REPUBLIC OF SOUTH AFRICA
Office of the Chief Justice Private Bag X 10, Marshalltown, Johannesburg, 2107 • 188 14th Road, Noordwyk, Midrand • Tel: 010 493 2500 • Fax: • Website: www.judiciary.org.za

REQUEST FOR QUOTATION FORM	
Request for quotation description	**RENEWAL OF THE HOSTING SERVICES FOR JUDICIARY, CONCOURT, SUPREME COURT OF APPEAL AND SAJEI WEBSITES, DSPACE AND SIRISI SYSTEMS FOR A PERIOD OF 24 MONTHS**
OCJ quote reference number:	**ICT:2025/JUNE/11**
RFQ issued date	**11 JUNE 2025**
Closing date and time	**WEDNESDAY 18 JUNE 2025 @ 12:00**
Compulsory briefing session	**NO**

You are hereby requested to provide the Office of the Chief Justice with a price quotation as per the attached specifications.

Conditions of the RFQ:

1. All prices must be firm and must be inclusive of VAT (Only if a bidder is a VAT Vendor).
2. Prices must be valid for at least 60 days from the quotation date.
3. The delivery period must be indicated on SBD 3.
4. All required documentation to be submitted with your proposal/quotation are attached with this request.
5. Proposals submitted after the closing date and time will not be considered.
6. All proposals must be forwarded to OCJQuotations@judiciary.org.za and no hand delivered proposals will be accepted
7. Successful service provider will be subjected to company screening as per the OCJ's Screening Policy
8. The general conditions of contract as published by National Treasury will apply to all contracts entered into between the OCJ and the supplier.
9. Required returnable Documents: Duly completed and signed SBD forms (SBD1, SBD 3 SBD 4 & SBD 6.1)
   - NB: SBD 6.1 Should be accompanied by the following documents where specific goals is applicable:
     - Letter from a Medical Doctor confirming a disability.
     - Central Supplier Database (CSD) Report

Bidders must reduce all telephonic enquiries to writing and send it to the above email address

ENQUIRIES SHOULD BE DIRECTED TO BELOW OFFICIALS			
Supply Chain Management		**Specifications**	
Name:	Gajane Mary	Name:	Vuyolwethu Kwanini
Contact	010 493 2682	Contact	010 493 2500
Email:	MGajane@judiciary.org.za	Email:	vkwanini@judiciary.org.za

1. INTRODUCTION AND BACKGROUND

1.1 The Office of the Chief Justice and the constitutional court has websites currently hosted by a company called Tecqle, the Office of the Chief Justice has a signed Service Level Agreement (SLA) for services for web hosting services that Tecqle provide which is due to expire on the 30 June 2025.

1.2 The OCJ is requesting renewal of the web hosting services, support and maintenance for a period of two Years (2).

2. SCOPE OF WORK

The Office of the Chief Justice is requesting quotation from service provider Tecqle for the renewal of the hosting services for judiciary, concourt, supreme court of appeal and sajei websites, dspace and sirsi systems for a period of 24 months

- Hosting of DSpace Server
- DSpace Support
- Backups of DSpace
- Hosting of Sirsi Server
- Backups of Sirsi Server
- Disaster Recovery and Replication of Websites
- Backups and Monitoring of websites:
    - www.concourt.org.za
    - www.judiciary.org.za
    - www.supremecourtofappeal.org.za
    - www.sajei.org.za
- Monthly SLA Report Presentation Meetings – The Service Provider is required to Present an SLA Report that should cover all aspects of the services administered by Tecqle to the Department on a monthly basis
- Upgrading of the CMS to the latest Supported Version
- Service Provider to provide any type of Graphical User Interface Access e.g. ISPConfig, CPanel
- Service Provider to include a Performance Monitoring Tool

3. REQUIREMENTS

The OCJ ICT unit is requesting the SCM to facilitate the renewal of the hosting services for judiciary, concourt, supreme court of appeal and sajei websites, dspace and sirsi systems for a period of 24 months.

4. PRICING SCHEDULE

4.1. Suppliers are required to provide prices for all equipment including VAT;
4.2. Suppliers must provide firm prices, not subject to the rate of exchange; and
4.3. Pricing must be itemized, allocated as follows, and provide a description for each item
4.4. The pricing must be completed as per the attached Pricing Schedule – SBD 3.3.

5. EVALUATION AND SELECTION CRITERIA

The OCJ has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Table: Evaluation and Selection Criteria

Administration Compliance (Gate 0)	**Price and Preference Points Evaluation (Gate 1)**
Bidders must submit all documents as outlined in paragraph below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Gate 1 will only apply to bidder(s) who have met all the mandatory requirements on Gate 0.

5.1. Gate 0: Administration Compliance

Table: Administration Compliance

MANDATORY DOCUMENTS	HOW TO COMPLETE THE DOCUMENTS	DISQUALIFICATION FOR NON-SUBMISSION
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	YES
Pricing Schedule	Complete and sign the supplied pro forma document. Fully completed pricing schedule. A fully completed pricing schedule on the prescribed template must be submitted. (i.e., **SBD 3.3 – pricing schedule) (NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED SBD**).	YES
Bidder's Disclosure form – SBD 4	Complete and sign the supplied pro forma document	YES
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Preference Points	NO
Medical Certificate	Non-submission will lead to a zero (0) score on Preference Points for Disability	NO
Compliance with the Specification	Product supplied must comply with the specification on the specification above	YES

5.2. Gate 1: Price and Preferential Points Evaluation (80+20) = 100 points

5.2.1. Only bidders that have met mandatory requirement on in Gate 0 will be evaluated in Gate 1 for price and Preferential Points. Price and Preferential Points will be evaluated as follows:

5.2.2. In terms of Regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids

will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

a) The bid price (maximum 80 points)

b) Specific Goals (maximum 20 points)

5.2.3. Stage 1 – Price Evaluation (80 Points)

a) The following formula will be used to calculate the points for price:

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Criteria	Points
Price Evaluation $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$	80

5.2.4. Stage 2 – Preferential Points Evaluation (20 Points)

5.2.5. Stage 3 (80 + 20 = 100 points)

5.2.6. The Price and Preferential points will be consolidated.

5.2.7. Preferential Points allocation

a) A maximum of 20 points may be allocated to a tenderer for the Specific Goals in accordance with attached SBD 6.1

PLEASE TAKE NOTE: ALL OVERHEADS AND OPERATIONAL EXPENDITURE MUST BE INCLUDED IN THE TOTAL QUOTATION PRICE AS WELL AS VAT.

Submitted by:



Mr Vuyolwethu Kwanini

Rank: Assistant Director Server Administrator

Date: 12-05-2025

Name of Bidder: ..... Bid No.: .....

Request for Quotation: Renewal of Web hosting services for 24 months.

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: .....BID NO.: .....

CLOSING TIME 11:00 CLOSING DATE.....

OFFER TO BE VALID FOR 60 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)

Activies	Once Off Cost (Excl VAT)	Recurring Cost (Excl VAT)	TOTAL COST (Excl VAT)
Renewal of the hosting services for judiciary, ConCourt, supreme court of appeal and sajei websites, dspace and sirsi systems **Subscription License**	R.....	R.....	R.....
Installation and configuration of hosting	N/A	N/A	N/A
Support and Maintenance for 24 months which includes updates and upgrades	N/A	R.....	R.....
TOTAL COST EXCLUDING VAT			R.....
VAT			R.....
TOTAL COST INCLUDING VAT			R.....

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

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4. Period required for commencement with project after acceptance of bid .....

5. Estimated man-days for completion of project .....

6. The pricing provided by the bidder shall be firm for the contract period and shall not be subject to any price adjustments (such. CPI, ROE, etc.).

Any enquiries regarding bidding procedures may be directed to the –

OFFICE OF THE CHIEF JUSTICE
188 14th Road Noordwyk
Midrand
Johannesburg

Or for technical information –

Email: OCJQuotations@judiciary.org.za
Tel: 010 493 2500

Compiled by:

Name of Official:
Rank:
Date: .....

Company Representative: Name	Position in Company	Signature	Date