



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
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REF: 27866
QUOTE NO: UBU-Q-01/10/16
Date: 04 October 2016

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR CREATING A NEW DISASTER RECOVERY SITE

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule. The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "**DISASTER RECOVERY SITE - UBU-Q-01/10/16**" not later than the **21 October 2016 at 12h00 to: 29 Margaret Street, Ixopo 3276.**

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
MUNICIPAL MANAGER

Advert

Appointment of a service provider to create and maintain disaster recovery storage

Specification Requirements

Establishment of disaster recovery site including the following:

- Supply, deliver and install catalyst 2960E28 10/100 poe switch (24 ports)
- Supply, deliver and install patch panel
- Supply, deliver and install patch Panel 28 port Cat6
- Create connectivity link (link between main building and traffic offices (approximately 750 meters away. (preferably Aerial Fibre Link)
- Server configuration (server is available), create backup from the main server to disaster recovery storage
- Cat 6 Krone network data points including data trunking & rj45 flush mount wall jack
- Successful service provider must have minimum of 3 years extensive experience on server configuration and data recovery creation
- Successful service provider must have a comprehensive knowledge of network link connectivity creation and data backup maintenance.

EVALUATION CRITERIA

STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 70% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 70% will not be considered for the 2nd stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

Qualification and functionality

Experience on server, switches configuration, disaster backup creation, backup recovery and maintenance.

All companies must have at least a minimum of 3 years' experience in operation and during that period must have been involved in similar projects;

Proof of previous successful projects including references.

(Please provide a table indicating the nature of previous work, value, date commence and date completed) (no points shall be awarded if proof is not attached).

4-5 years = 10 points

6+ years = 20 points

Copies of signed reference letters from previous company in similar project (server and disaster recovery storage related jobs) (maximum points= 30) (no points shall be awarded if proof is not attached).

5 points per copy of signed reference letters relevant to the above-mentioned specification

Copies of signed appointment letters or orders for installing switches, servers and network link connectivity (please attach) (maximum points=30)

5 points per copy of signed appointment letter or order relevant to the above-mentioned specification

Personnel experience in installation and supplying and maintenance of servers, switches and data backup (please attach CV of relevant personnel) (maximum points=20)

1-4 years experience = 10

Over 5 years = 20

Stage 2

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80 points for the price and 20 points for the BBBEE LEVEL. In ordered to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

Enquiries: All technical enquiries may be directed to Ms S Mvelase at 039 834 7700 during office hours.