PIKITUP JOHANNESBURG SOC LIMITED

REQUEST FOR FORMAL PRICE QUOTATION

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF IT SERVICES AND SKILLS FOR SITA AND GOVERNMENT DEPARTMENTS (SITA RFB 1183/2022)

BID NO: PIK 001/2024-2025

BIDDER COMPANY NAME:

BID AMOUNT (VAT INCL): R

THIS DOCUMENT IS COMPILED FOR:

Pikitup Johannesburg SOC Ltd
Jorrisen Place Building
66 Jorissen Street,
Braamfontein, JHB

CONTACT DETAILS:
Salome Malebye

E-mail : salomemalebye@pikitup.co.za

QUOTATION BOX SUBMISSION IS SITUATED AT:

Pikitup Johannesburg SOC Ltd
Jorissen Place Building
66 Jorissen Street,
Tender Office
Ground Floor
East Wing
Braamfontein, JHB

Closing date: 02 August 2024.
Closing time: 11:00am
Validity Period: 90 days from RFQ closing date
Non-Compulsory Virtual Briefing session: 23rd July 2024 at 11:00am. Microsoft Team meeting

Link: Join the meeting now

BIDDER'S COMPANY NAME: _

BIDDER'S CONTACT PERSON: _____

BIDDER'S CONTACT NUMBER: _____

BIDDER'S EMAIL ADDRESS: _

TOTAL BID AMOUNT: _____

CLOSING DATE: **02 August 2024**

CLOSING TIME: **11:00 AM**

BRIEFING SESSION:

Non-Compulsory Virtual Briefing session will be held on 23rd July 2024 at 11:00am
Microsoft Team meeting link is indicated below:

LINK: Join the meeting now

Document Issued By:

Pikitup Johannesburg SOC Limited
Pikitup Head Office (Ground Floor)
Jorissen Place Building
66 Jorissen Street
Braamfontein

E-Mail : salomemalebye@pikitup.co.za

Website : www.pikitup.co.za

EVALUATION OF QUOTATIONS

- **Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation, and thereafter on the applicable price and preference point system. Either the 90/10 or 80/20 price and preference point system will be applied based on the lowest acceptable bidder's total bid price, to determine the applicable price and preference point system.**

The following MBD forms must be completed:

- **MBD 4: Declaration of interest**
- **MBD 8: Declaration of bidders past supply management practices**
- **MBD 9: Certificate of Independent bid determination**

Failure to submit a fully compiled **MBD** forms quotation will result in your bid being rejected.

- No quotation will be considered from persons in the service of the state (i.e. **MBD4**).

- A certified /original / valid, B-BBEE certificate/ sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018. Non-compliant affidavit will be considered as an invalid means of verification and may result in preference points not being recognized)

SECTION 2

1. **The Lowest or any bid will not necessarily be accepted** and the **PIKITUP reserves the right not to consider any bid** not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part. In addition, Pikitup reserves the right to appoint more than one service provider / supplier as deemed necessary
2. In evaluating bids received and adjudicating the award of this bid, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidders will not necessarily be selected as a preferred bidder/s.
3. Where deliveries are quoted "ex-stock" the period of **delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.**
   Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. **Payments will be made thirty (30) days** after receipt of invoice by Pikitup.
5. Quotations received after the closing date and time will not be considered
6. Samples of the required items or goods are available for your perusal (when applicable.)
7. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
8. **Quotations must be valid for minimum of 90 days.**
9. **It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered and have a "compliance status" on the National Treasury Central Supplier Database ("CSD") as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.** National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at www.CSD.gov.za.

DECLARATION

I, the undersigned hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNEBSURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNEBSURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

Signing of the quotation in the appropriate space, as well as the initialing of each page by the bidder mandatory.

_____

NAME OF PERSON

_____

CAPACITY

_____

DATE

COMPULSORY DOCUMENTATION	
DOCUMENT CHECKLIST	**Tick if at attached**
CIPC CERTIFICATE - Company registration and shareholder certificate	
Central Supplier Database (CSD) registration certificate and / or indicate the bidding company's CSD registration number (i.e. MAAA…) on the MBD 1 form	
TAX CLEARANCE DOCUMENT – CSD registration with an overall tax status that is currently "tax compliant" or provide a copy of a valid Tax Clearance Certificate (TCC).	
MBD 4 – declaration of interest document provided with each RFQ we publish	
MBD8 – declaration of bidders past practices document provided with each RFQ	
MBD 9 - declaration of interest document provided with each RFQ we publish	
FOR THE SITE WHERE THE BUSINESS IS CURRENTLY LOCATED ○ **Municipal statement** - if the property is owned by the business **OR** ○ **Lease Agreement** – if the business is a tenant on the property + ○ **Landlords Letter**–then we also require a letter of good standing from the landlord/letting agency/proxy confirming the tenants account is not more than 90 days in arrears **OR** ○ **Sworn Affidavit** – compiled by the owner of the business if the business is being operated from the residence of the director	
FOR EACH DIRECTOR OF THE COMPANY ○ **Municipal Statement** - for each director who owns the property where he/she currently resides **OR** ○ **Lease agreement** – if the director is a tenant at the place where he/she resides + ○ **Landlords Letter**– if the director is a tenant at the place where he/she resides then we will also require a letter of good standing from the Landlord/Letting Agency	
OR ○ **Sworn Affidavit** –where a director is residing with parents or other relatives without any formal agreement in place then a sworn affidavit must be compiled by parent / relative confirming the following ▪ the director resides with parent / relative at the aforementioned property without there being any formal lease agreement or contract in place ▪ The director does not have any outstanding payments in terms of utility payments of more than 90 days. ▪ Most recent Municipal statement for the place of residence. If the parent/relative is a tenant on the aforementioned property then a copy of the lease agreement will need to apply ▪ Copy of Identity Document of the parent/relative	

POINTS AWARDED FOR SPECIFIC GOALS

- Preference points may be claimed by the bidders for specific goals as stated in the table below. The preference points claimed for specific goals must be supported by documented proof as per the means of verification.

- The following specific goals are determined by Pikitup for this tender with the intent to promote HDI and the local economy.

- The 90/10 or 80/20 preference point system applies, the lowest acceptable bidder's total bid price will be used to determine the applicable preference point system.

- The following specific goals will be determined according to the nature of goods/ service/ construction works in each bid. Such goals will be distilled into quantifiable and certain criteria, aligned with section 2(1) (d) (i) and (ii) of the PPPFA in order to ensure that the allocation of points for the specific goals is fairly done.

- It is a Tenders / RFQ condition that the following specific goals will apply for preference points:

The specific goals points allocated by Pikitup for this tender	**Points allocation**		**Means of verification**
	20	**10**	
Companies that are at least 51% owned by black people	5	2.5	• BBBEE certificate, Affidavit sworn under oath, copy of owner's ID, CSD report, CIPC document, and / or shareholders certificate • BBBEE certificate, Affidavit sworn under oath, copy of owner's ID, CSD report, CIPC document, and / or shareholders certificate • CIPC, CSD report, Bidding company municipal account statement, letter and / or statement from the landlord confirming company address.
Companies that are at least 51% owned by women	5	2.5	
Local suppliers within City of Johannesburg Geographical area	5	2.5	
SMME, which includes EME and / or QSE	5	2.5	

Note to bidders:

- Bidders who qualify for the specific goal specified may claim the points allocated for the particular specific goal. Bidders who do not qualify for a specific goal may not claim points for the particular specific goal.
- Where the points allocated for a specific goal is "0" or indicated "N/A" that specific goal is not applicable for the particular tender/quotation and no points may be claimed for that goal.

- A tenderer must submit documented proof of meeting the specific goals, to substantiate requirements as specified in the invitation to tender.
- In respect of trusts, consortiums and joint ventures; specific goals specified in the RFQ will apply to all entities within the trust, consortium and / or joint venture.

The total number of points claimed may not exceed the maximum of 20 points where the 80/20 preference point system applies, or the total number of points claimed may not exceed the maximum of 10 points where the 90/10 preference points system applies.

MBD 1
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID TO PURCHASE THE AFOREMENTIONED GOODS FROM PIKITUP JOHANNEBSURG SOC LTD					
BID NUMBER:	**PIK 001/2024-25**	CLOSING DATE:	**02 August 2024**	CLOSING TIME:	**11h00**

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF IT SERVICES AND SKILLS FOR SITA AND GOVERNMENT (RFB 1183/2022)

(REFER ANNEXURE A FOR FULL DETAILS)

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT JORISSEN PLACE BUILDING, 66 JORISSEN STREET, BRAAMFONTEIN, TENDER OFFICE, GROUND FLOOR

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	**R**
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**AY BE**
DEPARTMENT	: CM UNIT	CONTACT PERSON
CONTACT PERSON	: alome Malebye	TELEPHONE NUMBER
TELEPHONE NUMBER	357 1167	FACSIMILE NUMBER
FACSIMILE NUMBER		E-MAIL ADDRESS
E-MAIL ADDRESS	: alomemalebye@pikitup.co.za	

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐
YES ☐ NO

3.5. 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 ABOVE.

RETURN OF BIDS

Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for bids that are not placed in the bid box by the closing date and time.

No bid shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

Bidding documents must be completed properly in permanent black ink pen.

VALIDITY PERIOD

Your bid submission must remain valid for a period of 90 days from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

INFORMATION MEETING

Non-Compulsory Virtual Briefing session will be held on 23rd July 2024 at 11:00am.

Join the meeting now

ADJUDICATION OF BIDS

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of a supply chain management policy developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003 and the PPPFA. Enquiries in respect of the policy should be addressed to the Head of PIKITUP's Supply Chain Management - Mihloti Maluleke at mihlotim@pikitup.co.za.

CONTRACT

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your bid as you will be bound by the Contract (as described) if your bid is successful. At the time of award, the contract may include other relevant terms and conditions.

ADMINISTRATIVE JUSTICE

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

INTERNAL APPEAL PROCESS

Following the adjudication of bids and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

DECLARATION BY BIDDER:

WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE BIDDING DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BIDDING DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

WITNESSES:

1. ……

2. ……

AUTHORISED SIGNATURE

CAPACITY OF SIGNATORY …….

DATE: ……

ADDRESS …….…….…….

……...

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number: ……

3.3 Position occupied in the Company (director, trustee, hareholder[2]):

3.4 Company Registration Number: …….

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

……

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars
……

3.10 Do you have any relationship (family, friend, other) with persons In the service of the state and who may be involved with The evaluation and or adjudication of this bid? …… … **YES / NO**

3.10.1 If yes, furnish particulars.
……
……

3.11 Are you, aware of any relationship (family, friend, other) between Any other bidder and any persons in the service of the state who May be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

……

…….....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

…….

…….

3.13 Are any spouse, child or parent of the company's directors? Trustees, managers, principle shareholders or stakeholders In service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

…….

…….

3.14 Do you or any of the directors, trustees, managers, Principle shareholders, or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract. **YES / NO**

If yes, furnish particulars……..

……..

4. Full details of directors / trustees / members / shareholders.

Full Name	**Identity Number**	**State Employee Number**

…….. ……..

Signature **Date**

……. ……

Capacity **Name of Bidder**

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 OR 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	**100**	**10**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$P_{s} = 80\left(1 - \frac{P_{t} - P_{min}}{P_{min}}\right) \quad \text{or} \quad P_{s} = 90\left(1 - \frac{P_{t} - P_{min}}{P_{min}}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$P_{s} = 80\left(1 + \frac{P_{t} - P_{max}}{P_{max}}\right) \quad \text{or} \quad P_{s} = 90\left(1 + \frac{P_{t} - P_{max}}{P_{max}}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender

documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

(c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by Pikitup)	Number of points allocated (80/20 system) (To be completed by Pikitup)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Companies that are at least 51% owned by black people	2.5	5		
Companies that are at least 51% owned by women	2.5	5		
Companies that are at least 51% owned by people with disabilities	0	0	-	-
Local suppliers within City of Johannesburg Geographical area	2.5	5	-	-
SMME, which includes EME and / or QSE	2.5	5		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number:

4.5. ……...

4.6. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

4.7. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….
DATE: ……

ADDRESS: ……
……
……
……

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *Audi alter am partum* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No

4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……..……..…… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……...	**…….**
Signature	**Date**
…….	**…….**
Position	**Name of Bidder**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

A. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

C. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

……	……
Signature	Date
……..	……
Position	Name of Bidder

ANNEXURE A: TERMS OF REFERENCE

ANNEXURE A: TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, INSTALL, CONFIGURE AND MAINTAIN ICT PRODUCTS AND SUPPORT SERVICES TO PIKITUP FOR A PERIOD OF 36 MONTHS.

INTRODUCTION

Pikitup, a division within the City of Johannesburg Municipality, operates an ICT department tasked with providing ICT infrastructure and services to its users. One critical requirement for the ICT team is to deliver MPLS services to users across multiple depots and landfills. These services ensure that users have reliable access to telephone lines, internet connections, email accounts, and secure computing environments, complemented by necessary hardware support.

PURPOSE

The purpose of this Request for quotation (RFQ) is to appoint a service provider to design, install, configure, and maintain ICT products and services for Pikitup over a duration of 36 months.

BACKGROUND INFORMATION

The existing MPLS environment provided by Pikitup encompasses networking, PBX (Private Branch Exchange), email hosting, TMS (Transportation Management System), security infrastructure, which includes servers, switches, email security, network security, and associated support services. The below comprehensive scope of work outlines the range of services and infrastructure covered under the MPLS deployment for Pikitup.

1. SCOPE OF WORK

Bidders will be required to Migrate current MPLS services as well as design, install, configure and maintain services as listed below.

1.1 Migration, configuration and maintenance from current Multiprotocol Label Switching (MPLS) network to fully redundant MPLS links to all Pikitup sites (Fiber Optics shall be the preferred connectivity method followed by low latency wireless connections) included in the MPLS is a pool of /27 public IP addresses.
1.2 Installation, configuration and maintenance of an offsite firewall solution dedicated to Pikitup.
1.3 Installation, configuration and maintenance of an offsite proxy solution dedicated to Pikitup which will provide internet/web security as well as the ability to filter URL's for web browsing.
1.4 Installation, configuration and maintenance of a secure VPN using two factor authentication.
1.5 Installation, configuration and maintenance of an integrated collaboration service using the infrastructure with the capability of 1000 telephone extensions.
1.6 The POE switches that need to be supplied to the Depots need to be compatible with the Cisco switches at Head office.
1.7 Installation, configuration and maintenance of a TMS (Telephone Management System).
1.8 Installation, configuration and maintenance of a backup service for Servers, Desktops, Laptops and virtual servers using VMWARE (or equivalent) as a technology.
1.9 Installation, configuration and maintenance of an Email archiving, filtering and security.
1.10 Installation of a web-based portal for Pikitup to manage services.
1.11 Ongoing monitoring of Pikitup's network security (24x7x365).
1.12 Installation, configuration and maintenance of five Virtual servers.
1.13 Transfer of 2 websites to new webhosting services.
1.14 Setup and configuration of existing CISCO switches and routers, as a LAN refresh project. (As per annexure F).
1.15 Pikitup.co.za domain transfer to preferred DNS provider.
1.16 Provisioning of DRAAS (disaster recovery as a Service).
1.17 The following testing is required on a quarterly basis
1.18 Perimeter network penetration testing/ Network Security Reports,
1.19 Backup/Restore testing.
1.20 Installation, configuration, and maintenance of a new industry standard Core switch (primary and secondary core switches).
1.21 Installation, configuration, and maintenance of a centralized endpoint protection service.
1.22 Integration of current reception and call center numbers to your telephone system (PBX).
1.23 Installation of primary and secondary network line refer to ANNEXURE A1.

2. SUPPORT SERVICES & MAINTENANCE (SERVICE LEVELS)

2.1 The Bidder must adhere to the following parameters to sign service level agreement:

- Operation of Network - 24x7x365 basis
- Call Centre 24x7x365 basis
- Each Circuit Uptime % on Monthly basis - 99%
- Average Time to Repair Link Failures - If the repair is of service nature, then < 4 Hours. If
- The Repair/Replacement of CPE/MUX is required (as per Pikitup observation) then <12 hours.
- Average Maintenance Outage per month - Two hour (with prior notice and confirmation from Pikitup)
- Link Fail over/redundancy occurs – Within 120 MS
- Fault reporting Help Desk - 24x7x365 basis
- Fixing existing and new system errors as identified by the system users as per agreed timelines.
- Performing investigation for root cause analysis for technical queries and documenting after fixing the issue.
- Completing change requests and adhering to the change management processes in place
- Performing all system deployments and attend to ad hoc requests as and when requested by Pikitup
- Working with internal ICT operations teams to ensure that Servers Patches are done periodically with minimal impact on system operations
- Assist Pikitup ICT, and third parties with investigating network issues
- Security
- Backup
- Calculation of Service Levels

2.2 Link uptime: the guarantee Uptime of 99.90% of each circuit will be calculated separately on monthly basis. Uptime Penalty in % of total Monthly payment:

Uptime Penalty in %	Penalties
>=99.	0
> 98.5 to < 99.5	10%
> 97 to < 98.5	20%
> 95 to < 97	30%
> 90 to < 95	70%
< 90 %	100%

2.3 In case of last mile link failure at Pikitup Head Office, all the locations (Pikitup depots) connected to the cloud will be treated as down and penalty, as defined above, will be applicable till all the last mile connectivity is restored.

2.4 Down time due to the following situations will not be considered for the purpose of penalty calculation for downtime:

2.5 Link down due to power failure and CPE (Customer Premises Equipment) switch off at the respective locations.

2.6 Scheduled maintenance by the vendor, with prior notification.

Note: Full supplier's/ manufacture's specifications must be attached to the bid document.

3. ICT GOVERNANCE, LEGISLATION AND BEST PRACTICE REQUIREMENTS

Pikitup requires suitable service providers to supply and deliver ICT services for a period of 36 months the required quantities shall be delivered on an as/when basis in compliance with the following mandatory frameworks.

3.1 CoBIT (Control Objectives for Information and related Technology).

3.2 ISO 20000 IT Service Management (ITSM) with ITIL (Information Technology Infrastructure Library) compliance certified.

3.3 CGICTPF (Corporate Governance of ICT Policy Framework).

3.4 ISO 45001:2018 Occupation health and safety management systems.

3.5 PMBOK/Prince 2 (Foundation of Project Management Principles/Process-based Project Management Methodology).

3.6 ISO 14001:2015 Environmental Management Systems.

The above required standards are required in compliance with our goals as stipulated. The suitable and successful service provider needs to be in compliance with our IT Service management drive aligned with environmental and occupational health and safety governance as the services are required within these environments. Project deliverables and transition towards achieving our goals requires a solid project and transition capable service provider. Service providers will at all times be required to comply with these frameworks when implementing technology within Pikitup sites.

4. PROJECT MANAGEMENT AND CONTRACTING AUTHORITY

The service provider will operate under the management of the Pikitup ICT department, and there may be instances where oversight from the City of Johannesburg is required. The service provider is responsible for supplying necessary human resources, including a project manager who will oversee installation, maintenance, and support teams as part of their contractual obligations.

4.1 SKILLS TRANSFER

The appointed service provider must ensure that they transfer skills related to the support of the products and services to the current ICT team in Pikitup. ICT technical team must have fully administrative rights to your systems e.g. PBX, TMS, firewall, network monitoring systems etc.

4.2 REPORTING REQUIREMENTS

- Monthly Management reporting outlining the following:
- Uptimes of links,
- Uptime of services (Security, Collaboration, VPN, Hosting),
- Service requests updates,
- Change requests,,
- Firewall reports,
- Proxy reports,
- Incident logged during the report period,
- Capacity reports,
- Utilisation reports, and
- Any other relevant or additional issue requirements.

4.3 FACILITIES FOR THE PROJECT

The head office of Pikitup is located at 66 Jorissen Street, Braamfontein. The service assignment will cover activities at the head office, as well as at various depots and landfills. Additionally, occasional local travel between these sites may be necessary.

The service provider must furnish their own workstations or laptops that comply with Pikitup's ICT Standards. Pikitup will provide suitable premises with appropriate seating and access to necessary infrastructure for the execution of the assigned tasks.

4.4 DURATION

The successful bidder will be appointed for a period of 36 months.

5. MANDATORY COMPETENCY AND EXPERTISE REQUIREMENTS

5.1 Bidders must submit proposals showcasing their technical competence to undertake the project. This includes presenting a project implementation methodology aligned with modern practices (PMBOK/ PRINCE 2).

5.2 The Bidder should also outline maintenance and support services ensuring a 99% uptime and availability of the solution and its components. Crucially, the Bidder must assign a dedicated project Team and clearly indicating the Project Manager

5.3 Experience in respect of the Company years of company experience in supply of related ICT services

5.4 The Company must provide at least five (5) written positive reference letters, including a contact person and contact details, for supply and delivery of ICT services from their previous clients.

5.5 Detailed Project Plan including timelines for ordering of equipment, delivery, and installation of new services and transfer of existing services:

- PMBOK/Prince 2 certification for Project Manager
- Minimum 5 Years Client Experience for assigned project manager.
- CV's of the project team assigned to this project clearly indicating relevant experience in ICT services must be submitted.
- Proof of educational qualification(s) for the assigned project team. All copies of qualification(s) must be certified, and the certification must be valid for 6 months.
- Company must be in Gauteng based approved Panel list as per RFB 1183, providing the required services, attach SITA appointment letter.
- Submit the transition plan to take over the MPLS System from current service provider.

Note:
Certified Copy/ies of Passport(s) with valid working permits for foreign nationals must be submitted with the bid. All foreign qualifications should be SAQA accredited.
Failure to submit the above-mentioned documents will result in disqualification.

BIDDER'S PAST EXPERIENCE (LIST OF SIMILAR PROJECTS AND CLIENT CONTACT (MANDATORY)

#	Project Description	Scope of Work	Total Value	Duration		Client Contact Detail
				Start date	End Date	
1						
2						
3						
4						
5						
6						

PROJECT SCOPE COMPETENCIES REQUIRED IN SITA 1183 PANEL

#	RESOURCE COMPETENCY AS PER RFB 1183	SERVICES
1	ICT Management Services	• Technical Management Services • Functional Support Management
2	Business Solutions Delivery Services	• Application Configuration Management Services • Service Delivery (SLA) Management
3	Information Security Services	• Business Solution Compliancy Services • Specialized - Application Security Services • Specialized-Communication and Operations Security Services • Specialized - Physical and Environmental Security Services • Specialized - Identity Management Services • Specialized - Access Control Services • Security Architecture Services
4	Business Solution Implementation Services	• ICT Infrastructure Acquisition Management Services • Operational Procedure Development Services
5	ICT Services Support Management	• Service Level Management Services • Problem Management Services • Incident Management Services • ICT Configuration Management Services • Performance and Capacity Management Services • Change and Release Management Services
6	Data Centre Services	• Disaster Recovery and Business Continuity Services • Software Support and Maintenance Services
7	Communication Network	• WAN/VPN Planning and Design Services • WAN/VPN Development and Implementation • WAN/VPN Maintenance Services • Network Monitoring and Management • Internet/Intranet Hosting Services • Telecommunication Services
8	LAN and Desktop	• LAN Planning and Design Services • LAN Support Services • LAN and Desktop Support Services
9	Planning and Organization	• Functional Application Support Services

PRICING

The bidder shall give the total all-inclusive lump sum prices in South African rand inclusive of all taxes and discounts in the pricing schedule. This pricing will be recorded in the Tender Register. Where conflicts exist between the price quoted in the pricing schedule and the other prices quoted by the bidder elsewhere, the price quoted in the pricing schedule shall prevail.

The bidder will provide pricing for all new OEM certified equipment based on same or better functionality compatible/ inter-operability to the current HP environment. It will be the bidder's responsibility and risk if any non-compliance inter-operability between network and network attached elements fail to comply with the required service levels. The bidder will be liable for all costs and Pikitup can demand replacement at no cost. The bidder is encouraged to complete the pricing schedules (Annexure A1- A5) and not attach a schedule in a format different to the one below. The bidder shall breakdown the price as follows:

Monthly fees per service
Replacement costs per listed device
Maintenance costs - Fees for maintaining the ICT services
Monthly Equipment rental

ANNEXURE A1: PRICING SCHEDULE FOR SERVICES (INDICATE IN THE BOX IF NOT APPLICABLE)

ITEM	ITEM DESCRIPTION	SPECIFICATION	UNIT OF MEASURE	QUANTITY	UNIT COST EXCL. VAT	MONTHLY COST EXCL. VAT	ANNUAL COSTS YEAR 1 EXCL. VAT	YEAR 2 EXCL. VAT	YEAR 3 EXCL. VAT
1.	MPLS/Internet Connectivity	Fiber MPLS Connectivity (Per Megabyte Connectivity) 100MB connectivity to Head office with default 10MB upgradeable connectivity to all depots	MB.	100MB					
2.	MPLS/Internet Connectivity	Copper MPLS Connectivity (Per Megabyte Connectivity) 100MB connectivity to Head office	MB.	100MB					
3.	MPLS/Internet Connectivity	Wireless MPLS Connectivity (Per Megabyte Connectivity) 100MB connectivity to the Head office	MB.	100MB					
4.	MPLS/Internet Connectivity	Fiber MPLS Connectivity (Per Megabyte Connectivity) 10MB upgradeable connectivity to all depots	MB	10MB					
5.	MPLS/Internet Connectivity	Copper MPLS Connectivity (Per Megabyte Connectivity) 10MB upgradeable connectivity to all depots	MB	10MB					
6.	MPLS/Internet Connectivity	Wireless MPLS Connectivity (Per Megabyte Connectivity) 10MB upgradeable connectivity to all depots	MB	10MB					
7.	Firewall	Dedicated hosted firewall, Managed firewall to control internal application routing and standard intrusion blocking of malware etc.	Each	01					
8.	Proxy	Dedicated hosted proxy - Intermediary server between Pikitup network and internet used for caching and web filtering	Each	01					
9.	VPN	VPN utilizing - authentication via normal network credentials and	per user	200					

ITEM	ITEM DESCRIPTION	SPECIFICATION	UNIT OF MEASURE	QUANTITY	UNIT COST EXCL. VAT	MONTHLY COST EXCL. VAT	ANNUAL COSTS YEAR 1 EXCL. VAT	YEAR 2 EXCL. VAT	YEAR 3 EXCL. VAT
		smartphone authentication							
10.	Backup	Mirrored backup (per server) - Server backup is a full system backup	Per server	15					
11.	Backup	Full mirrored backup (per VM)	Per VM	01					
12.	Backup	Mirrored backup (per User) - Full back up of users work related media	Per user	500					
13.	Email Archiving	Email archiving (Per user) - Email filtering and archive service. Filtering and blocking of viruses, malware, scams and phishing email	Per user.	500					
14.	VoIP Telephony	Hosted VoIP service (Per user) - A managed voice over IP telephony system, including all desktop handsets and POE (power over Ethernet) devices	Per user.	700					
15.	VoIP Telephony	Inter Branch (Per minute)	Per Minute	01					
16.	VoIP Telephony	Local (Per minute)	Per Minute	01					
17.	VoIP Telephony	Long distance (Per minute)	Per Minute.	01					
18	VoIP Telephony	Cellular (Per minute)	Per Minute.	01					
19	Telephone Management System (TMS)	Telephone Management System - A reporting and management interface for telephony usage	Per Extension	1000					

ITEM	ITEM DESCRIPTION	SPECIFICATION	UNIT OF MEASURE	QUANTITY	UNIT COST EXCL. VAT	MONTHLY COST EXCL. VAT	ANNUAL COSTS		
							YEAR 1 EXCL. VAT	YEAR 2 EXCL. VAT	YEAR 3 EXCL. VAT
20	Network security upgrade	Internet web Gateway (Zscaler), Malware protection, Firewall and penetration testing	Per user	500					
Sub Total Costs Excl. VAT									
VAT @15%									
Sub-Total Costs Incl. VAT									
Total Costs Incl. VAT for 36 Months							R		

ANNEXURE A2: EQUIPMENT COSTS - IF THE SERVICE PROVIDER SELECTS ANOTHER PRODUCT, IT MUST COMPLY WITH THE SAME OR BETTER TECHNICAL AND OPERATIONAL FUNCTIONALITIES

ITEM	DESCRIPTION	SPECIFICATION	UNIT OF MEASURE	QUANTITY	UNIT COST EXCL. VAT	TOTAL COST EXCL. VAT
1.	48 Port POE+ Switch	48 PORT PoE+	Each	19		
2.	24 Port POE+ Switch	24 PORT PoE+	Each	08		
3.	16 Port POE+ Switch	16 PORT PoE+	Each	07		
4.	8 Port POE+ Switch	8 PORT PoE+	Each	19		
4.	Standard Telephone	IP phone (Per phone)	Each	700		
6.	Reception Telephone	IP phone (Per phone)	Each	17		
Sub Total Costs Excl. VAT						
VAT @15%						
Total Costs Incl. VAT						

ANNEXURE A3: PROJECT AND TRANSITION COSTS

ITEM	DESCRIPTION	COST EXCL. VAT	TOTAL COST EXCL. VAT
1.	Security - Complete as-is status assessment on security with report		
2.	Collaboration - Complete as-is status assessment on Telephony including Collaboration with report		
3.	Local Area Network - Complete as-is status on the cabling, switching and Wireless with report		
4.	Wide Area Network - Complete as-is status on the Wide Area Network equipment connectivity including VPN with report		
5.	Transition-1 - Complete transition plan and service take-on and new equipment implementation. Transition on changes as per assessment report based on approved amendments and upgrades		
Sub Total Costs Excl. VAT			
VAT @15%			
Total Costs Incl. VAT			

ANNEXURE A4 -SUPPORT AND MAINTAINANCE COSTS

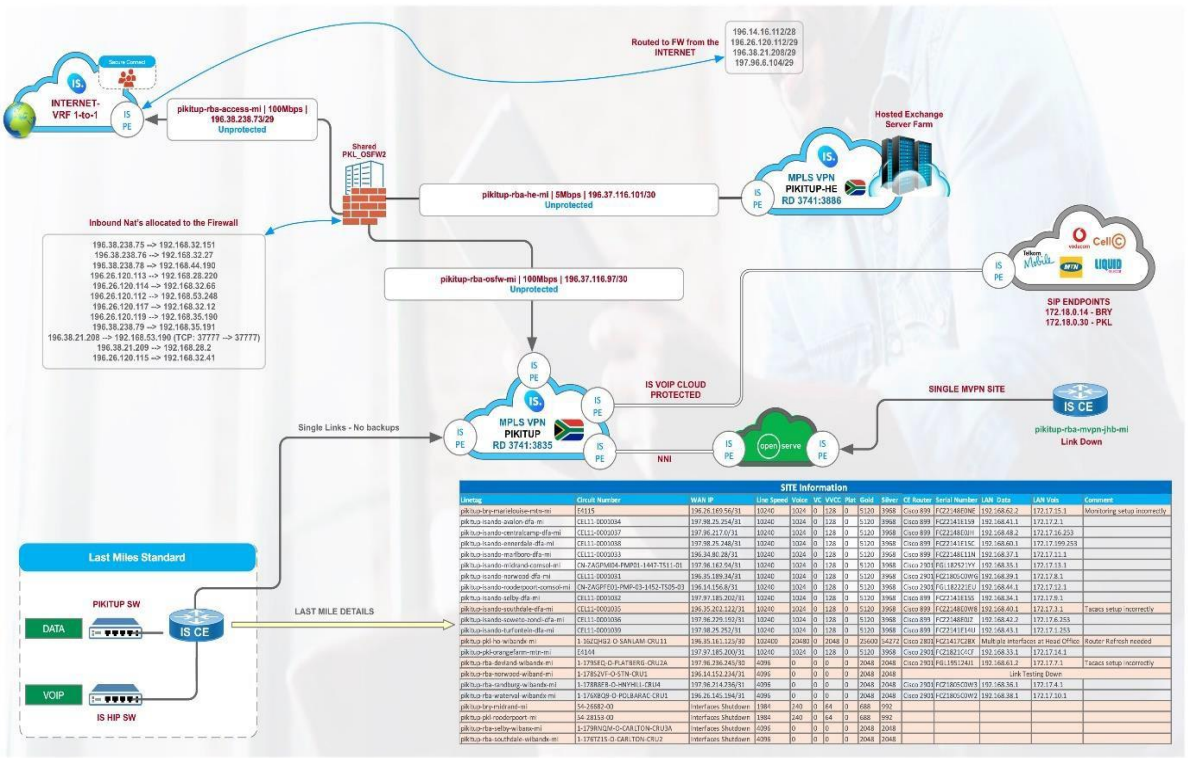
ITEM	DESCRIPTION	Monthly Cost Excl. VAT	Year 1 Excl. VAT	Year 2 Excl. VAT	Year 3 Excl. VAT
1.	Service Level Agreement (Per Month)				
2.	Call Centre Services (Per Month)				
3.	Security Services (Per Month)				
4.	Collaboration Services (Per Month)				
5.	MPLS/Internet Connectivity and VPN Services (Per Month)				
Sub-total					
VAT @15%					
Total cost VAT incl. for 36 Months contract period (full support and maintenance per specifications)					

ANNEXURE A5 -TOTAL COST FOR THE PROJECT

Please consider the inevitable Consumer Price Index (CPI) increases year on year on the pricing upon the duration of the contract period. The pricing must be inclusive of all costs including disbursements (travel, accommodation etc.) where applicable.

ITEM	DESCRIPTION	Year 1 Cost Excl. VAT	Year 2 Cost Excl. VAT	Year 3 Cost Excl. VAT
1.	ANNEXURE A1			
2.	ANNEXURE A2			
3.	ANNEXURE A3			
4.	ANNEXURE A4			
5.	Installation, testing and implementation cost (once off)			
Sub-total				
Disbursements (travel/accommodation) if applicable				
VAT @15%				
Total cost Vat incl.(A1+A2+A3+A4,disbursements , Installation and set up cost included) for full contract period (36 Months) and full delivery of specifications				
N.B: Bidders must ensure that all rates/amounts include all costs, disbursements, and escalations deemed necessary. No additional costs will be allowed.				

PIKITUP : Network Overview



SITE Information

Linetag	Circuit Number	WAN IP	Line Speed	Voice	VC	VVCC	Plat	Gold	Silver	CE Router	Serial Number	LAN Date	LAN Vlan	Comment
pikitup-bra-marielouise-mts-mi	E6115	196.26.169.56/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2148E0NE	192.168.62.2	172.17.15.1	Monitoring setup incorrectly
pikitup-isands-avalon-dfa-mi	CEL11-0000034	197.98.25.254/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2141E3J8	192.168.41.1	172.17.2.1	
pikitup-isands-centralcamp-dfa-mi	CEL11-0000037	197.96.217.0/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2148E0JH	192.168.48.2	172.17.16.253	
pikitup-isands-emmerdale-dfa-mi	CEL11-0000038	197.98.25.248/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2141F15C	192.168.60.1	172.17.199.253	
pikitup-isands-mafboro-dfa-mi	CEL11-0000033	196.34.80.28/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2148L11N	192.168.37.1	172.17.11.1	
pikitup-isands-midland-consol-mi	CN-ZAGPM404-PMP01-1447-T511-01	197.96.163.54/31	10240	1024	0	128	0	5120	3968	Cisco 2901	FGL1829210Y	192.168.35.1	172.17.13.1	
pikitup-isands-norwood-dfa-mi	CEL11-0000031	196.35.189.34/31	10240	1024	0	128	0	5120	3968	Cisco 2901	FCZ1805C0WG	192.168.39.1	172.17.8.1	
pikitup-isands-roodepoort-consol-mi	CN-ZAGPFE01-PMP-03-1452-T505-03	196.14.156.8/31	10240	1024	0	128	0	5120	3968	Cisco 2901	FGL1822J2EU	192.168.44.1	172.17.12.1	
pikitup-isands-selby-dfa-mi	CEL11-0000032	197.97.185.202/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2141E3S5	192.168.34.1	172.17.0.1	
pikitup-isands-southdale-dfa-mi	CEL11-0000035	196.35.202.122/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2148E0W8	192.168.40.1	172.17.3.1	Tacacs setup incorrectly
pikitup-isands-soweto-tondi-dfa-mi	CEL11-0000036	197.96.229.192/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2148E0JT	192.168.42.2	172.17.6.253	
pikitup-isands-turfontein-dfa-mi	CEL11-0000030	197.98.25.252/31	10240	1024	0	128	0	5120	3968	Cisco 899	FCZ2141F14U	192.168.43.1	172.17.1.253	
pikitup-pkl-ho-wibande-mi	1-36ZQH92-O-SANLAM-CRU11	196.35.161.125/30	102400	20480	0	2048	0	25600	54272	Cisco 2801	FCZ1417C2BX	Multiple interfaces at Head Office		Router Refresh needed
pikitup-pkl-orangefarm-mtn-mi	E6104	197.97.185.200/31	10240	1024	0	128	0	5120	3968	Cisco 2901	FCZ1821C4CF	192.168.33.1	172.17.14.1	
pikitup-rba-denland-wibande-mi	1-1795ERQ-O-PLATINUM-CRU2A	197.96.236.240/30	4096	0	0	0	0	2048	2048	Cisco 2901	FGL1951J34H	192.168.61.2	172.17.7.1	Tacacs setup incorrectly
pikitup-rba-norwood-wiband-mi	1-1785ZVT-O-STN-CRU1	196.14.152.234/31	4096	0	0	0	0	2048	2048	Link Testing Down				
pikitup-rba-randburg-wibande-mi	1-1788BFB-O-HNYHILL-CRU4	197.96.214.236/31	4096	0	0	0	0	2048	2048	Cisco 2901	FCZ1805C0W3	192.168.36.1	172.17.4.1	
pikitup-rba-waterval-wibande-mi	1-1769BQB-O-POLBARAC-CRU1	196.26.145.194/31	4096	0	0	0	0	2048	2048	Cisco 2901	FCZ1805C0W2	192.168.38.1	172.17.10.1	
pikitup-bra-midrand-mi	54-26682-00	Interfaces Shutdown	1984	240	0	64	0	688	992					
pikitup-pkl-roodepoort-mi	54-28153-00	Interfaces Shutdown	1984	240	0	64	0	688	992					
pikitup-rba-selby-wibase-mi	1-1799NQM-O-CARLTON-CRU3A	Interfaces Shutdown	4096	0	0	0	0	2048	2048					
pikitup-rba-southdale-wibande-mi	1-1787Z1S-O-CARLTON-CRU2	Interfaces Shutdown	4096	0	0	0	0	2048	2048					

PIKI TUP
JOHANNESBURG
SOC Limited

Company : Internet Solutions
Compiled by : Dinesh Singh
Date : 24 April 2019
Version : 1.0

PE Router
CE Router
Client Servers
LAN Switch
Dedicated Firewall
Client Firewall

All parties involved in this solution acknowledge that they have read, understood and are committed to this solution.
On behalf of the client:

Name and Surname _____ Signature _____

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Parties failing to adhere to the above would leave themselves and their organisations open to prosecution.

IS.

ANNEXURE C: LAN and Telephony Equipment at Pikitup Sites

Site Name	Stock Deployed
Head Office	200 x Standard IP phones 2 x Receptionist IP phones
Avalon (Klipspruit)	30 x Standard IP phones 1 x Receptionist IP phones 2 x 48 PORT PoE+ compatible with Head Office network 1 x 16 PORT PoE+ compatible with Head Office network
Central Camp	30 x Standard IP phones 1 x Receptionist IP phones 2 x 48 PORT PoE+ compatible with Head Office network 1 x 8 PORT PoE+ compatible with Head Office network
Ennerdale (Lawley)	15 x Standard IP phones 1 x 8 PORT PoE+ compatible with Head Office network 1 x 24 PORT PoE+ compatible with Head Office network 1 x 16 PORT PoE+ compatible with Head Office network
Goud Koppies (Devland)	15 x Standard IP phones 2 x 16 PORT PoE+ compatible with Head Office network 2 x 8 PORT PoE+ compatible with Head Office network
Marie Louise	15 x Standard IP phones 1 x 16 PORT PoE+ compatible with Head Office network 3 x 8 PORT PoE+ compatible with Head Office network
Marlboro	30 x Standard IP phones 1 x Receptionist IP phones 1 x 48 PORT PoE+ compatible with Head Office network 1 x 16 PORT PoE+ compatible with Head Office network
Midrand	30 x Standard IP phones 1 x Receptionist IP phones 1 x 48 PORT PoE+ compatible with Head Office network 1 x 8 PORT PoE+ compatible with Head Office network
Norwood	30 x Standard IP phones 1 x Receptionist IP phones 1 x 48 PORT PoE+ compatible with Head Office network 2 x 8 PORT PoE+ compatible with Head Office network
Randburg	30 x Standard IP phones 1 x Receptionist IP phones 2 x 24 PORT PoE+ compatible with Head Office network 1 x 8 PORT PoE+ compatible with Head Office network
Roodepoort	30 x Standard IP phones 1 x Receptionist IP phones 3 x 8 PORT PoE+ compatible with Head Office network 2 x 48 PORT PoE+ compatible with Head Office network
Selby	40 x Standard IP phones 1 x Receptionist IP phones 2 x 48 PORT PoE+ compatible with Head Office network 1 x 8 PORT PoE+ compatible with Head Office network
Southdale	30 x Standard IP phones 1 x Receptionist IP phones 2 x 48 PORT PoE+ compatible with Head Office network
Springfield (Robinson Deep)	16 x Standard IP phones 1 x Receptionist IP phones 1 x 48 PORT PoE+ compatible with Head Office network 2 x 8 PORT PoE+ compatible with Head Office network

Site Name	Stock Deployed
Waterval	40 x Standard IP phones 1 x Receptionist IP phones 1 x 48 PORT PoE+ compatible with Head Office network 3 x 8 PORT PoE+ compatible with Head Office network 2 x 24 PORT PoE+ compatible with Head Office network
Zondi (Soweto)	30 x Standard IP phones 1 x Receptionist IP phones 2 x 48 PORT PoE+ compatible with Head Office network 1 x 24 PORT PoE+ compatible with Head Office network 1 x 8 PORT PoE+ compatible with Head Office network
Orange Farm	25 x Standard IP phones 1 x Receptionist IP phones 1 x 8 PORT PoE+ compatible with Head Office network 1 x 48 PORT PoE+ compatible with Head Office network 1 x 24 PORT PoE+ compatible with Head Office network

ANNEXURE D: Backup Strategy

	Full Backup			Incremental Backup
Data Set	Monthly	Weekly	Yearly	Daily
Financial Systems	Last weekend in the month	Last day of the week	Weekend after Financial Year end	Monday to Friday
HR Systems	Last weekend in the month	Last day of the week	Weekend after Financial Year end	Monday to Friday
File and Print	Last weekend in the month	Last day of the week	Weekend after Financial Year end	Monday to Friday
Business Enablers (Mail, AD etc.)	Last weekend in the month	Last day of the week	Weekend after Financial Year end	Monday to Friday
Security Access	Last weekend in the month	Last day of the week	Weekend after Financial Year end	Monday to Friday
Supporting Material (Application installation files)	Last weekend in the month	Last day of the week	Weekend after Financial Year end	Monday to Friday

ANNEXURE E: GPS CO-Ordinates Pikitup Sites

DEPOT_NAME	ADDRESSESS	X_COORDS	Y_COORDS
SOUTHDALE	Cnr. Side & Third Streets, Southdale	28.02341892	26.24730434
SELBY	Cnr. Village & Ussher Streets, Selby	28.03584865	26.21093871
NORWOOD	Cnr. Short & Pine Streets, Orchards	28.08216313	26.15754576
MARLBORO	Ninth Street, Marlboro	28.08866903	26.09321070
RANDBURG	Cnr. Hans Schoeman & Hans Strydom Street	27.98147673	26.09069566
AVALON	Calandula Street, Klipspruit West	27.87755239	26.28932937
DURBAN DEEP	Depot Street, Durban Deep, Roodepoort	27.86640434	26.18283343
ZONDI	666 Koma Road, Soweto	27.87331682	26.23348086
MIDRAND	Rabie Ridge , No. 92 Stilt Avenue (corner of Seemeeu Street)	26.0179680	28.1681700
WATERVAL	Johannes Rd, Albertville	27.97824502	26.16894609
CENTRAL CAMP	Cnr Nicholas Street, Diepkloof	27.93295305	26.25637404
ORANGE FARM	Street 20 Orange Farm Ext.4	27.86684330	-26.48124986

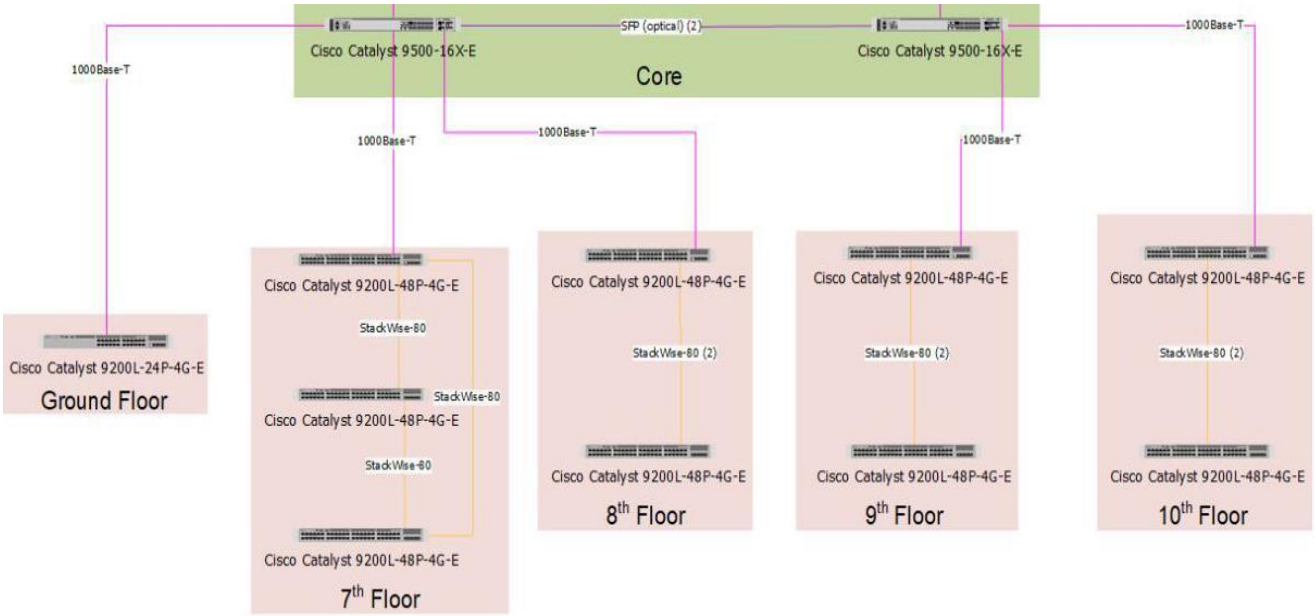
LANDFILL	X_COORDS	Y_COORDS
Ennerdale Landfill	27.83406464	-26.36968833
Marie Louise Landfill	27.88390211	-26.19168235
Linbro Park Recycling	28.11734553	-26.08279402
Robison Deep Landfill	28.03831338	-26.23172835
Goudkoppies Landfill	27.92424280	-26.28100025
Panorama Composting Site	27.91377932	-26.12875691

Garden Sites	Address	X	Y	X_COORD	Y_COORD
Panorama	Jim Fouche Road, Panorama A.H	-108491.504	-2891534.795	27.91521662	-26.12860388
Babiana	Babiana Street, Riverlea	-103877.742	-2899783.598	27.96068271	-26.20338544
Disa	Disa Street, Riverlea	-103852.250	-2900214.046	27.96090324	-26.20727187
Woodmead	Woodlands Drive, Woodmead	-91110.906	-2883361.385	28.08955345	-26.05604219
Ballyclare	Ballyclare Drive, Bryanston Ext.7	-97357.424	-2885646.817	28.02697023	-26.07626089
Fairland	Fifth Avenue, Fairland	-105640.128	-2891776.703	27.94370335	-26.13099875
Victory Park	Victory Road, Greenside	-98806.161	-2893011.671	28.01193405	-26.14262863
Melrose	Melrose Drive, Melrose	-93866.358	-2892826.223	28.06134025	-26.14128530

Garden Sites	Address	X	Y	X_COORD	Y_COORD
Panorama	Jim Fouche Road, Panorama A.H	-108491.504	-2891534.795	27.91521662	-26.12860388
Club Street	Club Street, Bedford 68-IR	-88056.412	-2892828.704	28.11943364	-26.14167448
Norwood	Pine Road, Orchards	-91647.609	-2894657.486	28.08339624	-26.15795510
Waterval	Johannes Road, Waterval 211-IQ	-102707.657	-2896088.092	27.97268068	-26.17011925
Bezuidenhout	Fifth Street, Bezuidenhout Valley	-91456.137	-2897962.655	28.08507821	-26.18779602
Phillipi Road	Phillipi Road, Eldorado Park Ext.4	-108197.156	-2909678.264	27.91664435	-26.29235932
Circle Street	Circle Crescent, Eldorado Park Ext.5	-108996.150	-2909437.561	27.90866568	-26.29012654
Vermont	Vermont Avenue, Eldorado Park Ext.7	-110084.474	-2909343.301	27.89777838	-26.28919264
Cuming Street	Boundary Road, Nancefield	-110765.440	-2910390.045	27.89087135	-26.29858612
Main Street	Main Street, Klipspruit West Ext.2	-111878.122	-2909876.318	27.87977597	-26.29386362
Allie Street	Allie Street, Eldorado Park Ext.9	-111268.161	-2910567.423	27.88582291	-26.30014781
Nirvana Drive	Nirvana Drive, Lenasia Ext.1	-116707.329	-2911380.397	27.83129340	-26.30705078
Topaas Street	Seal Crescent, Lenasia Ext.7	-114544.480	-2912844.345	27.85281854	-26.32043633
Bangalore Street	Bangalore Drive, Lenasia Ext.11	-115153.126	-2913765.056	27.84664153	-26.32869594
Bellona	Bellona Road, Mayfair West	-99646.106	-2899034.390	28.00307341	-26.19692380
East Road	East Road, Klipriviersberg 106_IR	-92661.599	-2905095.903	28.07250973	-26.25209488
Ashanti	Ashanti Street, Crosby	-102002.013	-2898863.652	27.97951972	-26.19521771
Ashburton	Ashburton Street, Riverlea	-101671.528	-2900744.464	27.98267812	-26.21221463
Robertsham	Harry Street, Robertsham	-98346.922	-2905773.614	28.01555782	-26.25783227
Mondeor	Royal Park Drive, Mondeor	-99174.976	-2907777.224	28.00711628	-26.27585690
Meredale	Byvanger Street and David Street, Mondeor	-101405.888	-2908184.590	27.98475243	-26.27937697
Mayfield	Impala Road, Rietvlei 101_IR	-97808.992	-2913198.106	28.02037900	-26.32487184
Flamingo Street	Nirvana Drive, Lenasia	-116415.640	-2914459.924	27.83393561	-26.33486410
Zakariyya Park	Tumeric Drive, Zakariyya Park Ext.6	-110111.522	-2917975.853	27.89676949	-26.36709208
Wimbledon Road	Hani Street & Wimbledon Lenasia South Ext.3	-114197.368	-2919728.100	27.85568320	-26.38258312
Leo Street	Leo Street, Ennerdale Ext.1	-115797.085	-2921840.365	27.83946526	-26.40151495
Phosphorus Street	Phosphorus Street, Lenasia South Ext. 7	-111964.482	-2923381.322	27.87773560	-26.41572692
Dale Road	Allan Road, Glen Austin A.H	-84985.510	-2876018.916	28.15123417	-25.99014768

Garden Sites	Address	X	Y	X_COORD	Y_COORD
Panorama	Jim Fouche Road, Panorama A.H	-108491.504	-2891534.795	27.91521662	-26.12860388
Cedar Road	Cedar Road, Kyalami A.H	-93500.841	-2875555.057	28.06623169	-25.98543740
Tuinfluiter	Tuinfluiter Cresecent, Rabie Ridge	-82441.323	-2879156.272	28.17644385	-26.01861013
Falcon Street	Makou Street, Rabie Ridge	-82767.448	-2879027.862	28.17319438	-26.01743260
Spreeu Street	Spreeu Street, Rabie Ridge	-82269.769	-2879515.104	28.17813491	-26.02185845
Strandloper Road	Strandloper Road, Rabie Ridge	-82711.094	-2879721.067	28.17371347	-26.02369218
Noordwyk X 65	Sicklebush Road, Sagewood Ext.13	-89357.518	-2871948.460	28.10785145	-25.95314831
Linbro Park	Marlboro Drive	-88310.957	-2886338.213	28.11732850	-26.08308201
Protea North	Makhaya Street, Protea North	-116276.814	-2908238.702	27.83588700	-26.27873515
Marie Louise	Roodepoort Road, Vogelstruisfontein 231-IQ	-111683.244	-2898706.922	27.88269132	-26.19308377
Mapetla	Khama, Mapetla	-114659.712	-2906220.606	27.85225324	-26.26065405
Orlando East	Rathebe Drive, Orlando East	-107162.941	-2903625.464	27.92750028	-26.23781468
Penny Road	Penny Road, Roodepoort 237-IQ	-115363.047	-2895369.094	27.84618012	-26.16267200
Cosmo City	Stand 9077, Cosmo City Ext.8	-108063.455	-2881100.836	27.92036025	-26.03447439
Proposed Pimville	Pimville Zone 2, Stand 2859	-109196.753	-2906839.602	27.90687712	-26.26666663

Annexure F – Equipment to be configured



9 x C9200L-48P-4G-E Catalyst 9200-port POE+, 4 x 1G, Net
2 x C9200-24P-4G-E Catalyst 9200 24-port POE+, 4 x 1G, Net
2 x C9500-16X-E Catalyst 9500 16-po