

TENDER DATA

Project title:	The appointment of a service provider for IP Transit Services for a period of three (3) years.
Bid no:	SENT/019/2021-22

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech requires the services of an IP transit services provider for the on-sell of Internet services to its external and internal clients for the period of three (3) years, starting 20 March 2022.

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** SENT/019/2021-22
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is _____ (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of _____ % of the value of the contract to _____ (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

10. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?		No
If yes, specify the sector		
Specify minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

Two envelope system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation Those proposals that are Administratively responsive will then be evaluated against the mandatory technical responsiveness compliance criteria. Bidder's complying with ALL the mandatory criteria will then be evaluated against the functional technical criteria. Bidders must score a minimum of 220 points to qualify for further evaluation. 3. Stage 3 – Price and Preference Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest. 4. Stage 4 – Risk Assessment Qualifying bidders may undergo a risk assessment. Bidders that have qualified based on achieving the minimum evaluation score may still be disqualified from being evaluated further should the risk assessment so warrant. The risk assessment will be based on any identified risks that may arise out of the bidders' responses. Sentech may request bidders to demonstrate the functionality of their proposed solution.
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16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6,1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

18. TECHNICAL EVALUATION CRITERIA

18.1. Mandatory Eligibility Criteria

The follow in criteria are mandatory to ALL BIDDERS:

Bidders are to note that the numbering within the criteria corresponds to the numbering in the Contract Data – Part C3 Scope of Work

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	Attach evidence and provide reference page number in your proposal
3.1.1 Bidders shall physically inter-connect with Sentech at Teraco Data Centre in Isando (cabinet J-DC2-D03 and J_DC9_L01)		Bidders' Teraco Cabinet/s number/s
3.1.2 Bidders shall establish a connection to Sentech by 7 March 2022 for testing purposes.		Provide confirmation on company letter head
3.1.3 Bidders shall connect to Sentech with dual fibre inter-connect cables, one to each of Sentech's cabinets at Teraco Data Centre Isando for a redundant active/standby configuration		Provide confirmation on company letter head
3.1.4 Bidder to provide a minimum of three (3) references of customers connected via IPv6.		Confirmation from client on client company letterhead
3.1.5 Sentech shall connect to the successful bidder using BGP-4 with authentication		Provide confirmation on company letter head
3.1.6 Bidders shall provide the required IP transit bandwidth at a 1:1 contention ratio (i.e. uncontended) under normal operation		Provide confirmation on company letter head
3.1.7 Sentech shall have the right to upscale or downscale their initial bandwidth of 1 Gbit/s, as business requires, at any time during the duration of the contract		Provide confirmation on company letter head
3.1.8 Bidders shall provide Sentech with email notifications of all planned maintenance at least 7 days in advance		Provide confirmation on company letter head
3.1.9 Bidders shall guarantee service availability of 99.8% or higher per month, with penalties for non-compliance		SLA agreement

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

18.2. Functional Criteria

Bidders are to note that the numbering within the criteria corresponds to the numbering in the Contract Data – Part C3 Scope of Work

Functionality Criteria	Maximum Points	Document Reference/Bidders Comments/Page Number
3.2.1 Bidders with presence at Teraco Cape Town and Teraco Durban will be preferred: Cape Town – 10 points Durban – 10 points	20	Teraco Rack numbers
3.2.2 Bidders will state the continent, country, city and amount of bandwidth for each of their international connections: - connected to 1 continent (excluding Africa) – 10 points - connected to 2 continents (excluding Africa) – 20 points - connected to 3 or more excluding Africa – 30 points And - connected to 1 city per continent – 10 points - connected to 2 cities per continent – 20 points - connected to 3 or more cities per continent – 30 points	60	
3.2.3 Bidders will explain the maximum contention Sentech will experience during fault conditions: 1:2 or better – 10 points 1:3 to 1:4 – 5 points 1:5 or worst – 0 points	10	
3.2.4 The initial physical connection at Teraco Isando will be optical GigabitEthernet connections (10 points) upgradeable to optical 10 GigabitEthernet connections (10 points)	20	
3.2.5 Bidders shall provide a portal from which Sentech will access at least the following information: Graph with maximum bandwidth utilization – (10 points) Graph with average bandwidth utilization – (10 points) Graph with interface Errors/Discards – (10 points) Service Availability – (10 points)	40	Portal URL
3.2.6 Bidders shall email a monthly report to netadmin@sentech.co.za containing the following information: Service availability Maximum bandwidth utilization Average bandwidth utilization Number of service calls logged Number of service calls resolved	50	Sample report
3.2.7 Bidders will provide rebates for not achieving service availability of 99.8% per month as follows: 99.7 to <99.8 99.5 to <99.7 96.6666 to <99.5 <96.6666% - 50%	40	
3.2.8 Bidders will send notifications (email/SMS) of all outages or unplanned maintenance to Sentech within 2 hours of the incident Email – 10 points SMS/Whatsapp – 10 points	20	
Total	260 Points	

Table 1: Functional Criteria

Total minimum qualifying functional score is 220 points.

19. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

20. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
		Total must equal:	100% (of 80)

21. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{min} = Rand value of lowest acceptable bid

22. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation