REQUEST FOR QUOTATION (RFQ)

REQUEST FOR A SERVICE PROVIDER TO PROVIDE A BACKUP AND DISASTER RECOVERY SOLUTION FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF 12 MONTHS.

RFQ No.	**RFQ202425/13**
RFQ ISSUE DATE	**18 FEBRUARY 2025**
COMPULSORY BRIEFING SESSION	**N/A**
RFQ DESCRIPTION	**REQUEST FOR A SERVICE PROVIDER TO PROVIDE A BACKUP AND DISASTER RECOVERY SOLUTION FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF 12 MONTHS.**
CLOSING DATE & TIME	**21 FEBRUARY 2025 @12h00 PM.**
LOCATION FOR SUBMISSIONS	**quotations@tikzn.co.za (PLEASE INSERT RFQ NUMBER ON THE EMAIL SUBJECT LINE)**

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. **For any queries or questions, please use above mentioned email address.**

Trade & Investment KwaZulu-Natal requests your quotation on the service listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: ____

POSTAL ADDRESS: ____

MAAA NUMBER (CSD NO) _______________________________________

TELEPHONE NO: ____

FAX NO: ____

E MAIL ADDRESS: ____

CONTACT PERSON: ____

CELL NO: ____

SIGNATURE OF BIDDER: ____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A BACKUP AND DISASTER RECOVERY SOLUTION FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF 12 MONTHS.

1. BACKGROUND

1.1. Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.

1.2. Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) and (2) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:

- Identify, develop, market, and promote investment opportunities in the province to international and domestic investors.
- Develop the export capacity of the province.
- Develop the export market of the province.
- Foster trade and investment within the province.
- Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
- Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. PURPOSE

The purpose of this project is to appoint a suitable service provider who will provide a backup and disaster recovery solution for TIKZN for a period of 12 months.

3. MOTIVATION

TIKZN has on premises data storage (NAS and VMware host) that stores Historic and current departments' documents, Web and intranet servers, Active directories and Azure servers, Veeam backups services, DNS and more network configuration tools. All these tools and data are crucial to TIKZN day-today business operations. Therefore, TIKZN needs a Service provider to backup this information in a secure environment that offers seamless recovery of information, thus, ensuring Business recovery and continuation in time of hazards.

TIKZN processes other critical data online (cloud based) such as Microsoft Teams recordings, OneDrive data, SharePoint online and office 365 emails. Microsoft is not liable for any data losses in the cloud; therefore, IT recommends the inclusion cloud backups as well.

TIKZN's IT is migrating traditional SharePoint to office 365 and businesses are already utilizing OneDrive cloud service as a modern way to process, store and share files. Furthermore, Microsoft teams meetings expire after 90 days and with this initiative, IT will be able to keep the backups permanently.

4. SCOPE OF WORK

Description
Backup
• Veeam based solution • Network Attached storage (NAS) solution for local backups with a minimum of 50TB • 1 x VMware Host (Hosting 9 virtual servers) • Spanning Backup for Microsoft 365 (for 70 user accounts).

Disaster Recovery
• Veeam based solution • Cloud-based storage replication of backups that would be run overnight daily.
Service provide is expected to run(daily), monitor and report on backups(monthly).

5. **EVALUATION PROCESS**

5.1 Phase 1 – SCM Administrative requirements

- The company profile
- Two reference letters of the similar projects, reference letter to be signed, dated and be on letterhead of client.
- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The SBD1 form must be completed, signed by the authorised company representative.
- The POPIA consent form must be completed, signed by the authorised company representative.
- The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information may lead to bidder's proposal not being considered further.

5.2 Phase 2: Compliance with RFQ specifications

- Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.2 Phase 3 – Price and Specific Goals Scoring

Pricing Considerations:

- Bidders' price quotations must be inclusive of all applicable taxes **(including VAT).**
- Bidders total price weighs 80 points.

Specific Goals

- The bidder must submit SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Historically Disadvantaged Individuals (HDIs) Goals: Ownership: Black Owned Enterprises 100% black owned = 05 points **Proof of claim: BBBEE Certificate/Affidavit/CSD Report/ID Documents of Directors**	05
Ownership: Female Owned Enterprises 51% or more = 05 points **Proof of claim: BBBEE Certificate/Affidavit/CSD Report/ID Documents of Directors**	05
RDP Goals: Promotion of enterprises located in KwaZulu-Natal Province for work to be done or services to be rendered.	10

Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	
Total Points	**20**

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will results in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFilling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

a) Quotation on a company letterhead.
b) Completed and signed Declaration of Interest (SBD 4).
c) Completed and signed Invitation to bid (SBD1 -Part A & B)
d) Completed and signed POPIA consent form.
e) Completed and signed preference points claim form (SBD6.1).
f) Copy of CSD Report or MAAA Number (National Treasury).