

SACPCMP

The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).			
BID DESCRIPTION	REQUEST FOR PROPOSAL: Managed Information Technology (IT) Services		
BID NUMBER	ICT02/2023		
NAME OF INSTITUTION	The South African Council for the Project and Construction Management Professions (SACPCMP)		
THE PLACE WHERE GOODS ARE TO BE DELIVERED/ WORKS OR SERVICES ARE REQUIRED	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria		
COMPULSORY REQUIREMENTS	<ul style="list-style-type: none"> - Please note that failure to submit compulsory documents may lead to disqualification. - Only emailed submissions will be accepted. 		
RFQ DISTRIBUTION DATE	2 October 2023	09h00	
QUERIES CLOSING DATE	06 October 2023	16h00	
RFQ CLOSING DATE	23 October 2023	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Sbongile Shabalala tenders@sacpcmp.org.za	
	Physical address	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand, Pretoria	
	Fax	No facsimile bids will be considered	
	Email	tenders@sacpcmp.org.za	
	Technical Queries (only)	Jubilee Phetogo Lekganyane phetogo.lekganyane@sacpcmp.org.za cc: tenders@sacpcmp.org.za	
	Contact person	Admin Enquiries: tenders@sacpcmp.org.za	
CATEGORY	To provide professional services as per the brief.		
SECTOR	Regulatory Council		
REGION	Gauteng Province		
COMPULSORY BRIEFING	Date	09 October 2023	
	Time	10:00	
	Venue	MS Teams	

		<p>Meeting ID: 327 960 396 314</p> <p>Passcode: NXrLye</p>
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1. BACKGROUND

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 22 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions to protect public interest. In line with the construction industry development initiatives, the Council continues to advance and promote the science and management practice of project and construction management thereby contributing towards promotion of the construction and built environment industries.

It further regulates the Project and Construction Management Professions to protect the public by identifying the type and scope of work, registering professionals and maintaining a national register of professionals who adhere to a Code of Conduct.

It also accredits Project and Construction Management programmes at tertiary educational institutions to ensure that graduates are employable within the industry upon completion of their studies and recognises Voluntary Associations who assist in the promotion of the professions under the SACPCMP (South African Council for the Project and Construction Management Professions) umbrella.

OPERATIONS

The SACPCMP operates in the Built Environment alongside the other five Councils being the South African Council for the Architectural profession (SACAP), the Engineering Council of South Africa (ECSA), The South African Council for the Landscape Architectural Profession (SACLAP), The Council for the Quantity Surveying Profession (SACQSP) and the South African Council for the Property Valuers Profession (SACPVP). The National Minister of Public Works is the Executive Authority of the Council and communicates with the Council through the CBE, which is the overarching body that co-ordinate the activities of all the five Built Environment Councils.

2. SCOPE OF WORK

The SACPCMP has a Windows based computer network infrastructure and Microsoft 365 as the productivity suite. The SACPCMP is seeking a qualified partner to provide technical support for this infrastructure, in the form of general network support including 24/7 monitoring services, security services, maintenance of hardware, updates to software, troubleshooting & repair on all computer systems and network

server equipment, as well as backup and disaster recovery services through a mix of remote and onsite efforts.

2.1 OVERVIEW OF THE SACPCMP IT ENVIRONMENT

Number of users:

70

How many locations do users work from?

2 – Office / Home (remote)

Do users work remotely?

Yes

How many PC's and laptops?

70

How many mobile devices?

Miscellaneous; not currently formalised or managed.

Is it a PC environment?

Yes.

How many servers?

3 Servers Hosted, Production and in DR

Where are those servers located?

Hosted At Cloud Provider

Explain the network environment.

Local Network – single site based at 446 Rigel Avenue South, Rigel Office Park, Block A Section Second Floor, Erasmusrand

Core cisco switch

POE switches for the phones

IPSEC tunnel to Hosted Site

PABX (Fortinet) is hosted at Colocation site at Sizwe and IPsec back to On-prem,

What is the backup process?

Veeam backup Daily 14 Snapshots, 1 Monthly Replicated to DR keeling 14 Snapshots

Current hardware and software?

On-Prem is local Physical AD server running Hyper-V, Server OS 2016

Who is currently providing technical support and guidance?

Sizwe Africa IT Group

Are there any ad hoc or custom solutions that have been implemented that a

vendor should be aware of?

N-Central RMM services across the stack

2.2 OVERVIEW OF SERVICES REQUIRED

- IT Advisory (governance, risk, and compliance) services to ensure the adequacy on implemented internal controls.
- Implementation of strategic initiatives identified for each financial year – the areas of focus for the FY 2023/24 is:
 - Enabling the Business Continuity and Disaster Recovery Management capability
- Single point of contact for all IT issues / IT Support- ITIL Compliant Service Desk.
- Website maintenance and support
- Cybersecurity Management, including but not limited to, firewall management, antivirus management, e-mail security.
- Printer support
- Managed server support
- Managed network support
- PABX setup and support
- Remote support during office hours. This can also be outside office hours in exceptional circumstances.
- Onsite support availability during office hours. This can also be outside office hours in exceptional circumstances.
- Managed PC support
- Email archiving
- Enable and manage remote/mobile access for all staff.
- BCM and DRP – The MSP must be able to support SACPCMP's ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organisational constituents.
- Office365 support
- Managing backups of all SACPCMP data, including 3rd-party applications like SAGE Evolution.

3 IT SUPPORT

SLA Management

- If you have an established SLA schedule, provide a copy of your SLA.
- Describe the process by which formal SLA for managed services is being established.
- Describe the process by which SLA is being monitored and evaluated.
- Describe the process by which SLA is being reviewed and improved.
- For comparison purposes, what is the SLA, and describe the response for these items:
 - Email server stops working.
 - Non-critical, server problem
 - New employee setup on Active Directory, workstation, and phone.

Service Report

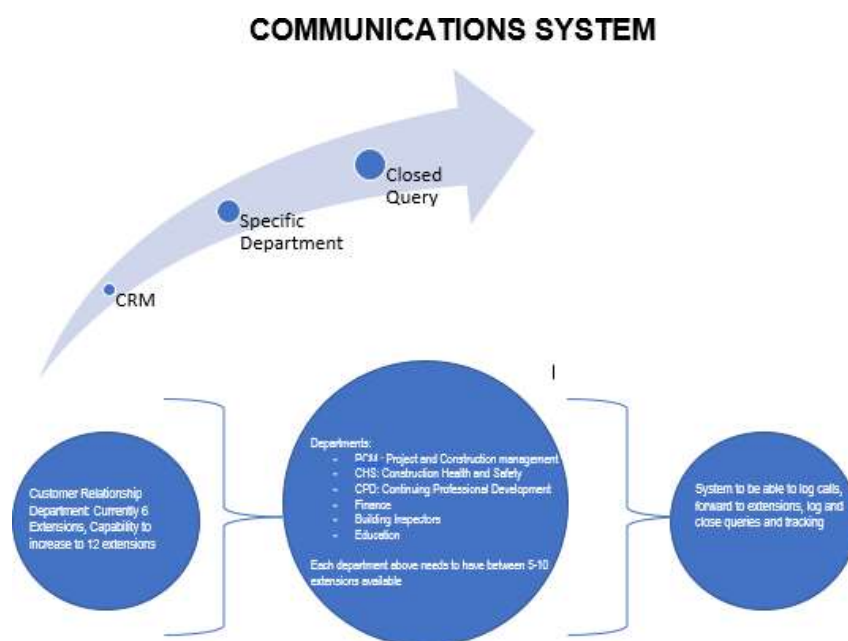
- Indicate the types of service reports that are provided.

- Describe the process by which service reports are being generated and submitted.
- Indicate the types of communication channels that are provided, such as onsite meetings and conference meetings.
- How are metrics used in your organisation as tools to improve overall service?

Added Service / Equipment process.

- Indicate the process used to manage service requests.

4 PABX TELEPHONY



- The number of extensions specified (between 35-70), and call groups – please see diagram below on the SACPCMP envisioned flow of calls.
- Reporting on answered, not answered calls and statistics for the system, for management to be able to address poor performance.
- “Call hopping” must be automatic for users in the same group, so that calls are redirected from busy lines.
- Agents must be able to pick up calls from other extensions within their group.
- Ability to connect to laptop to take calls remotely, and for the system to be operational if there is a power outage at the office, to ensure the system is still functional in this instance.
- The proposed communication system needs to have a functional aspect whereby calls are logged and tracked and queried closed as well as be able to record calls.
- We are currently using a leased PABX but own the telephones, **FortiFone-570**.
- The SACPCMP is looking for other alternatives like MS Teams telephony, should the bidder deem to be this a more optimal solution based on our environment and

technological advancements in the market.

5 SERVICE MANAGEMENT

NB: This section is applicable to all sections of this bid and bidders, can opt to provide the necessary information at the end of each section or provide a comprehensive overview at the end of the submission.

Service Features

- **Capability of Real-Time Monitoring and Analysis**
 - Describe the end-to-end capabilities of your real-time event and log monitoring and analysis.
 - Describe the process by which the capability is provided.

- **Onsite Incident Response Support**
 - Describe your onsite incident response capabilities.
 - Describe the process by which the capability is provided.

- **Services Support Multiple Vendors' Products**
 - Indicate whether your service supports all items described in section 2.1 (Overview of the SACPCMP IT Environment) with corresponding services availability.
 - Describe the process by which the capability is provided.

SUPPORT STRUCTURE(S)

- Provide a guide to the significant roles in the MSP relationship with SACPCMP; describe the team assigned, indicating roles for technical, account management, and executives, including escalation process.

- **Additional Services and Fees**
 - Bidder must indicate any additional services not requested as part of the required services. If a fee schedule is available, please provide.

 - Indicate fee schedule for additional requests or per diem charges for services required after expiry of the contract.

SERVICE OPERATIONS

- **Implementation and Configuration**
 - Describe the process by which services (as described in section 2.1) will be transitioned, including documentation, project management, roles and responsibilities, training/transition, installation and configuration of applications and data upload.

- Where management services will include solutions integrated to our on-premise solutions, describe the process by which the management solution is deployed. Include any tasks that must be performed on systems or devices already deployed (such as network configuration and third-party solution integration).

On-Going Operations

- Describe the process by which the initial configuration of your solution is updated and maintained. Include installations of patches, the update and/or modification of any rules, etc.
- Describe the process by which change requests are initiated, managed, and documented. Include request templates and process charts.
- Do you anticipate that there will be a need for any custom software development required to implement your services?
- If yes, describe the needed development effort(s) and the process by which requests, development, testing, and releases are managed.
- Describe communication process for operational updates and quarterly or annual strategic discussions.

• Auditing and Reporting

- Describe methods for alerting and reporting on system status and methods of reporting service level agreements. If a real-time view is available through a SACPCMP interface to monitor SLAs and availability, provide screenshots and describe the process by which the capability is provided.

• Customer Support

- Describe the various levels of direct end user customer service that you provide and the days of the week and times of day that each level is provided.
- What method(s) do end users contact your customer support?

• Customer Engagement style

- Describe how you interact with the SACPCMP at various levels and the frequency of these encounters.

6. MANDATORY REQUIREMENTS

6.1. Quotations will be disqualified or excluded under the following conditions:

- 6.1.1. Submission after the deadline.
- 6.1.2. Quotations submitted at incorrect location.
- 6.1.3. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- 6.1.4. Not including a valid original tax clearance certificate as well as BBEE Original Certificate/ Sworn Affidavits and CSD certificate

7. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 7.1. Registration and CSD good standing status of form
- 7.2. A brief Profile of the Service Provider
- 7.3. At least three reference letters for similar work. This information **must** be supplied on the clients' company letterhead. This reference **must** be for work **not** older than three years.
- 7.4. A project plan of either similar work that has been previously carried out or a plan on how this project will be executed.
- 7.5. The bidder must be a licensed/ accredited supplier of the proposed solution(s) and other proposed tools to be used for the IT Managed Service as required.
- 7.6. Any changes to the core team supplied as part of this submission **MUST** be communicated to the SACPCMP in writing and the replacement resource must be of the same level of experience or more.

8. SPECIAL CONDITIONS

- 8.1. All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- 8.2. SACPCMP reserves the right not to consider any Quotation not fully completed.
- 8.3. By accepting to take part in the Quotation process, you agree to keep in confidence all information imparted to you in relation with the Quotation process, not to disclose it to third parties and not to use it for other purpose than the Quotation.
- 8.4. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- 8.5. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- 8.6. Kindly note that SACPCMP is entitled to:
 - 8.6.1. Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ's before the closing date. All Respondents, to whom the RFQ documents have been issued, will be advised in writing of such amendments in good time.
 - 8.6.2. Verify any information contained in a Quotation.

- 8.6.3. Not appoint any bidder.
- 8.6.4. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
- 8.6.5. Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
- 8.6.6. Not accept the lowest Quotation or any Quotation in part or in whole. The SACPCMP normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose Quotation is technically acceptable and/or financially advantageous to the SACPCMP.
- 8.6.7. Appointment as a successful contractor 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 within 30 (thirty) days from the appointment date, the SACPCMP shall be entitled to appoint the contractor who was rated 2nd (second), and so on.
- 8.6.8. Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
- 8.6.9. This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

9. QUOTATION

- 9.1. Email Quotations should be submitted by **16h00 on 23 October 2023** the following email addresses: tenders@sacpcmp.org.za

10. BID EVALUATION:

10.1. Technical Evaluation

For a bidder to proceed to the next evaluation phase they must score at least 70 on the technical evaluation.

Technical Evaluation Criteria

	Criteria	Scoring Guidelines	Points
1	<p>Company Experience The bidder must have demonstrable experience in providing Managed IT Service to companies. The bidder must provide 3 contactable references of similar work done in the past 5 (five) years i.e., reference letters on clients' letterheads.</p>	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • 3 or more relevant reference letters= 10 points • 2 relevant reference letters = 7 points • 1 relevant reference letter = 3 points • No relevant reference letter = 0 points 	10

<p>2</p>	<p>Team Experience The bidder's key personnel of the proposed team must have relevant qualifications, skills, and experience in Managed IT Service function. NB: Qualifications and proof of other documents must be attached. The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties (based on the scope of work) of this service and the key personnel responsible for each specialty. <p>Please refer to Table (b) Annexure A of this document for the format in which the required information must be provided.</p> <ul style="list-style-type: none"> • Detailed CVs of the key personnel; and the CVs must clearly highlight relevant IT skills, e.g., Networking, End-user support, service management etc. areas of competence and years of experience relevant to the tasks and objectives of this service request as outlined in this RFP. • Copies of relevant training certificates 	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • 10 years' experience with a minimum of NQF 6 = 30 points • 8 years' experience with a minimum of NQF 6 = 21 points • 5 years of experience with a minimum NQF level 6 = 9 points • Non-submission of CV(s) or less than 5years' experience or irrelevant experience = 0 points 	<p>30</p>
<p>3</p>	<p>Implementation Plan The bidder must provide the approach that will be followed to set up the solution to enable the required IT Managed Service. The approach must address, but not limited to,</p> <ol style="list-style-type: none"> 1) Project Management methodology 2) Project Phases (based on delivery timelines) 3) Project Activities 4) Reporting 5) Assumed Risks and Mitigations 	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Project plan with all (5) key areas addressed with a project methodology, = 20 points • Project plan with (4) key areas addressed with a project methodology, = 14 points • Satisfactory: Project plan with (3) key areas addressed with no project methodology = 6 points • Non-responsive: No project plan = 0 points 	<p>20</p>

4	The bidder's proposed solution must meet the specified business requirements. The bidder must specify how the proposed solution will meet SACPCMP's business requirements. Please refer to Annexure B: Detailed Requirements List and complete it accordingly.	The bidder must respond as directed on Annexure B Response:	40
		<ul style="list-style-type: none"> Response and meets all eighteen (18) requirements in the scope of work (SOW). Response will be deemed to be non-compliant if it does not meet all eighteen SOW requirements. 	0
	Total		100

11. Quotation Price

These requirements are only minimum requirements. It is required that Service provider familiarise himself/herself with the details of the services/ supplies to be able for him/her to quote accordingly. The quoted price must be in South African Rands and be inclusive of 15% VAT.

11.1. PRICING SCHEDULE

PROJECT STRUCTURE (please include delivery costs, if any)				
ITEM NO	ITEM DESCRIPTION	PRICE PER MONTH (if applicable)	PRICING 36 MONTHS	TOTAL PRICE OVER 3 YEARS
	Microsoft 365 business standard			
	DFA Broadband fibre			
	Desktop/server AV - cyber security			
	Hosted Virtual server			
	Desktop/server monitoring			
	Office 365 backup to the cloud			
	Desktop security EDR			
	Mimecast services			
	Office 365 backup to the cloud			

	Voicebilling			
	LTE rental			
	Monthly service support			
	Cybersecurity Management, including but not limited to, firewall management, antivirus			
	Managed network support			
	PABX setup and support			
	Migration to Azure Active Directory			
	Sub-total Excluding VAT			
	VAT			
	Total inclusive VAT			

- IT Advisory (governance, risk, and compliance) services to ensure the adequacy on implemented internal controls.
- Implementation of strategic initiatives identified for each financial year – the areas of focus for the FY 2023/24 is:
 - Enabling the Business Continuity and Disaster Recovery Management capability
- Migration to AD Azure
- Single point of contact for all IT issues / IT Support- ITIL Compliant Service Desk.
- Website maintenance and support
- Cybersecurity Management, including but not limited to, firewall management, antivirus management, e-mail security.
- Printer support
- Managed server support
- Managed network support
- PABX setup and support
- Remote support during office hours. This can also be outside office hours in exceptional circumstances.
- Onsite support availability during office hours. This can also be outside office hours in exceptional circumstances.
- Managed PC support
- Email archiving
- Enable and manage remote/mobile access for all staff.
- BCM and DRP – The MSP must be able to support SACPCMP’s ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organisational constituents.
- Office365 support
- Managing backups of all SACPCMP data, including 3rd-party applications like SAGE Evolution.

Please ensure your costing breakdown specifies relevant phased approach in delivering the required services.

PROJECT STRUCTURE (please include delivery costs, if any)				
ITEM NO	ITEM DESCRIPTION	QTY		
1	IT SUPPORT			
2				
3				
4				
5				
6	Maintenance and support			

Please indicate how the line items above are factored into your costing breakdown of services.

NB: Validity period for this RFQ should be at least 6 Months from the date of submission.

12. Period of Contract

13. General Conditions of Contract

General Conditions of Contract (GCC) as per National Treasury will apply. Service providers must familiarise themselves with these conditions as they will be applicable throughout the duration of the contract period.

14. Evaluation Criteria

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act no 5 of 2000, the Procurement Regulations of 2017 pertaining to the Act and SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply. For you to go the next phase of evaluation points of 80% must have been achieved.

15. Contract Management

The Service Provider will be required to sign a Standard Contract based for the duration and value of services.

Authorised Bidder's Signature

Date

PLEASE NOTE

1. Any quotation submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your Quotation/ quotation clearly covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Quotation **in Supply Chain Management Department**.
5. The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
6. Conditional quotations will be subject to SACPCMP acceptance and approval processes.

7. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date.
8. The SACPCMP shall request the preferred bidder / service provider to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. The onus will rest with the service provider who has been awarded the services to inform SACPCMP of any changes to the information provided on such SBD forms. Failure to do so will result in misrepresentation of facts/ information and may result in SACPCMP terminating the service or contract.
9. Payment terms: compliant invoices will be processed within 30 days after receipt.

FOR OFFICE USE ONLY

RECEIVED BY: _____

COMPANY STAMP

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS
2017**

This preference form must form part of all bids/ Quotations submitted. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS/ POTENTIAL SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/ Quotations:

- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and

(b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid/ Quotation are allocated as follows:

DESCRIPTION	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.6 Failure on the part of a bidder/ service provider to submit proof of B-BBEE Status level of contribution together with the bid, will be interpreted that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

2. DEFINITIONS

- (a) “**B-BBEE**” means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B- BBEE status level of contributor**” means:

- 1) B-BBEE Status level certificate issued by an authorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \square \square \frac{Pt - P_{min}}{Ps - P_{min}} \square \square & & \square \square \frac{Ps - P_{min}}{Ps - P_{min}} \square \square \\
 \\
 \square \square \frac{Ps - P_{min}}{Ps - P_{min}} \square \square & \mathbf{or} & \square \square \frac{Ps - P_{min}}{Ps - P_{min}} \square \square \\
 \square & & \square \square \frac{Ps - P_{min}}{Ps - P_{min}} \square \square \\
 \square & & \square \square \frac{Ps - P_{min}}{Ps - P_{min}} \square \square
 \end{array}$$

Where-

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

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

- 4.1 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 (90/10 system)	Number of points (80/20 system)
1	10	20

2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (**Tick applicable box**)

YE	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1. If yes, please indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE (**Tick applicable box**)

YE	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EM E <input checked="" type="checkbox"/>	QSE <input type="checkbox"/>
---	--	--

Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company name
firm.....

8.2 VAT registration
number.....

8.3 Company registration
number.....

8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
...
.....
...

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in
business.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS:

Addendum A

Addendum B;
Valid Tax Clearance Certificate

BIDDER'S EXPERIENCE AND PROPOSED PROJECT TEAM

Table (a) - Details of the bidder's current and experience performing Managed IT Services

Client's Name	Project Description	Project Cost	Project timelines	Details of services rendered and Bidder's responsibilities	Name, title, and telephone contact of client

Table (b) - Details of the key personnel of the bidders' proposed team, including the Team Leader

Name	Position	Role / Duties	Project timelines	Relevant experience	
				Project description, Client, Project Period	Project Cost

Annexure B

1. IT Advisory (governance, risk, and compliance) services to ensure the adequacy on implemented internal controls.
2. Implementation of strategic initiatives identified for each financial year – the areas of focus for the FY 2023/24 is:
 - a. Enabling the Business Continuity and Disaster Recovery Management capability
3. Single point of contact for all IT issues / IT Support – ITIL Compliant Service Desk.
4. Cybersecurity Management, including but not limited to, firewall management, antivirus management, e-mail security.
5. Website maintenance and support
6. Managed server support
7. Managed network support
8. PABX Telephone (FortiNet)
9. Remote support during office hours. This can also be outside office hours in exceptional circumstances.
10. Onsite support availability during office hours. This can also be outside office hours in exceptional circumstances.
11. Managed PC support
12. Printer support
13. Email archiving
14. Enable and manage remote/mobile access for all staff.
15. BCM and DRP – The MSP must be able to support SACPCMP's ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organisational constituents.
16. Office365 support
17. Managing backups of all SACPCMP data, including 3rd-party applications like SAGE Evolution.