



RFP NUMBER:	RFP/SASSETA/201920126/2
DESCRIPTION:	Appointment of a service provider to undertake online backup services for a period of five (5) years at SASSETA
PUBLISH DATE:	06 April 2022
CLOSING DATE:	29 April 2022
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 Days from the closing date
BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND DELIVERED/ COURIERED TO:	Proposals to be submitted electronically via email to onlinebackup@sasseta.org.za or be couriered, posted or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi, Quoting the reference (RFP/SASSETA/201920126/2)
ATTENTION:	Ms. Vutivi Manganyi
<p>NB: Proposals to be submitted electronically via email to onlinebackup@sasseta.org.za or be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090, for the attention of Ms Vutivi Manganyi.</p> <p>This email address (onlinebackup@sasseta.org.za) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm03@sasseta.org.za</p>	

NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3)
4. Declaration of Interest (SBD 4)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Map to SASSETA offices (Annexure B)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All service providers are to take note of the implications of contravening the prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no **briefing session** for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms Vutivi Manganyi** at scm03@sassetta.org.za by **Thursday 21 April 2022**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to: onlinebackup@sassetta.org.za. **The maximum size to be 30 MB.**

OR

Hard-copy document to be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi, Quoting the reference (RFP/SASSETA/201920126/2)

❖ Closing date and time: **Friday 29 April 2022 at 11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00), especially for Hard copies.

1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

1.7 FORMAT OF BIDS

- 1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders Must complete SBD 3.3 as attached to this request in full and also must submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference. **Bidders must attach their quotation on the company letterhead as part of SBD 3.3**

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included)

Part 3: Declaration of Interest (SBD 4)

Each party to the bid must complete and submit the Declaration of Interest

Part 4: General Conditions of Contract (Annexure A)

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 5: Technical approach and Methodology

Bidder must at least:

Bidders to submit a fully detailed project implementation plan based on the timelines provided highlighting the following:

- All tasks and activities
- Resources
- Milestones and contingency plan to manage milestone

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder's team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict time lines and have the capacity to do so.

Provide information on any additional value added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/ output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 5 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

Part 6: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder’s registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

Part 7: Bidder’s quotation on their Company letterhead

Bidders to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3.

Part 8: Signed Reference letters

Bidders to submit a minimum of three (3) signed reference letters on the client’s letterhead clearly detailing the scope of work, duration and impression the client has with the service provider.

Part 9: Experience of the team leader

Bidders to submit 1 X Project manager/Team leader CV highlighting three (3) years’ of experience in Online Backup, Restoration, Maintenance and Monitoring services.

Part 10: Experience of the technical members

Bidders to submit 2 X Technical team members CVs highlighting three (3) years’ of experience for each member in Online Backup, Restoration, Maintenance and Monitoring services.

Part 11: Qualifications of the team members

Bidders must submit copies of qualifications of the proposed three (3) members as follows:

- Team Leader to have Microsoft Certificate Solutions Expert (MCSE)/Microsoft Certified Professional (MCP),
- 2X technical members to each have, Cisco Certified Network Associate (CCNA) certificate.

NB: Copies of certificates to be attached.

International qualifications to be verified by SAQA and a copy of letters confirming the validity of the qualifications to be attached.

NB: It is to be noted that the team leader proposed for this assignment cannot be replaced without prior approval by the SASSETA.

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
- ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.8.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
- 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.9.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

- 2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).
- 2.1.2 SASSETA utilises Information and Communication Technology (ICT) as the platform to manage and provide access to its systems and communicate with its stakeholders. Through the use of ICT, SASSETA generates and utilises enormous amount of data that is backed up in accordance with the backup policy.

2.2 PURPOSE

- 2.2.1 This Request for Proposals (RFP) seeks to invite credible electronic data management organisations with a good track record to submit proposals for the supply of online backup services for a period of five (5) years from date of appointment.
- 2.2.2 It is required that the bidders are compliant to The Protection of Personal Information Act (POPIA).

2.3 SCOPE OF WORK

- 2.3.1 The successful service provider is expected to provide the following scope of work:
- 2.3.1.1 Migration of SASSETA data (all virtual servers inclusive of the information, applications and configurations) from the current service provider currently stored online up to 40 TB;
 - 2.3.1.2 Back-up and replicate the current SASSETA data on a daily basis for a retention period of not more than three (3) months at a time;
 - 2.3.1.3 Provide quarterly tests where SASSETA backed up ICT Infrastructure is successfully restored.
 - 2.3.1.4 Provide services to restore backups to enable the recovered systems to be used as production data for the duration required by SASSETA; and
 - 2.3.1.5 The recovery specialist should assist the SASSETA staff to restore data and systems:
 - 2.3.1.5.1 The recovery of enterprise backup software data, and;
 - 2.3.1.5.2 The recovery of applications and data to a point which user or applications expert enablement or usage is required.
 - 2.3.1.6 Provide failover solution;
 - 2.3.1.6.1 In case of disaster, the recovery specialist will be required assist SASSETA staff by providing guidance on how to switch to the failover network (i.e SASSETAFAILOVER VPN). The process should allow SASSETA staff to be able to access all applications systems in the environment including but not limited to HR System, Financial System, BoardPack System, File server etc.

2.3.1.6.2 This will be an adhoc item, the service provider is expected to perform bi-annual failover solution tests.

2.4 REQUIRED DELIVERABLES

2.4.1 The service provider is expected to provide the following:

2.4.1.1 Migration of SASSETA data from the current service provider currently stored online up to 40 TB;

2.4.1.2 Back-up and replicate the current SASSETA data on a daily basis for a retention period of not more than three (3) months at a time;

2.4.1.3 Services to restore backups to enable the recovered systems to be used as production data for the duration required by SASSETA;

2.4.1.4 The recovery specialist to assist the SASSETA staff to restore systems which includes:

2.4.1.4.1 The recovery of enterprise backup software data, and;

2.4.1.4.2 The recovery of applications and data to a point which user or applications expert enablement or usage is required.

2.5 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

2.5.1 The bidding company should demonstrate the following skills and experience:

2.5.1.1 A minimum of three (3) assignments with public or private institutions where the service provider has undertaken the implementation of online backup and Restoration, Maintenance and Monitoring services. Service Providers to submit a minimum of three (3) signed reference letters from clients (existing or previous). Reference letters must be on the client's letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider.

2.5.1.2 The team should demonstrate the experience and skills in the following:

2.5.1.2.1 Bidders must submit a minimum of three (3) members CVs (1 X Project Manager/Team leader, 2 X Technicians), highlighting three (3) years' of experience for each member in Online Backup, Restoration, Maintenance and Monitoring services;

2.5.1.2.2 Bidders must submit copies of qualifications of the proposed three (3) members as follows:

2.5.1.2.3 Team Leader to have Microsoft Certificate Solutions Expert (MCSE)/Microsoft Certified Professional (MCP),

2.5.1.2.4 2 X technical members to each have, Cisco Certified Network Associate (CCNA) certificate.

NB: Bidders must clearly indicate their team leader on the proposal document.

2.6 TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.6.1 The total contract period for this assignment will be for five (5) years from date of appointment.
- 2.6.2 The data migration (once -off implementation) activity is to be completed within 1 month from date of appointment.

2.7 SUBMISSION REQUIREMENTS

- 2.7.1 The proposal of the bidder is required to consist of, and demonstrate, the following:
 - 2.7.1.1 Methodology as to how the scope of work will be executed;
 - 2.7.1.2 Project plan as to when various activities will be scheduled and when the deliverables will be submitted; and
 - 2.7.1.3 Profile of the bidder;
 - 2.7.1.4 Team structure, roles and responsibilities;
 - 2.7.1.5 Detailed CVs of three (3) team members (1 X Project Manager and 2 x technical staff members);
 - 2.7.1.6 Experience of the bidder in similar projects successfully undertaken and delivered with Signed reference letters on an official letterhead from three contactable referees demonstrating skills and expertise to undertake the project.

2.8 PRICING

- 2.8.1 Service Providers are requested to provide an all-inclusive cost of this project assignment and complete this information on SBD 3.3 in this document.

2.9 ACCOUNTABILITY AND REPORTING

- 2.9.1 The service provider will report directly to the ICT Manager for the duration of the contract.

2.10 INTELLECTUAL PROPERTY

- 2.10.1 The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilization by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

3.1.2 Conditions for selection/short listing

3.1.2.1 All submissions will be evaluated as follows:

3.1.2.1.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Register the proposals in the tender register at SASSETA reception. **Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.1.2.1.2 Phase 2 – Functionality evaluation

- Bidders who meet the requirements above will be evaluated on functionality requirements as per the table below:

0: Required document/item not submitted

1: Satisfactory should be adequate for stated element

2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
1. Proposed technical approach and research / evaluation methodology of the bidder	Rating out of 2	Evaluation criteria		
<p>The service provider to submit a fully detailed project implementation plan based on the timelines provided highlighting</p> <ul style="list-style-type: none"> • All tasks and activities • Resources; • Milestones and contingency plan to manage milestone <p>The implementation phase must be completed within a month from date of appointment</p> <p>NB.: Methodology demonstrating less than one (1) month will score the maximum of 30 points</p>	<p>0</p> <p>1</p> <p>2</p>	<p>No Project Implementation included/ Short Project Implementation that does not relate to the full scope of work.</p> <p>Project Implementation that includes the full scope of work, required timeframes and deliverables, and can be delivered within 1 month.</p> <p>Project Implementation that includes the full scope of work, required timeframes and deliverables and can be delivered within a period less than one (1) month. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference. Project plan also includes team member's days of work of each activity and the resource/s that will undertake each activity.</p>	30%	
2. Suitability of the bidding Company				
<p>The Bidding Company has undertaken a minimum of three (3) projects for the Implementation of online backup and Restoration, Maintenance and Monitoring services</p> <p>Submit a minimum of three (3) signed reference letters on the client's letterhead clearly detailing the scope of work, duration and impression the client has with the service provider</p> <p>NB.: Four (4) or more signed reference letters</p>	<p>0</p> <p>1</p> <p>2</p>	<p>Bidder has not undertaken a project for the implementation of Online Backup, Restoration, Maintenance and Monitoring services and no signed reference letters submitted.</p> <p>Bidder has undertaken a minimum of three (3) projects for the implementation of Online Backup, Restoration, Maintenance and Monitoring services. Bidder has submitted a minimum of three (3) signed reference letters on the client's letterhead clearly detailing the scope of work, duration and impression the client has with the service provider</p> <p>Bidder has undertaken four (4) or more projects on the implementation of Online Backup, Restoration, Maintenance and Monitoring. Bidder has submitted four (4) or more signed reference letters on the client's letterhead clearly detailing the scope of work, duration and impression the client has with the</p>	25%	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
will score the maximum of 25 points .		service provider		
3. Suitability of the project team leader				
Bidders to submit 1 X Project manager/Team leader CV highlighting three (3) years' of experience in Online Backup, Restoration, Maintenance and Monitoring services; NB.: A CV of the team leader demonstrating four or more years in implementation of online Restoration, Maintenance and Monitoring services will score the maximum of 25 points .	0	Bidder did not submit CV of the proposed team leader. Bidder has submitted CV with less than three (3) years of experience in the implementation of Online Backup, Restoration, Maintenance and Monitoring services	25%	
	1	Bidder submitted CVs of the team leader demonstrating three (3) years of experience in the implementation of Online Backup, Restoration, Maintenance and Monitoring services		
	2	Bidder submitted CVs of the team leader demonstrating four (4) or more years of experience in the implementation of Online Backup, Restoration, Maintenance and Monitoring services.		
Bidders to submit 2 X Technical team members CVs highlighting three (3) years' of experience for each member in Online Backup, Restoration, Maintenance and Monitoring services; NB.: A CV of the team leader demonstrating four or more years in implementation of online Restoration, Maintenance and Monitoring services will score the maximum of 10 points .	0	Bidder did not submit CVs of the proposed team members. Bidder has submitted less than two (2) members CVs. Submitted CVs demonstrate that not all two (2) members have three (3) years of experience in the implementation of Online Backup, Restoration, Maintenance and Monitoring services	10%	
	1	Bidder submitted CVs of the two (2) members demonstrating that all two (2) members have three (3) years of experience in the implementation of Online Backup, Restoration, Maintenance and Monitoring services		
	2	Bidder submitted CVs of the two (2) members demonstrating that all two (2) members have four (4) or more years of experience in the implementation of Online Backup, Restoration, Maintenance and Monitoring services		
Bidders must submit copies of qualifications of the proposed three (3) members as follows: 1 X Project Manager to have in Microsoft Certificate Solutions Expert (MCSE)/Microsoft Certified Professional (MCP), 2 X Technical team members to each have Cisco Certified Network Associate (CCNA)	0	Bidder did not submit copies of qualifications for the three (3) proposed team members/ Bidder submitted insufficient copies of qualifications	10%	
	1	Bidders submitted: <ul style="list-style-type: none"> - copy of Microsoft Certificate Solutions Expert (MCSE)/Microsoft Certified Professional (MC) for the Project Manager/Team leader 		

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<p>NB: International qualifications to be verified by SAQA and a copy of letters confirming the validity of the qualifications to be attached.</p> <p>NB.: A MCSE/ MCP certificate of team leader and CCNA certificate of each technical team member will score the maximum of 10 points.</p>		2 X Technical team members to each have Cisco Certified Network Associate (CCNA).		
Total			100%	

N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the 80 preference points system. Bidders who obtain less than 70% for functionality will be eliminated from further evaluation.

3.1.2.1.3 Phase 3 – Price

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80 system shall be applicable where 80 points will be allocated to price as follows:

Evaluation Criterion on Price	
Relative competitiveness of proposed price	100
TOTAL FOR PRICE	100

3.2 ADJUDICATION OF BID

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider submitted the lowest bid price based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/201920126/2	CLOSING DATE:	29 April 2022	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a service provider to undertake online backup services for a period of five (5) years at SASSETA				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to oninebackup@sasseta.org.za OR be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Vutivi Manganyi		CONTACT PERSON	Ms Vutivi Manganyi	
E-MAIL ADDRESS	Scm03@sasseta.org.za		E-MAIL ADDRESS	Scm03@sasseta.org.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL AFFIDAVIT	SWORN	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: RFP/SASSETA/201920126/2
CLOSING TIME: 11h00	CLOSING DATE: 29 April 2022

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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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.**

Description	Cost Description)	Total Costs
IMPLEMENTATION AND INITIAL SETUP COSTS		
A	Infrastructure (Server and Networks) preparation and installation and configurations (once off costs)	Once off cost for up to 40TB of initial DATA R
B	Implementation – seeding and replication of data (once off costs)	Once off cost for up to 40TB of initial DATA R
C	VEEAM Cloud connect license and replication (5 five years)	Once off cost R
D	Failover configurations	Once off cost R
E	TOTAL IMPLEMENTATION COSTS (A +B+C+D)	R

MONTHLY DATA MANAGEMENT AND STORAGE COSTS			
REPLICATION AND DATA MANAGEMENT			
F	Replication Management (Daily Checks) – Support Level Agreement	40TB OF DATA PER MONTH	R
CLOUD SYNC AND STORAGE			
G	Cloud Sync per TB (actual cloud usage)	40TB OF DATA PER MONTH	R
H	IPSEC tunnel link		R
I	TOTAL MONTHLY COSTS (F+G+H)		R

AD-HOC STORAGE COSTS			
FAILOVER OPTION			
	Bi-annual failover tests	RATE PER HOUR	R

I. TOTAL ANNUAL COSTS FOR Y1: R _____ **(I x 12)**

J. TOTAL ANNUAL COSTS FOR Y2: R _____

K. TOTAL ANNUAL COSTS FOR Y3: R _____

L. TOTAL ANNUAL COSTS FOR Y4: R _____

M. TOTAL ANNUAL COSTS FOR Y5: R _____

CONTRACT COSTS = TOTAL IMPLEMENTATION COSTS (D) + TOTAL CONTRACT RECURRING COST (I TO M)

= R..... (TOTAL QUOTATION AMOUNT – incl. VAT FOR A PERIOD OF FIVE (5) YEARS)

Bidders are to complete the names and surnames of the proposed team on this assignment and ensure that comprehensive CVs of this member is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below.	IS THE CV ATTACHED (circle the response below)	IS THE CERTIFICATE ATTACHED (circle the response below)
1.	1 X Project manager/ Team manager		Yes/No	Yes/No
2.	1 X Technical team member		Yes/No	Yes/No
3.	1 X Technical team member		Yes/No	Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

2.3.1 If so, furnish particulars:

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

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

Business Continuity Online Backup Services Tender Page 22 of 23

10. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed the Pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate	
4.	Part 4: Submitted the General Conditions of Contract Annexure A (initialled each page)	
5.	Part 5: Submitted the Technical approach and methodology Methodology - bidders to submit a fully detailed project implementation plan based on the timelines provided highlighting the following: All tasks and activities, Resources, Milestones and contingency plan to manage milestone NB.: Methodology demonstrating less than one (1) month will score the maximum points	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: Bidders to submit three (3) or more signed reference letters on the client's letterhead clearly detailing the scope of work, duration and impression the client has with the service provider. NB.: Four (4) or more signed reference letters will score the maximum points.	
9.	Part 9: Bidders to submit one (1) X Project Manager/Team leader highlighting three (3) or more years' of experience in Online Backup, Restoration, Maintenance and Monitoring services; NB.: A CV of the team leader demonstrating four or more years in implementation of online Restoration, Maintenance and Monitoring services will score the maximum of 25 points.	
10.	Part 10: Bidders to submit 2 X Technical team members CVs highlighting three (3) or more years' of experience for each member in Online Backup, Restoration, Maintenance and Monitoring services; NB.: CVs of the two (2) technical members demonstrating four or more years in implementation of online Restoration, Maintenance and Monitoring services will score the maximum points.	
11.	Part 11: Bidders must submit copies of qualifications of the proposed three (3) members as follows: • 1 X Team Leader to have Microsoft Certificate Solutions Expert (MCSE)/Microsoft Certified Professional (MCP), • 2 X technical members to each have, Cisco Certified Network Associate (CCNA) certificate. NB: International qualifications to be verified by SAQA and a copy of letters confirming the validity of the qualifications to be attached. NB.: A MCSE/ MCP certificate of team leader and CCNA certificate of each technical team member will score the maximum of 10 point.	