



REQUEST FOR BID

PROFESSIONAL SERVICES

BID NUMBER: BS/2018/RFB411

CLOSE Date: 18 September 2018

Time: 11h00

DESCRIPTION:

The BANKSETA seeks to appoint a proven, innovative, professional Service Provider with demonstrated capabilities to supply IT infrastructure.

COMPULSORY BRIEFING SESSION:

Yes

☐

No

☒

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:	
Completed by:	
Company address	Postal
Email:	
Telephone:	
Mobile number:	
Date:	

Original copy of documents or copy - Mark with X	ORIGINAL		COPY	
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1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

2. BACKGROUND ON THE PROJECT/REQUIREMENTS

The BANKSETA seeks to appoint a proven, innovative, professional Service Provider with demonstrated capabilities to supply IT infrastructure.

3. RFB TIMELINES

Activity	Time	Date
Closing date	11h00	18 September 2018
Tender evaluation, Bidder Verification and Due Diligence	N/A	25 September 2018
Clarification presentations by Service Providers if required/ Due Diligence	N/A	28 September 2018
Provisional Contract Award	N/A	01 October 2018
Contract Signatures	N/A	08 October 2018

4. SCOPE OF WORK

The BANKSETA seeks to appoint a Service Provider to supply, install and configure IT Infrastructure.

4.1 LAPTOPS (X 36)

- HP ProBook 640 for business or equivalent
- Windows 10 Professional 64-bit
- 7th Generation Intel® Core™ i7 processor
- 4 GB RAM
- 500 GB HDD
- DVD Super-Multi
- 35.56 cm (14")
- Intel® HD Graphics 620
- SIM slot
- Matte charcoal gray
- 3 Year onsite warranty

4.2 HP Probook 640 G3 Laptop Charger (X 25)

4.3 HP Probook 640 G3 Laptop Charger (X 36)

4.4 NETWORK CABLE TESTER KIT (X1)

- **Size:** MS2-TTK w/Punch Down & Tone and Probe.
- Revolutionary Interface: Graphical wire map, length, cable ID, and distance to fault displayed on one screen
- Multimedia Support: Tests all common media types including RJ11, RJ45, Coax, with no need for adapters
- IntelliTone Toner and Probe: Locates virtually any cable or wire pair with IntelliTone digital and analog toning
- VDV Service Detection: Verifies today's media services, including 10/100/1000 Ethernet, POTS, and PoE
- Length 1500 feet with resolution to 1 feet, wire map to TIA-568A/B standards, remote ID locators, displays results on one screen

4.5 LAPTOP SCREEN PROTECTOR ('14-inch" X 46) and ("15.6-inch" X 19).

4.6 MOUSE - OPTICAL MOUSE (X 11) AND Bluetooth (X 56)

- 4.7** 145 PIECE COMPUTER MAINTAINANCE TOOL KIT (X2)
- 4.8** HP LTO 8 – ULTRIUM TAPE CARTRIDGE 5 PACK (X5 BOXES)
- 4.9** 7.2K SAS 4TB 819079 (X4)
- 4.10** 785410-001 HP G8 G9 300-GB 12G 10K 2.5 SAS (x 5)
- 4.11** WIRE ROPE SECURITY CABLE WITH KEY LOCK FOR LAPTOPS (1.8 METRES) X66
- 4.12** WIRELESS ACCESS POINT (X2)
- 802.11n
 - 1 LAN with AP Management Software
 - Includes PoE
 - Frequency - 2.4 GHz
 - Throughput - 300 Mbps
 - Range - 183m

4.13 1/8 G2 or above Tape Autoloaders

- Drive Tape: Supports from LTO-6 Ultrium to the latest LTO Ultrium
- Capacity: 240TB Compressed 2.5:1 96TB Native Maximum with LTO-8 drive
- Host Interface : 8GB/sec Fibre channel 6Gb/ SAS
- Cartridge Slots: 8 Cartridge slots in a 1U form factor
- Warranty: Two years extended onsite warranty
- Installation: Onsite installation and configuration

4.14 SMART UNINTERRUPTED POWER SUPPLY (UPS) 15KVA

- Online Uninterrupted Power Supply (UPS) high power density of 15KVA.
- Modular design with N+X redundancy ,online hot-swappable
- Full DSP control of high stability, reliability and safety.
- Integrated IGBT module with improved performance and reduced size.
- Automatically record the information when faults happen, easy for trouble shooting.

- Monitor runtime of critical components, such as fans and capacitors, settable alarm for service period.
- Independent LCD display for each power module with self-starting function.
- Support uptime up to 8 hours and more.

The successful Service Provider will be expected to provide the service at BANKSETA Head Office.

- Provide equipments as per above specification,
- Install and configuration of Tape Automation Loaders at BANKSETA Head office.
- Install and test the Wireless Access Points
- Test for solution's functionality
- Provide signoff once the project is completely done

5. COMPETENCY AND EXPERTISE REQUIRED

The appointed service provider must meet the following requirements:

- Minimum of five years in rendering similar services.
- Provide references and examples of past successful service projects.
- The service provider must be prepared to deliver within one month after having provided with the order number.
- Project Manager must have minimum of 5 years' experience in IT Infrastructure sector.
- CVs of the Project Manager and project team members must be attached to the technical proposal

- The service provider is required to provide a minimum of **five signed references**, on the company letterhead of the referee, for which similar services have been rendered.

6. PRICING STRUCTURE

The Pricing Schedule must be completed as per annexure A.

6.1 The attached pricing sheets (Appendix A) must be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of any contracts, and it is therefore most important that all pricing elements are disclosed.

6.2 Per the pricing sheet all pricing should show VAT separately.

6.3 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.

6.4 All pricing assumptions, excluded costs and estimated costs must be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.

6.5 Whilst complying with normal commercial confidentiality requirements, the BANKSETA reserves the right to discuss aspects of the pricing with other SETAs to satisfy itself that the pricing as contained in any received proposal avoids fruitless and wasteful expenditure and is regarded as fair and equitable for the services offered.

6.6 The BANKSETA requires transparency concerning the financial aspects and will work closely with the prospective service provider to ensure a fair and equitable pricing regime for the required services.

7. DURATION – Delivery must be one months from date of appointment

8. SUBMISSION REQUIREMENTS

8.1 One hardcopy must be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft copy.

8.2 All submissions must be delivered in individual envelopes.

8.3 Respondents should take particular care to ensure that there are no discrepancies between all submissions to the BANKSETA.

8.4 The BANKSETA reserves the right to reject any submissions if there are discrepancies.

8.4.1 Document must be submitted as follows:

8.4.1A Envelope 1 – Original.

8.4.11B Envelope 2 – Hard Copy of the original document and 1 Soft copy

8.4.1C Envelope 3 – **Pricing include SBD1** – (invitation to bid)

8.5 Each individual envelope must be clearly marked with the following information:

8.5.1 Description of the Submission: **IT Infrastructure**

8.5.2 Submission Bid Number: **BS/2018/RFB411**

9. Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.

9.1 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.

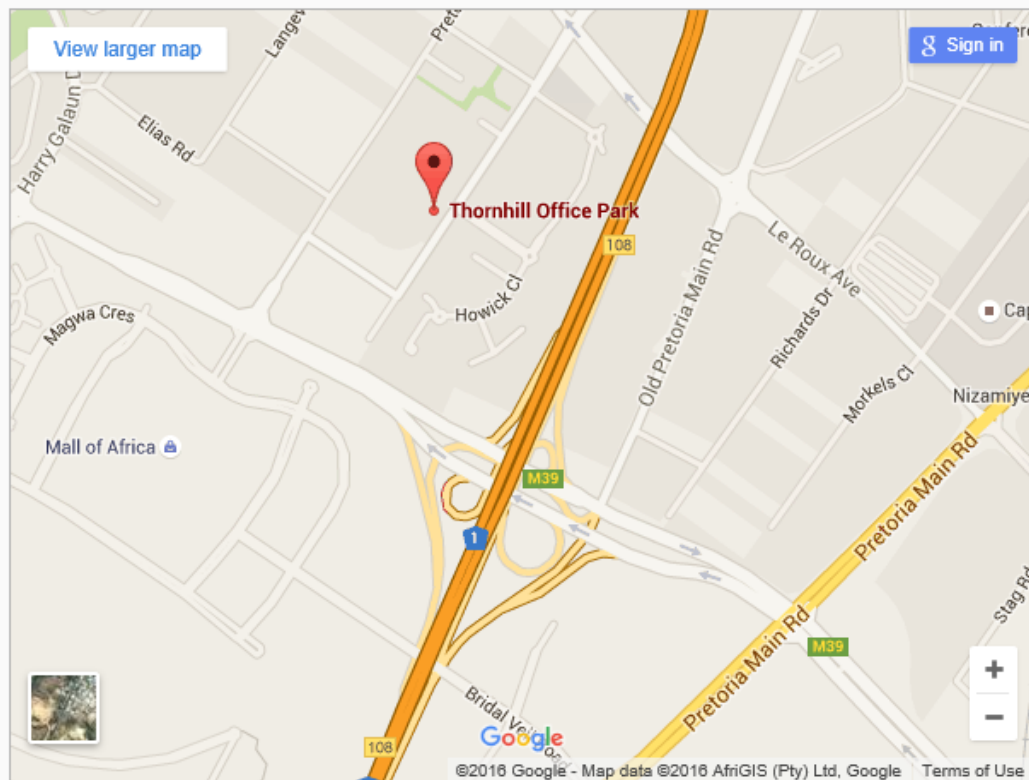
9.2 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address:-
Thornhill Office Park

Building 22

94 Bekker Road

MIDRAND

NB: Please ensure that you sign the submission register.



9.3 Respondents are invited to observe the closing of the on the closing date and time of the submission as per the advertisement

9.4 Unsuccessful submissions will be informed in writing when the process is concluded.

9.5 A submission will be considered late if received after the specified date and time. Respondents are therefore strongly advised to ensure that submissions be despatched allowing enough time for any unforeseen events that delay the delivery of the submission.

10. ENQUIRIES/COMMUNICATION

Contact person for enquiries regarding the submission document:

Ms Eva Ratema

Specialist: Supply Chain Management

Email: Tenders@bankseta.org.za

All clarifications or enquiries must be made in by email and received by the BANKSETA on or before the date of the **07 September 2018**. Telephonic requests for clarification will not be accepted.

11. SUBMISSION EVALUATION/ADJUDICATION

Submissions will be evaluated in three (3) phases:

- a. Compliance/eligibility;
- b. Technical/Functionality;
- c. Pricing and B- BBEE contribution level.
- d. Bidders that score **70 points** and above will be requested to provide pricing based on the final specification that will be provided to them.
- e. The abovementioned bidders may be requested for presentation by the BANKSETA.

12. Compliance/Eligibility Evaluation

Respondents who do not meet the requirements below will be immediately disqualified. For Joint Venture (JV) submissions, each partner to the JV must submit all documents listed below.

No	Description
1	<p>Submission of the following fully completed and signed returnable documents:</p> <ul style="list-style-type: none">- SBD 1 Invitation to submission (to be submitted with the Appendix A)- SBD 4 Declaration of interest- SBD 6.1 Preference point claim form- SBD 8 Declaration of respondents' past supply chain management- SBD 9 Certificate of independent bid determination

2	Special Conditions (Portion 2 attached) that the bidder needs to accept by signing the last page
3	Submission of signed Pricing Schedule in BANKSETA template
4	Contract Form : Rendering of Services (attached) which the bidder needs to accept by signing the last page
5	Submission of company registration documents
6	Submission of the National Treasury Central Supply Database (CSD) Master Registration report.

NB: The BANKSETA may conduct risk assessment for the winning bidder.

13. TAX COMPLIANCE

Submission of copy of TAX clearance certificate or SARS pin number in order to verify service provider's TAX compliance status, or submission of written proof from SARS that supplier either has no tax obligation or has made arrangements to meet outstanding tax obligation.

14. Technical/ Functionality Evaluation

The functionality evaluation conducted as per the criteria contained in the table below:

CRITERIA – PHASE 1	Weight	Values	Score
Functionality	100		
1. Understanding of scope	10		
<p>This should include the following:</p> <p>a. If the proposed methodology/strategy is not inclusive of all the proposal contents outlined under scope (Value = 0)</p>			

If the proposed methodology/strategy is inclusive of all the proposal contents outlined under scope (Value = 5)			
2. Business profile	15		
Company experience five years' experience - (Value = 5) Four experience (Value = 4) Three experience (Value = 3) Two experience (Value = 2) One experience (Value = 1)			
3. Delivery schedule	20		
Service Provider must provide a delivery schedule showing major deliverables Delivery time = One Month (Value = 5) One Month 1 Week (Value = 4) One Month 2 Weeks (Value = 3) One Month 3 Weeks (Value = 2) Two Months (Value = 1)			
2. Project Manager Experience	20		
Project Manager CVs of the Project Manager <ul style="list-style-type: none"> • Five years' experience in IT Infrastructure – (Value = 5) • Four years' experience in IT Infrastructure – (Value = 4) • Three years' experience in IT Infrastructure – (Value = 3) • Two years' experience in IT Infrastructure – (Value = 2) • One years' experience in IT Infrastructure – (Value = 1) 			

3. Onsite warranty	10		
3 years onsite warranty = 5 Less than 3 years onsite warranty = 0			
5. Reference letters	25		
1. Signed reference letters relevant to the provision of similar projects. <ul style="list-style-type: none"> • One reference letters provided – (Value = 1) • Two references letters provided – (Value = 2) • Three references letters provided– (Value = 3) • Four references letters provided – (Value = 4) • Five references and more letters provided – (Value = 5) • 			
Elimination of non-qualifying Bids (score below the minimum threshold of 70%).			

SCORING MATRIX

SCORE	DISCRIPTION
0	NON RESPONSIVE
1	POOR
2	FAIR
3	AVERAGE
4	GOOD
5	EXCELLENT

Functionality will be evaluated using the following formula:

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality by submission under consideration.
- So – is the total score of the submission in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

Any proposal not meeting a minimum threshold of **70 points** on

15. POINTS AWARDED FOR PRICE

15.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

16. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4

8	2
Non-compliant contributor	0

17. SPECIAL CONDITIONS

- 17.1 BANKSETA reserves the right to withdraw or amend terms of reference/specifications by notice in writing by advertising in the media in which the submission was originally advertised prior to the closing date.
- 17.2 BANKSETA reserves the right not to award any of the submissions submitted.
- 17.3 The cost of preparing the submissions will not be reimbursed.
- 17.4 Shortlisted respondents will be invited for presentations.
- 17.5 Successful respondent will be required to sign a confidentiality/non-disclosure agreement.
- 17.6 Whilst the BANKSETA is issuing this RFB in good faith, it reserves the right to cancel or delay the selection process at any time without explanation, and reserves the right not to select any of the respondents to this RFB, again without explanation. Further the BANKSETA reserves the right to only accept portions of a Vendor's proposal.

18. REVIEW PROCESS

- 18.1. In order to evaluate and adjudicate submissions effectively, it is imperative that respondents submit responsive submissions. To ensure a submission will be regarded as responsive it is imperative to comply with all conditions pertaining to the submission and to complete all the mandatory fields and questionnaires.
- 18.2 All submissions duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 18.3 BANKSETA may require presentations from short-listed respondents as part of the submission process.

19 REASONS FOR REJECTION

- 19.1 Respondents shall not contact BANKSETA on any matter pertaining to the submission from the time the submission is closed to the time the submission has been adjudicated. The results of all submissions will be published by the BANKSETA. Any effort by a respondent to influence the submission evaluation, submission comparisons or submission award decisions in any matter, may result in rejection of the submission concerned.
- 19.2 BANKSETA shall reject a submission if the respondent has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 19.3 BANKSETA reserves the right to contact references during the evaluation and adjudication process.

20 JOINT VENTURE

- 20.1. In the case of a Joint Venture, the following will be Applicable:
- 20.2. Each JV Member must have a valid Tax Clearance Certificate issued by SARS;
- 20.3 A Joint Venture Agreement is signed by the JV Partners and attached to this tender document; and
- 20.4 A Joint Venture BBBEE Rating Certificate.

Name of Committee Member:	
Signature:	
Date:	
Name of Committee Member:	
Signature:	
Date:	
Name of Committee Member:	
Signature:	
Date:	
Name of Committee Member:	
Signature:	
Date:	