



**Moses Kotane Institute**  
INNOVATION. THE FUTURE

## **REQUEST FOR ICT SERVICES FOR MOSES KOTANE INSTITUTE**

### **1. MKI Background**

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to provide an internationally recognized quality research driving the economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed, inclusive and sustainable economic growth for the province in partnerships with public and private sector. It is also funded mainly by EDTEA and other stakeholders.

MKI wishes to solicit quotations and proposals from reputable service providers to provide Office ICT services to Moses Kotane Institute.

### **2. Summary on scale of work**

The successful Bidder will have the responsibility to supply, install and offer support on site as well as remotely when needed for the following services:

- Broadband Internet Access
- VOIP Telephone Systems
- Network Cabling and Wifi Access Points
- Information Security and Back-up

### **3. Duration**

The successful bidder will offer the support for selected services for the period of 24 months when ever needed.



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### 4. Specification

Detailed Specifications for the services required is shown below:

#### 4.1 Broadband Internet Access

- Supply uninterrupted broadband Internet access uncapped at least 50MB and above that should be able to support other services like Voice over IP.
- Up to 5 Static IPs with symmetric speeds
- Must be able to supply broadband Fiber.
- Link Internet access between two buildings that are separated approximately less than 100m.
- Smallest installation period

#### 4.2 VOIP Telephone Systems

- Supply modern voice types at very competitive rates preferably per second billing
- Assess and recommend the possibility of VoIP
- Supply modern cost-effective office phones with flexible number range that can be monitored and can generate user usage reports.
- Advice on either SIP Voice Trunks or Hosted PABX according to the resources available.
- Link telephone systems between two buildings that are closely separated.

#### 4.3 Network Cabling and Wifi Access Points

- Align Network data points and Panel Patching
- Configuring switches and mounting wifi access points
- Link network between two close buildings (approximately less than 100m) with a good line of site
- Other network equipment configurations
- Provide network support when necessary

#### 4.5 Information Security and Back-up

- Recommend information security solutions that can be implemented
- Recommend data back-up strategies for the institution



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## **5 Minimum Bid Requirements**

### **5.1 Technical Proposal**

Bidders are expected to submit a technical proposal that addresses the following points:

- The understanding of the scope of work and the assignment
- Company profile that detail company's experience in providing, installing, support and consultancy on all the stated services needed by MKI. It is expected that service providers should have a minimum of 5 years previous experience.
- Three (3) contactable recent references where the bidder has conducted similar services. NB: the bidder will be expected to provide three (3) reference letters which must include the following items:
  - a) Name of the client
  - b) Work performed
  - c) Dates of the work performed
  - d) Contact telephone numbers and email addresses
- Ability to offer support on site as well as remotely
- The installation period should be as minimum as possible.
- Must be able to minimise downtime and solve fault as quickly as possible
- Must be based in Durban or have branch here in Durban
- The service provider may attend briefing and site viewing on the 18<sup>th</sup> of December 2018 at MKI offices.

*Bidders are also reminded that a failure to submit the above technical proposal addressing all the items above will result in automatic disqualification.*



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## **5.2 Financial Proposal**

- A formal written complete financial proposal (exclusive of VAT, where applicable) detailing all costs to be incurred for this project.

## **6 Mandatory Administrative compliance requirements**

- Proof of company registration documents from CIPC
- Shareholders certificate where applicable
- A valid tax clearance certificate
- Valid certified copy of B-BBEE verification certificate by SANAS or an affidavit where applicable
- Letter from the bank confirming the company banking details;
- Proof of registration on the Treasury Central Supplier Database (CSD report)
- Certified copies of identity documents of company directors;
- Proof of business address

*Note: Bidders who fail to submit the required administrative compliance documentation will be disqualified.*

*Note: The bid will be evaluated on the 80/20 price preference points system. Following administrative compliance check, the bidder will be subject to a technical evaluation (as per the attached Technical Evaluation Grid). Bidders must score 70% on the Technical Evaluation Grid to qualify for further evaluation on the 80/20 price preference points system.*



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## **7 Disclaimer**

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.
- MKI reserves the right to terminate the contract should a pre-existing conflict of interest be found at any stage of the project.
- Originals of the documents will be requested from the qualifying bidder.
- Bidders must initial each page of the document submitted. All documents must be submitted in PDF format.

## **8 Contact person**

Terms of reference must be obtained from our website <http://www.moseskotaneinstitute.com>, proposals and quotations emailed to [tenders@moseskotane.com](mailto:tenders@moseskotane.com).



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### **ANNEXURE A EVALUATION GRID**

- a. This is a three-stage evaluation bid. The first stage is the administrative compliance, the second is the technical evaluation and the final stage is the price and BEE evaluation.
  - b. Bidders who meet the administrative requirements compliance shall be evaluated for technical requirements.
  - c. Bidders who meet the minimum technical threshold shall qualify for price and BEE preference point system evaluation. To qualify for this, a bidder requires a minimum 35 of 50 points from grid below. The points should include mandatory experience. Bidders who are not experienced in **mandatory** fields, even if they meet minimum points, shall not qualify for stage 3 evaluation.
  - d. Bidders who score the minimum required technical points will be further evaluated on the 80/20 preference points system, which is 80 for price and 20 for BBEE preference points.
  - e. Prospective Bidders might be invited to make presentations.
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<b>COMPANY NAME</b>	
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<b>ADMINISTRATIVE COMPLIANCE GRID (Y=Yes / N=No)</b>						
#	Document	Submitted	Compliant	Non-Compliant	Not Submitted	
1	Proof of registration on the Treasury Central Supplier Database`					
2	Valid Tax Clearance Certificate					
3	Proof of Company Registration					
4	Shareholders Certificate <i>where applicable</i>					
5	Certified ID copies of Directors					
6	Valid certified copy of BBEE Verification Certificate by SANAS or an Affidavit					
7	Letter from the Bank confirming the Company Banking details					
8	Proof of registration with the relevant professional body					
10	Proof of residence					



**STAGE 2 (EVALUATION OF THE COMPANY PROPOSAL)**  
**Technical Evaluation Grid**

	<b>Score</b>	<b>Evaluator's score</b>
<b>1. Company profile showing understanding of the scope of work (Mandatory)?</b>	<b>10</b>	
Yes	10	
No	0	
<b>2. Experience in the ICT Industry</b>	<b>15</b>	
1-2 years	3	
3-4 years	10	
5 years and above	15	
<b>3. Experience in providing ICT services and support and related projects (Mandatory, with contactable references).</b>	<b>15</b>	
1-2 years	3	
3-4 years	10	
5 years and above	15	
<b>4. Experience in working with Government entities, with contactable references</b>	<b>10</b>	
None	0	
1-2 entities	7	
More than 2	10	
<b>Total</b>	<b>50</b>	





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**STAGE 3**

<b>Price</b>	<b>BEE points</b>	<b>Total Score</b>

**Evaluators comments on strength and Weaknesses**

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