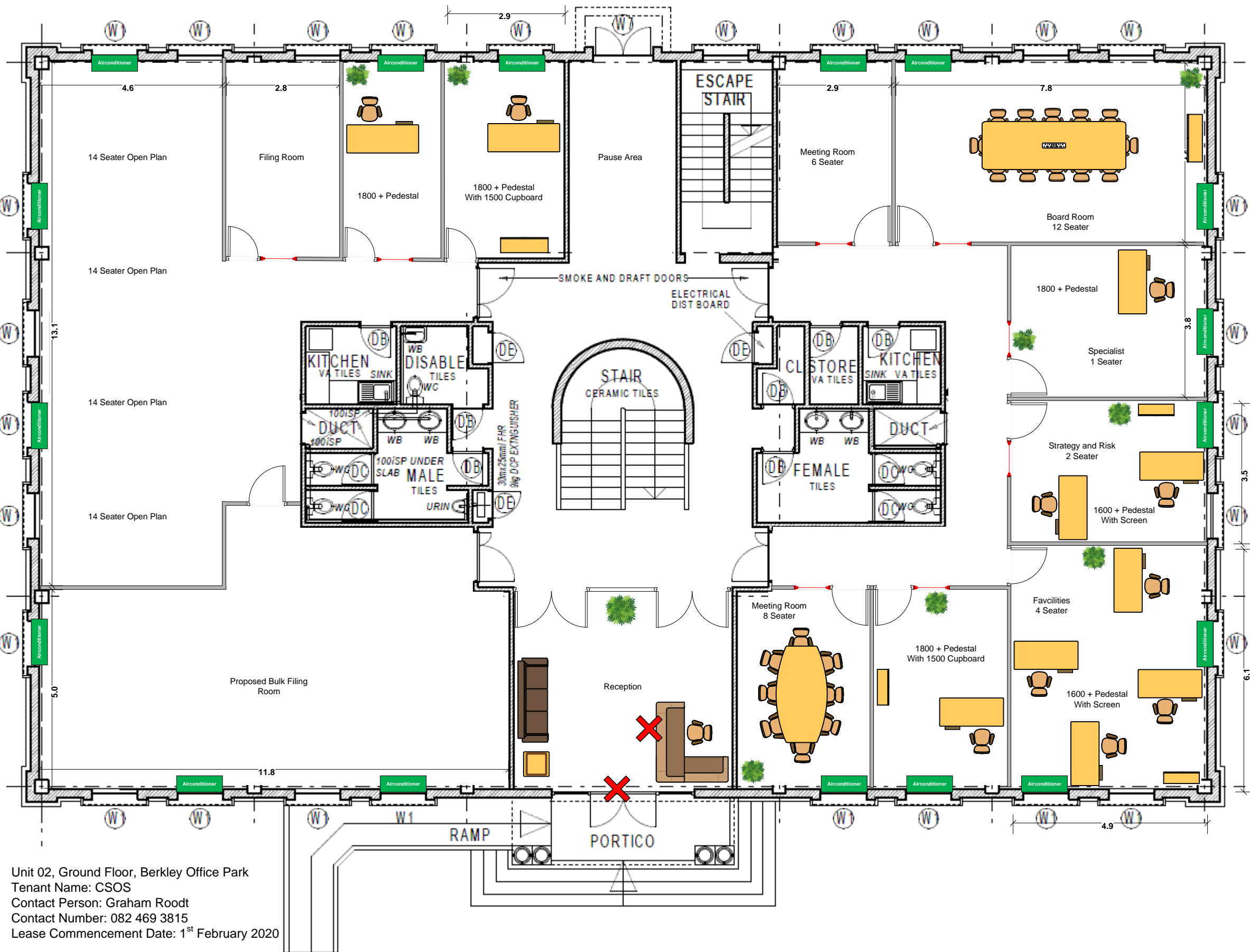




Building 1, First Floor, Berkley Office Park  
 Company: CSOS  
 Contact Person: Graham Roodt  
 Contact Number: 082 469 3815  
 Lease Commencement Date: 1 February 2021



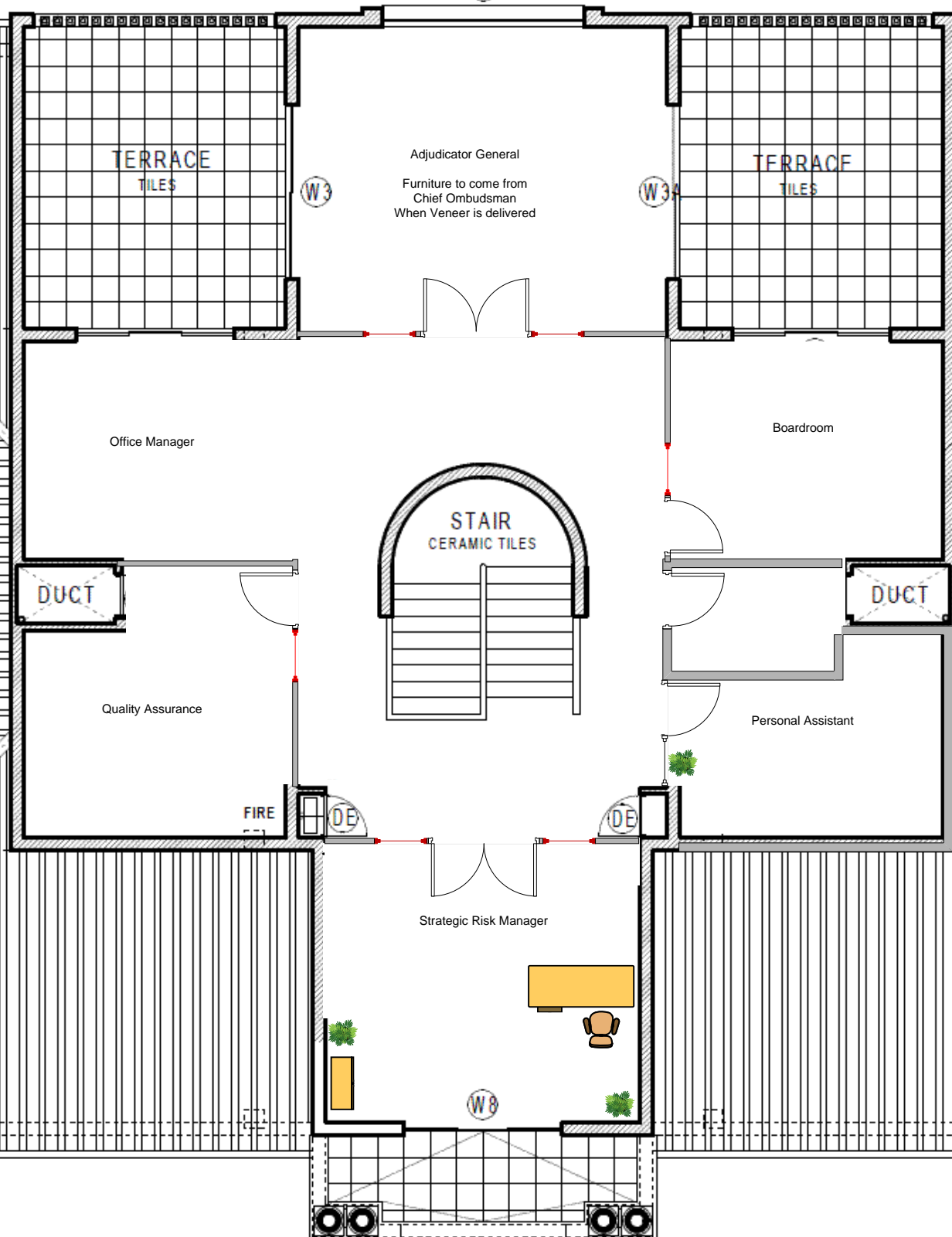
Building 1, Mezzanine Floor, Berkley Office Park  
 Company: CSOS  
 Contact Person: Ivy Masete  
 Contact Number: 066 479 0021  
 Lease Commencement Date: 1 February 2021







19.4cm

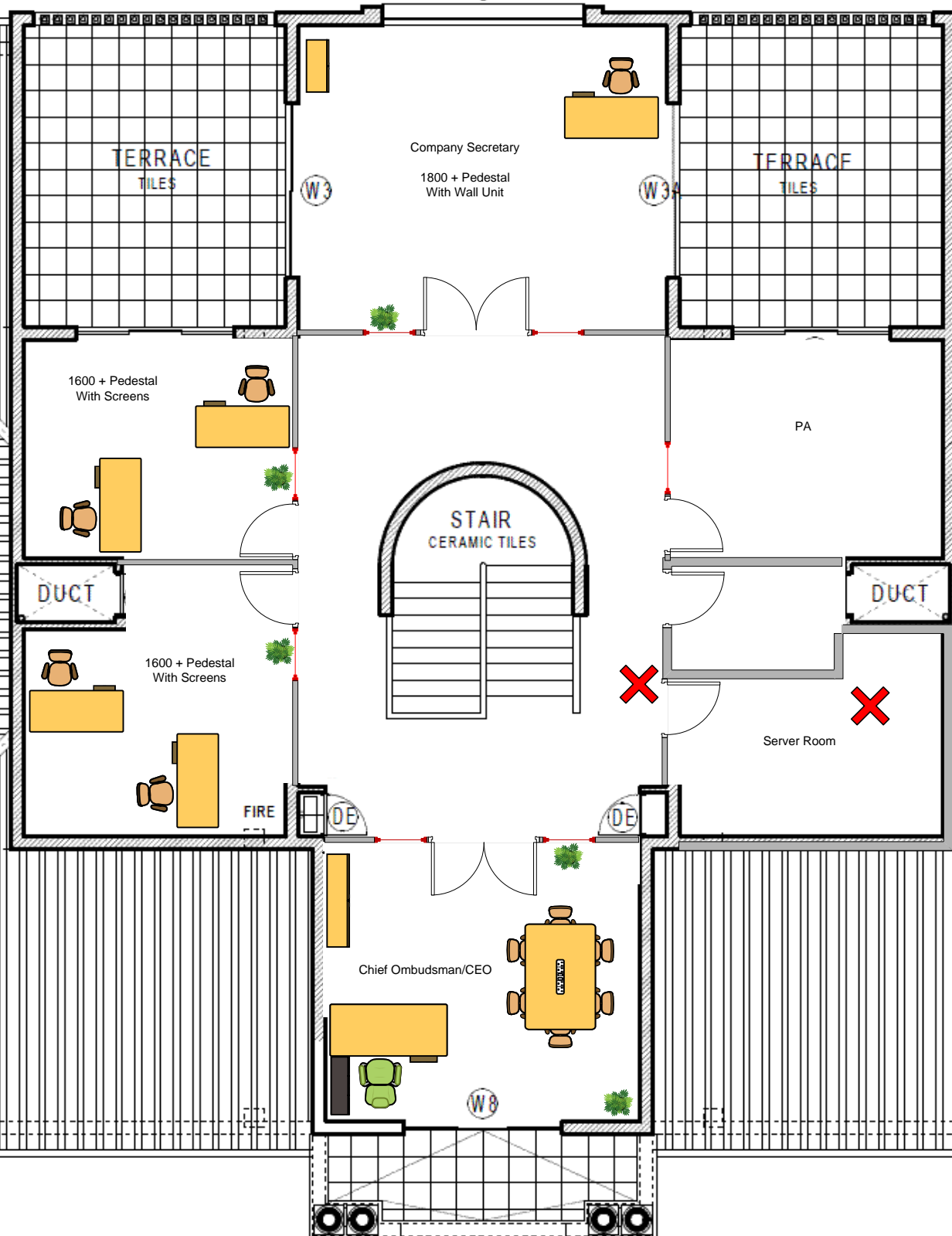


Unit 02, Mezzanine Floor, Berkley Office Park  
Tenant Name: CSOS  
Contact Person: Graham Roodt  
Contact Number: 082 469 3815  
Lease Commencement Date: 1<sup>st</sup> February 2020





19.4cm



Unit 04, Mezzanine Floor, Berkley Office Park  
Tenant Name: CSOS  
Contact Person: Graham Roodt  
Contact Number: 082 469 3815  
Lease Commencement Date: 1<sup>st</sup> February 2020



# Cape Town

Network Points:

Access Points 3

Ombud office 2

Desk Printers 5

PA Ombud office 2

Printer (Big) 2

Office Manager 2

Costs:

Compliance Manager 2

Cabling x 35 [REDACTED]  
Network Point

Waiting Room 0

Wifi Ap's x 3 [REDACTED]

Reception 1

Network Switches x 2 [REDACTED]  
(PoE)

Deputy Ombud 2

LTE/3G Router

Open Plan 6

UPS  
Cabinet 274  
Server - R25k

Meeting Room 3

Offices - Adjudicators - 2

Conciliators - 2

Investigators - 2

Office 1 - 2

Access Point = x 3

LTE/3G Router = x 3

Network Switches = x 2

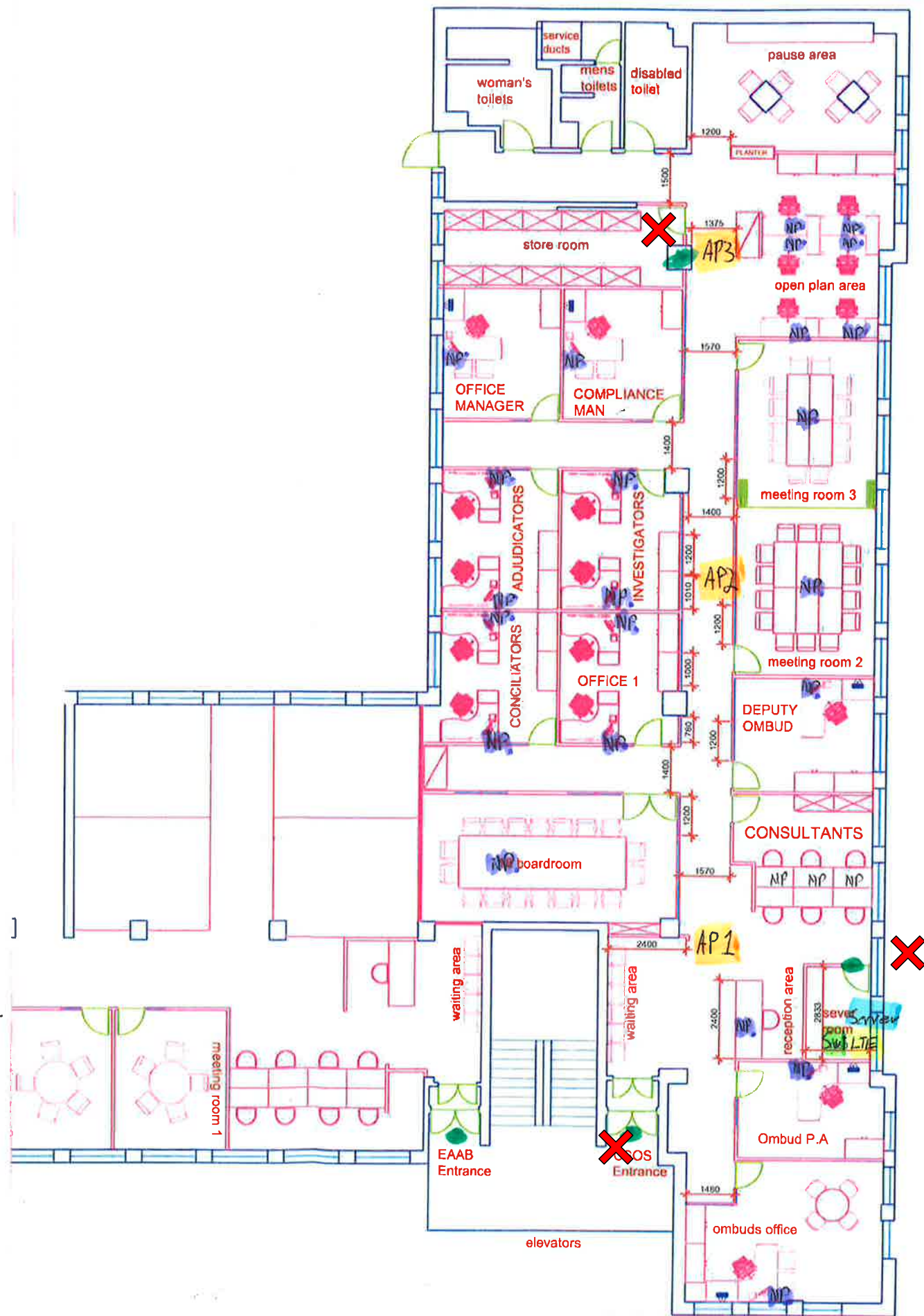
Server = x 1

Network Point = 35 x 2

Printers = 4

Boardroom - 2

Consultant - 3



X

Open

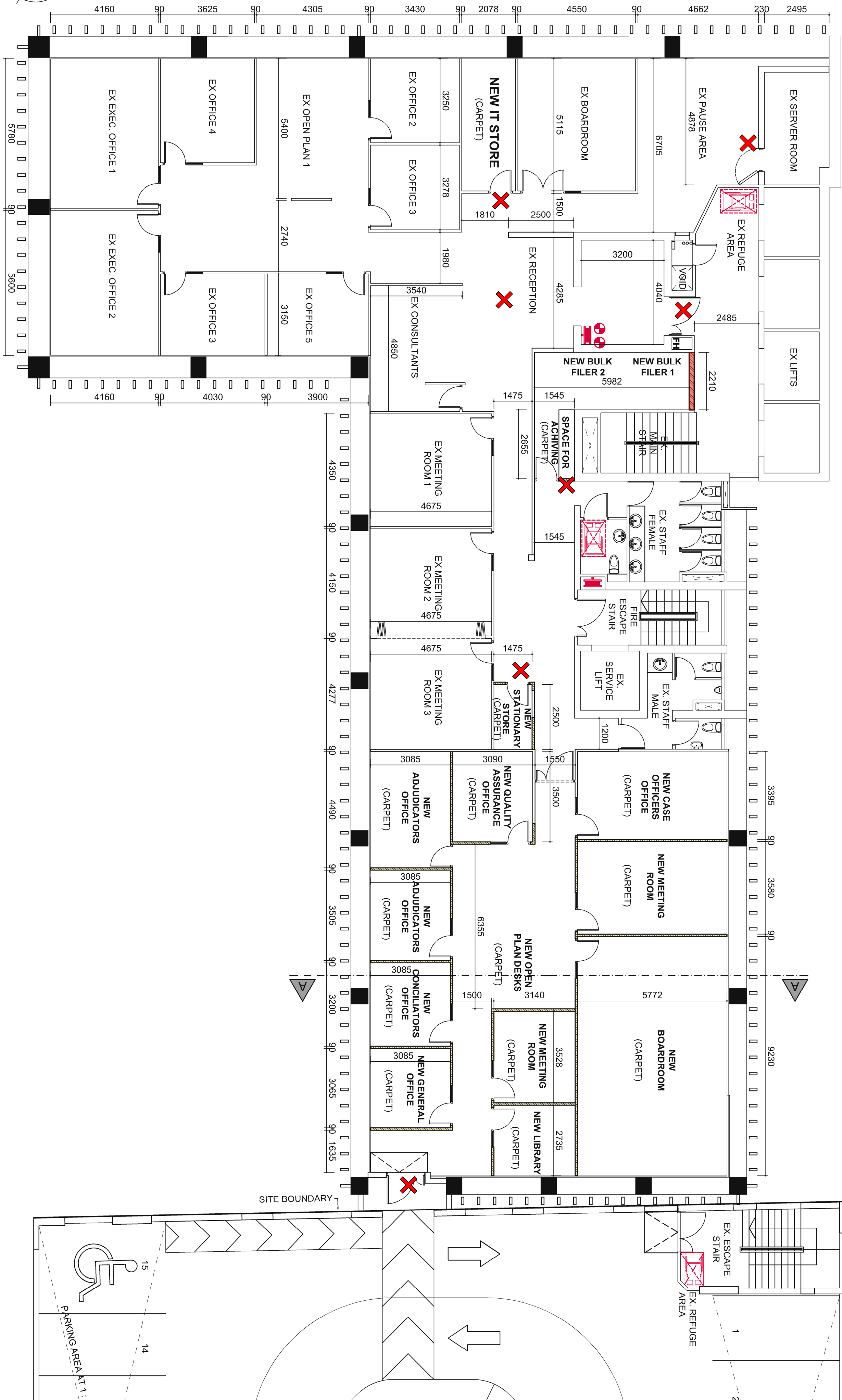
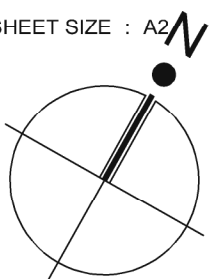
X

X

PLOT DATE : Monday, 22 February 2021

FILE PATH : G:\EPA PROJECTS\2020\20124 - AQUA SKY TOWERS TENANT FIT OUT, ANTON LEMBEDE ST, DBN\Drawings\Autocad\WL\20124-0-7-WL-7201 SEVENTH FLOOR LAYOUT - FURNITURE

SHEET SIZE : A2



\_\_\_\_\_

o owners signature

\_\_\_\_\_

o architects signature

\_\_\_\_\_

o name - sacap no.

\_\_\_\_\_

o engineers signature

\_\_\_\_\_









o name - registration no.

\_\_\_\_\_

[illegible]

● drawing legend

standard hatch legend

	wool type		concrete
	wool finish		clay brickwork
	thickness / ceiling height		drywall partition
			plaster
			earth

- all work to be done in accordance with National Building Regulations and Building Standards Act No. 103 of 1977
- figured dimensions to be taken in preference to scaled dimensions
- report any discrepancies direct to the architect before commencing work
- this drawing is copyright and remains with the architect

● project No. \_\_\_\_\_ Unit / LV

← 00000 - 0 - 0 - WG - 1000-01

use if negative

EPA project number → Phase → Category of drawing.

● drawing categories

SK – all sketch plans

LA – Drawings required for submission to Local Authority

WG – working drawings – base construction drawings.

WL – layout drawings – typically any drawing not a detail – WS – detail drawings -

WD – drawn schedules, door, window, signage -

● notes

the date reflected on the title block is the date of initial creation of the drawing and must not be altered.

the revision block will reflect the date of issue.

scale 1 : 00  
larger than 1 : 00  
all drawings 1 : 20 – 1 : 1

<ul style="list-style-type: none"> <li>● project AQUASKY TOWERS - 7TH FLOOR TENANT LAYOUT PLAN</li> <li>● location 275 ANTON LEMBEDE STREET DURBAN</li> <li>● client AQUASKY PROPERTIES (PTY) LTD</li> </ul>	<ul style="list-style-type: none"> <li>● drawing INTERNAL OFFICE LAYOUT PLAN</li> <li>● scale 1 : 100</li> <li>● date 22/02/2021</li> <li>● drawn AB</li> <li>● checked MG</li> </ul>
<ul style="list-style-type: none"> <li>● project No. 201224 - 0 - 7 - WG - 7201</li> </ul>	<ul style="list-style-type: none"> <li>● revision</li> </ul> <div style="border: 1px solid black; padding: 5px; display: inline-block;">A</div>