

## REQUEST FOR QUOTATION (RFQ)

Appointment of a service provider for the supply, installation, and support of Wi-Fi services and self-contained cabinet (for network equipment) for 36 months.

RFQ Number	ASA 27/05/2024
Compulsory Briefing Session Date and Time	11 June 2024 @11:00am
Site briefing Venue	Agrément SA Boardroom
Date of Issue	06 June 2024
Closing Date & Time	20 June 2024 @12:00pm <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
Submissions	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>

Technical inquiries may be directed to: [Procurement@agrement.co.za](mailto:Procurement@agrement.co.za)

## 1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To assure fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote integrated socio-economic development related to the construction industry in the Republic.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessing and confirming fitness-for-purpose of non-standard construction-related products or systems.

## 2. INVITATION FOR PROPOSALS

ASA seeks proposals from experienced service providers to supply, install, and support Wi-Fi services and Self-Contained Cabinet (For Network Equipment). As an organization without an existing infrastructure, we are looking for a solution that can provide reliable connectivity for our operations, support future growth, and ensure secure and seamless communication among our employees and devices.

## 3. SPECIFICATIONS

ASA is a medium company with approximately +-50 employees located at INFOTECH Building, 1090 Arcadia Street, Hatfield, Pretoria, South Africa. As a company, we need a robust network infrastructure to support our day-to-day operations, including internet access, file sharing, and communication.

### 3.1 Objectives for this project

- Establish a reliable and high-performance Wi-Fi and minimum cable infrastructure to meet the connectivity needs of our organization.
- Provide seamless connectivity for all devices including laptops, and mobile devices.

- Ensure network security to protect sensitive data and prevent unauthorized access.
- Implement scalable solutions to accommodate future growth and technological advancements.
- Minimize downtime and disruptions to our operations during implementation and maintenance activities.
- Provide Self-Contained Cabinets to house 3 servers, 2 fiber routers, and a switch.

## 3.2 Scope of work

The appointed service provider will be responsible for the following activities.

- Designing and proposing a tailored Wi-Fi solution.
- Provide a Self-Contained Cabinet (47U 600 x 1000 IP 54 rated) to house servers and a switch.
- Supply and configure network 24 port switches and 3 wireless access points.
- Installing and configuring the cable LAN for the 2 printers and Wi-Fi infrastructure according to industry best practices and our specifications.
- Providing documentation, training, and support to ASA IT staff for ongoing management and troubleshooting.
- Conducting performance testing and optimization to ensure the network meets ASA performance targets.
- Providing ongoing maintenance and support services, including proactive monitoring and timely resolution of issues.

## 3.3 Switching infrastructure

- **Uplinks:** The uplinks for the switches must meet a minimum capacity of 1 gigabit per second (GBps) and utilize either Fiber or flex connect cabling for optimal performance and flexibility.
- **Supply layer 3 POE Gigabit Ethernet Managed Switch:** The switch should offer robust performance and flexibility for modern network environments.

## 3.4 Wi-Fi infrastructure

- **Propagation Study:** the appointed service provider to conduct an onsite propagation study to determine optimal locations and quantities of wireless access points needed for effective coverage and performance throughout the premises.

- **Install Wi-Fi 6 (IEEE 802.11ax):** wireless access points to the latest Wi-Fi 6 standard (IEEE 802.11ax) to enhance coverage, capacity, and overall performance, ensuring support for modern devices and applications.
- **Optimization Techniques:** Utilize band steering and client load balancing techniques to optimize the distribution of Wi-Fi clients across access points, improving overall network efficiency and ensuring a balanced and reliable Wi-Fi experience for users.

### 3.5 Network Security

Implement Virtual LANs (VLANs) to segment network traffic effectively, providing granular control over access based on user roles and device types.

### 3.6 Hardware specification

- **Cabling Infrastructure**
  - Utilize Category 7 (or higher) UTP cabling for installations to ensure robust and reliable network connectivity.
  - Use cable testing tools to verify cabling integrity and performance, providing test reports for all network points demonstrating compliance with industry standards and optimal network functionality.
  - Provide cable testing report after implementation.

### 3.7 System architecture

- **Physical Layout:**
  - Strategically position switch and Wi-Fi access points to ensure optimal coverage and minimal interference, enhancing network performance and reliability.
- **Redundancy and High Availability:**
  - Implement redundancy measures for switches and Wi-Fi controllers to mitigate the risk of single points of failure, ensuring continuous network availability and reliability.
  - Utilize Spanning Tree Protocol (STP) or Rapid Spanning Tree Protocol (RSTP) to prevent network loops and maintain link redundancy, thereby enhancing network stability and resilience.

### 3.8 Bill of materials

Here below are the minimum quantities for the network infrastructure solution.

#	EQUIPMENT / MATERIAL	QTY	DESCRIPTION
1	Self-Contained Cabinets	1	Self-contained Cabinet 47U 600 x 1000 IP 54 rated, floor standing with air conditioning and fire suppression, UPS system to power cabinets, Biometric system, door locking, Sensor movement camera.
2	Network Points	7	3 of which will be reserved for the Wireless Access Points, 2 for the Printers, 2 for servers.
3	Corporate Connectors	21	On the open plan, with 4 network points each.
4	24 port Layer 3 POE Network Switch	1	Layer 3 managed switch with POE capabilities.
5	Wireless Access Points with virtual controller	3	Wireless access points to equipped with virtual controllers for ease of management.
6	SFP modules	3	Provide fiber SFP modules to link cabinets on the same floor.
8	Installation and configuration	1	Installation and configuration of the network infrastructure.
9	Ceiling-to-floor conduit Poles	6	Installation of the conduit poles

Please note that the above quantities provide for the minimum requirements for the implementation of the network infrastructure. All other materials and quantities thereof that are not mentioned above must still be included in the proposal for a complete solution.

## 4 SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

### 4.1. Submission of Procurement documents

- Latest National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.
- Signed General Conditions of Contract.

# Terms of Reference

## 4.2 Mandatory documents/ information:

- 4.2.1. Completed price schedule.
- 4.2.2. Certificate of a Compulsory Briefing Session Certificate

## 4.3 Evaluation

### 4.3.1 Phase 1: Technical Specification and Functionality Evaluation

The test for the Technical and Functional threshold will include the following:

Technical Evaluation Criteria	Points Weightings
Reference Letters	15
OEM letter	10
Experience of the Project Manager	15
Proficiency of the Project Manager	10
Experience of key personnel	30
Experience of a Network Engineer	10
Registration of the network engineer	10
Product Deployment methodology	10
<b>Total Weighting:</b>	<b>100</b>
<b>Minimum qualifying score required:</b>	<b>60</b>

# Terms of Reference

The bids shall first be evaluated for functionality. A minimum score of 60% must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows.

## 1. References where similar work was done.

Questions:	Yes	No	Weighting
1. Do you have reference letters?			15
<p><b>Tick(X) the appropriate box that is applicable. Attach a copy of the reference letters of previous work or projects of a similar nature completed.</b> In addition, please attach the list of projects completed and their duration. The reference letters <b>from</b> the clients <b>must</b> include the following:</p> <ul style="list-style-type: none"> <li>• company name.</li> <li>• company letterhead.</li> <li>• contact person.</li> <li>• contact telephone numbers.</li> </ul> <p><b>N/B: Reference Letters without the above inclusions will be automatically disqualified.</b></p> <p>The bidder shall provide a minimum of five (5) references to demonstrate their implementation of networking solutions for enterprise companies of this magnitude or bigger, experience, and capacity in similar implementations.</p> <p>Reference letters from at least five clients confirming that the supplier has implemented and supported enterprise-similar services are to be submitted with the response to this tender.</p>			
(a) No reference letters or less than 3 submitted			=0 points
(b) 3 to 4 reference letters submitted			=3 points
(c) 5 Reference letters and More Reference letters submitted			=5 points

# Terms of Reference

## 2. OEM Letter

Please stipulate the following information regarding the OEM letter:

Questions:	Yes	No	Weighting
1. Do you have an OEM letter for the proposed solution			10
<b>Tick(X) the applicable box. Tick(X) the applicable box. ASA is requesting Service providers to submit an OEM Letter. Attach the OEM letter as proof that they are certified resellers of the equipment they will be providing</b>			
a) I do not have the OEM Letter for the proposed equipment			=0 points
b) I have attached the OEM Letter for the proposed equipment			=5 points

## 3. Experience of the Project Manager

Please stipulate the following information regarding the Project Manager experience:

Questions:	Yes	No	Weighting
1. Do you have a CV of a Project Manager stipulating years of experience in the related field			15
<b>Tick the appropriate box below to indicate your years of experience in a respected field. Attach a CV clearly indicating the number of years in providing or demonstrating relevant experience in Network Services Projects</b>			
a) Less than three years			=0 points
b) 3 to 4 years of experience			=3 points
c) years of experience			= 5 points

## 4. Proficiency of the Project Manager/Team Leader

Please submit a copy of the qualifications of the Project Manager.

Questions:	Yes	No	Weighting
1. Do you have a Project Manager who is proficient in project management methodologies such as PMBOK, Agile, or PRINCE2?			10
<b>Tick(X) the appropriate box that is applicable. Service providers must demonstrate that the Project Manager is proficient in the above methodologies. Attach Proof of the certificate or training as stated above</b>			<b>Score</b>
(a) No training reflected / certificate attached			=0 points
(b) Proficient in project management methodologies such as PMBOK, Agile, or PRINCE2 attached?			=5 point



# Terms of Reference

## 5. Experience of key personnel.

Please submit CVs of key personnel.

Questions:	Yes	No	Weighting
1. Do you have the CVs of key personnel stated below?			30
<b>Tick(X) the appropriate box that is applicable. Submit a copy of the qualifications of all key personnel as detailed below.</b>			
<b>1. Lead Switching</b> Curriculum Vitae indicating three (3) years of experience in the related field	<b>Max Score</b>		<b>5</b>
(a) No Curriculum Vitae.			= 0 points
(b) 1 to 2 years' experience.			= 1 points
(c) 3 years' experience.			= 3 points
(d) More than 3 years' experience.			= 5 points
<b>2. Wireless specialist</b> Curriculum Vitae indicating three (3) years of experience in the related field	<b>Max Score</b>		<b>5</b>
(a) No Curriculum Vitae attached.			= 0 points
(b) 1 to 2 years' experience on the related field			= 1 points
(c) 3 years' experience			= 3 points
(d) More than 3 years' experience			= 5 points
<b>3. Network Cabling Technician.</b> Curriculum Vitae indicating three (3) years of experience in the related field.	<b>Max score</b>		<b>5</b>
(a) No Curriculum Vitae attached.			=0 points
(b) 1 to 2 years' experience in the related field.			=1 points
(c) 3 years' experience.			=3 points
(d) More than 3 years' experience.			= 5 points

## 6. Experience of the network engineer

Please submit the CVs of the network engineer.

Questions:	Yes	No	Weighting
1. Do you have the CVs of the network engineer?			10
<b>Tick(X) the applicable box. Submit a copy of the CVs of the network engineer.</b>			
<ul style="list-style-type: none"> <li>The lead Network Engineer to have at least 3 years of experience installing and configuring layer 3 network switches.</li> </ul>			
(a) 1 to 2 years of experience			= 1 point

# Terms of Reference

(b) 3 to 5 years of experience		= 3 points
(c) Six or more years of experience		= 5 points

## 6. Registration to a relevant professional body, the lead Network Engineer to be certified in CCNA or similar

Please submit a copy of the certificate or proof of registration:

Questions:	Yes	No	Weighting
1. Do you have the network engineer certified in CCNA or similar?			10
<b>Tick(X) the appropriate box that is applicable. Attach proof of registration</b>			<b>Score</b>
(a) No registration in CCNA or related			=0 points
c) Proof of registration attached			=5 points

## 8. Product Deployment methodology

Submit the method statement that is in line with the scope of work:

Questions:	Yes	No	Weighting
1. Do you have a method statement in line with the scope of work?			10
<b>Tick the appropriate box</b> <b>Submit product deployment methodology which will be followed in this project for the following:</b>			
<ul style="list-style-type: none"> <li>○ Self-Contained Cabinet</li> <li>○ Network Switch</li> <li>○ Wireless Access Points and Controllers</li> </ul> Patching <ol style="list-style-type: none"> <li>1. Clear timelines</li> <li>2. Order of project activity</li> <li>3. Project time frames</li> <li>4. All elements to be included in the bidder's proposal as per the scope of work</li> </ol>			
a) Bidder failed to address all the points			=0 points
b) Bidder addressed all points stated			=5 points

The following formula will be used to convert the points scored against the weight:

$$P_s = \left( \frac{S_o}{M_s} \right) \times \text{weighting percentage for the section under consideration}$$

Where:

$P_s$  = Percentage scored for functionality by bid under consideration

$S_o$  = Total score of a bid under consideration

$M_s$  = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of **60%** in order to proceed to Phase 2.

#### 4.4 Phase 2: Calculation of points

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

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

Where:

$P_s$  = Points scored for the price of the quotation under consideration

$P_t$  = Price of the quotation under consideration

$P_{\min}$  = Price of lowest acceptable quotation

# Terms of Reference

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence / CSD report
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners
3.	>50% Black youth ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
<b>TOTAL</b>	<b>100</b>

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

## 5 TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the

# Terms of Reference

delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

## 6 PRICE SCHEDULE

ITEM NO	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
01	Self-Contained Cabinets	each	1	R	R
02	Network Points (5 Year Warranty)	each	7	R	R
03	Corporate Connectors (3-Year Warranty)	each	21	R	R
04	24 port Layer 3 POE Network Switches (3 Year warranty)	each	1	R	R
05	Wireless Access Points with virtual wireless controllers (3 Year warranty)	each	3	R	R
06	SFPs (Including fibre leads)	each	3	R	R
07	Additional Material /Hardware	sum	1	R	R
08	Implementation (Including Project Management)	once off	1	R	R
09	Ceiling-to-floor conduit Poles	sum	6	R	R
10	Training x 2 IT staff members	each	2	R	R
<b>TOTAL AMOUNT (EXCL VAT)</b>				R	R
<b>15% VAT</b>				R	R
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>				R	R

**Note: Please include a detailed breakdown of the additional material/hardware and its cost as an attachment.**

## **7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.**

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

## **8. FINAL APPROVAL**

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals and/or not to appoint any service provider.

## **9. PROCEDURE FOR SUBMISSION OF PROPOSALS**

- 9.1. All proposals must be submitted electronically to [procurement@agrement.co.za](mailto:procurement@agrement.co.za).
- 9.2. Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 9.3. All documents submitted electronically via e-mail must be clear and visible.
- 9.4. All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **10. VALIDITY PERIOD OF PROPOSAL**

Each proposal shall be valid for a minimum period of three (3) months calculated from the closing date.

## **11. APPOINTMENT OF SERVICE PROVIDER**

11.1. The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

11.2. Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.

11.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

## **12. ENQUIRIES AND CONTACT WITH ASA**

- 12.1 Any enquiry regarding this RFQ shall be submitted in writing to [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with RFQ No: ASA 27/05/2024 "Appointment of a service provider for the supply, installation, and support of Wi-Fi services and self-contained cabinet (for network equipment) for 36 months" as a reference.
- 12.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

## **13. MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFQ must be in English.

## **14. COST OF PROPOSAL**

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

## **15. CORRECTNESS OF RESPONSES**

15.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

15.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **16. VERIFICATION OF DOCUMENTS**

16.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

16.2 Only one electronic copy of the proposal must be submitted via email to [procurement@agrement.co.za](mailto:procurement@agrement.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

## **17. ADDITIONAL TERMS AND CONDITIONS**

17.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.

17.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

17.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

17.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

## **18. ASA RESERVES THE RIGHT TO**

18.1 Extend the closing date.

18.2 Verify any information contained in a proposal.

18.3 Request documentary proof regarding any tendering issue.

18.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

18.5 Award this RFQ as a whole or in part.

18.6 Cancel or withdraw this RFQ as a whole or in part

## **19. DISCLAIMER**

This document is only a RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.



## 20. POPIA

Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.



# Terms of Reference

## 21. Site briefing Attendance Certificate

<b>Project Title</b>	Appointment of the Service Provider for the supply, installation, and support of wi-fi services and self-contained cabinet or network equipment for the period of 36 months
<b>Site Briefing Date &amp; Time (Compulsory)</b>	11 June 2024 @11:00am
<b>Principal/Client</b>	Agrément SA
<b>Venue</b>	Agrément Boardroom
<b>Issue Date</b>	06 June 2024
<b>Closing Date and Time</b>	20 June 2024 @12:00pm

<b>Service Provider</b>			
<b>Designation</b>			
<b>Signature</b>		<b>Date</b>	
<b>Contact name</b>		<b>Phone</b>	
<b>Email</b>		<b>Mailing Address</b>	

<b>Principal/Client</b>	Agrément SA		
<b>Designation</b>	Project Manager/End User		
<b>Signature</b>		<b>Date</b>	
<b>Contact name</b>		<b>Phone</b>	
<b>Email</b>		<b>Mailing Address</b>	INFOTECH building 1090 Arcadia 2 <sup>nd</sup> floor Pretoria

**NB: The Service Provider must print and complete this page. It must be submitted to Agrément SA personnel for signature on the date of the site briefing. The signed copy must form part of the mandatory returnable.**