

## REQUEST FOR PROPOSAL/TENDER (RFP/T)

<b>TENDER NUMBER</b>	<b>RFP/T 03-2021/22</b>
<b>TENDER CLOSING DATE AND TIME</b>	<b>8 OCTOBER 2021 AT 12:00 PM</b>
<b>TENDER DESCRIPTION</b>	<p><b>REQUEST FOR PROPOSAL FOR THE PROVISION OF PROFESSIONAL SERVICES OF A WELL-ESTABLISHED SERVICE PROVIDER INCORPORATED AND OPERATING IN SOUTH AFRICA WITH A NATIONAL PRESENCE AND EXTENSIVE SERVICE COVERAGE INCLUDING OUTLYING AREAS, WHO WILL PROVIDE TO SEDA WIDE AREA NETWORK (WAN) AND INTERNET CONNECTIVITY SERVICES COVERING ALL SEDA OFFICES THROUGHOUT SOUTH AFRICA FOR A PERIOD OF TWENTY FOUR (24) MONTHS.</b></p>

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**SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS**

1. INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE  
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)

Tender Number : RFP/T 03-2021/22

Tender Closing Date & Time : 8 October 2021 at 12:00 pm

Tender Description : Request for Proposal for the provision of professional services of a well-established service provider incorporated and operating in South Africa with a national presence and extensive service coverage including outlying areas, who will provide to Seda Wide Area Network (WAN) and Internet Connectivity Services covering all Seda Offices throughout South Africa for a period of twenty four (24) months.

ADDITIONAL NOTES: Questions for clarity with respect to the Terms of Reference may be e-mailed to [swright@seda.org.za](mailto:swright@seda.org.za) until 17 September 2021 which will be published with responses on the Seda Website <http://www.seda.org.za> / e-Tender Portal <https://etenders.treasury.gov.za> no later than 22 September 2021. Questions received after 17 September 2021 will not meet the timeframe for response.

TENDER VALIDITY: 90 Days from date of closure of this tender.

BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:

RFP/T: 03-2021/22

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Company Name: \_\_\_\_\_

Initials: \_\_\_\_\_

**Small Enterprise Development Agency**  
**The Fields, Office Block A**  
**Ground Floor**  
**1066 Burnett Street**  
**Hatfield, Pretoria, 0083**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid submission is late, it will not be accepted for consideration.

The Request for Proposal/Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

**ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:**

Department : Supply Chain Management Unit  
 Contact Person : S. Wright  
 Tel : 012 441 1218  
 Fax : 012 441 2218  
 E-mail address : [swright@seda.org.za](mailto:swright@seda.org.za)

**BIDDER INFORMATION REQUIRED TO BE COMPLETED**

The following particulars must be furnished. Failure to do so may result in the bid being disqualified

Name of Bidder	Tax Clearance Status Pin	National Treasury Central Supplier Database (CSD) Registration Number
Name of Contact Person:	Fax Number:	
Cell Number:	E-mail Address:	
Telephone Number:	Web Address:	
VAT Registration Number:		
Physical Address:	Postal Address:	

<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
--	--

<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
NAME: .....			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER THE QUESTIONNAIRE BELOW]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE QUESTIONS OF THE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER PARAGRAPH 3.3 BELOW.			
SIGNATURE OF BIDDER .....	DATE .....		

## 2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed which are contained within this tender document.
- 2.2 All current and prospective suppliers/ service providers are required to register on the National Treasury CSD prior to submitting bids. - Self-registration: [www.csd.gov.za](http://www.csd.gov.za). Enquiries may be directed to [csd@treasury.gov.za](mailto:csd@treasury.gov.za). Foreign suppliers who do not have local foreign representation in RSA are not required to register on CSD. Suppliers registered on the CSD must submit proof of registration to Seda.
- 2.3 Bids received after the closing date and time will not be considered. Bidders are therefore strongly advised to ensure that their bids be dispatched timeously allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2017, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The Standard Bidding Documents (SBD) contained in this RFP/T are compulsory documents and must be completed, signed and returned with this bid proposal. Failure to submit completed and signed SBD documents may invalidate the tender proposal.
- 2.6 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its bid in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.7 This tender document, together with associated compulsory forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.8 This tender document, together with compulsory forms should be filled in with black ink.
- 2.9 Bidders should check the numbers of the pages of the tender document and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 2.10 The tender price must be valid for acceptance for a period of 90 calendar days after the closing date of the tender.
- 2.11 During the validity period of the bid, the proposed team members proposed (if applicable), must be confirmed as being available.
- 2.12 Only firm prices will be accepted for the full duration of the contract.
- 2.13 Failure to have the Price Declaration of this tender document completed and signed, or signed by a duly authorized person, will constitute non-commitment by the Bidder, and the bid may be invalidated.

- 2.14 A detailed price break-down of the Total Cost of Ownership (TCO) must be provided to support the Price Declaration of this tender.
- 2.15 All prices must be quoted in South African Rands and be inclusive of all costs and applicable taxes (inclusive of Value Added Tax (VAT) etc.).
- 2.16 Seda reserves the right to only accept part of the submitted bid by a Bidder.
- 2.17 Seda reserves the right to withdraw this tender.
- 2.18 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
- 2.19 Seda reserves the right to accept or reject any tender proposal.
- 2.20 The Bidder's company letterhead must be used for the proposal's cover letter and reflect the company name, address, contact details and company registration number.
- 2.21 The correct Tender Reference Number (See the front page of this RFP/T for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.22 All pages of the proposal must be initialed by the responsible person.
- 2.23 These General Conditions of Tender (GCT) form part of, and must be read in conjunction with, the attached National Treasury General Conditions of Contract (GCC), and failure to comply therewith may invalidate the tender. The GCC must be returned with the RFP/T initialed on each page.
- 2.24 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: [FraudPrevention@seda.org.za](mailto:FraudPrevention@seda.org.za); or sms: 39772.
- 2.25 Bids must be delivered to the correct address/ location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.26 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).
- 2.27 The successful bidder will be required to sign a written contract.



### **3. TAX COMPLIANCE REQUIREMENTS**

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Seda to view the taxpayers profile and tax status.
- 3.3 Application for Tax Compliance Status (TCS) or pin may also be made via e-filing in order to use this provision, taxpayers will need to register with SARS as e-fillers through the website [www.sars.gov.za](http://www.sars.gov.za)
- 3.4 Bidders may also submit a printed TCS together with the bid.
- 3.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/pin/CSD number.
- 3.6 When no TCS is available but the bidder is registered on CSD, a CSD number must be provided.

**SECTION B: COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER**

**4 SCM/PD001: PRICE DECLARATION BY THE BIDDER**

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period of 90 days from date of closure of this bid. I/We confirm that this tender will remain binding upon me/ us and may be accepted by Seda at any time before the expiry date.

Name and Surname : .....

Signature : .....

Date : .....

Are you duly authorized to commit this tender : 

Yes	No
-----	----

Capacity under which this tender is signed : .....  
 (Attach proof of authority to sign this bid e.g. resolution of directors, etc.)

**TOTAL TENDER PRICE IN SA RANDS which totals the Total Cost of Ownership (TCO) to Seda**

(Inclusive of VAT, Discounts, etc.) R \_\_\_\_\_

	*1 <sup>st</sup> Year	*2 <sup>nd</sup> Year
Bid price		
VAT		
<b>Total Bid price inclusive of VAT</b>		

**\*A detailed price breakdown of the TCO as declared, must be provided.**

**5 SCM/DOI003: DECLARATION OF INTEREST (SBD4)**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number: .....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
- 2.4 Company Registration Number: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....

**SBD4**

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
 presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

.....

.....

Name of state institution at which you or the person  
 connected to the bidder is employed : .....

.....

Position occupied in the state institution: .....

Any other particulars: .....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, YES / NO  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members YES / NO  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

SBD4

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**6 SCM/PCF004: PREFERENCE POINTS CLAIM FORM (SBD6.1)**

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

This preference form must form part of all bids invited. 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 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:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean 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 in regard to preferences, 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;

**SBD6.1**

- (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 proposals;
- (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 authorized 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 PREFERENCE POINT SYSTEMS**

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

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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

4.1 In terms of Regulation 6 (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

**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 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)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, 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)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> ✓	<b>QSE</b> ✓
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		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK WHERE APPLICABLE]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK WHERE APPLICABLE]

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 certificate, 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p><b>SIGNATURE(S) OF BIDDERS(S)</b></p>
<p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>

**7 SCM/DPSCM005: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)**

- 1 This Standard Bidding Document must form part of all bids submitted.
- 2 This document serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



**8 SCM/IBD006: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited/ submitted.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit, or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD9**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

**9 SCM/SPBD007: BANKING DETAILS**

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

**Bank Account Name** : \_\_\_\_\_  
**Name of Bank** : \_\_\_\_\_  
**Branch Code & Name** : \_\_\_\_\_  
**Account Number** : \_\_\_\_\_

Type of Account:      Cheque                      Savings                      Transmission   

**Bank details to be certified as correct by DATE STAMP of BANK:**

**DATE STAMP OF BANK**

**Name and Surname** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Tel number** : (\_\_\_\_\_) \_\_\_\_\_  
**Fax number** : (\_\_\_\_\_) \_\_\_\_\_

**NAME AND SURNAME** : .....  
 (Bank Official)  
**SIGNATURE** : .....  
 (Duly Authorised to Sign)  
**ON BEHALF OF** : .....  
 (Name of Organization)  
**DATE** : .....

**SECTION C: TERMS OF REFERENCE**

**10 DEFINITIONS AND ACRONYMS**

Term/Acronym	Meaning
APN	An Access Point Name (APN) is the name of a gateway between a mobile network and another computer network, usually the public Internet.
Business Applications	Business software or business application is any software or set of computer programs that are used by business users to perform various business functions. These business applications are used to increase productivity, to measure productivity and to perform business functions accurately.
CPE	Customer Premises Equipment (CPE) Service provider equipment located on the customer premises used for terminated the provider WAN circuit.
Contention Ratio	Refers to the potential maximum number of subscribers on a shared internet connection expressed as a ratio.
Software Defined Wide Area Network	An application aware, WAN connectivity service that uses policies to determine how application flows are directed over multiple underlay networks.
Next Generation Firewall (NGFW)	A security device that offers packet inspection, application level inspection, intrusion prevention, URL and content filtering.
Major cellular network provider	A Cellular network provider having a 3G/4G National population coverage similar to or the same as MTN/Vodacom.

**11 INTRODUCTION**

The basis of this terms of reference is to give effect to the implementation of Section 9A and 10(1) [a-d] of the National Small Business Amendment Act no. 29 of 2004 dealing with Seda’s objectives and functions which enjoin Seda to:

- (a) design and implement development support programmes;
- (b) promote a service delivery network that increases the contribution of small enterprises to the South African economy, and promotes economic growth, job creation and equity;
- (c) generally, strengthen the capacity of-
  - i) service providers to support small enterprises; and
  - ii) small enterprises to compete successfully domestically and internationally.
- (d) implement the policy of national government for small enterprise development;
- (e) design and implement a standard national delivery network that must uniformly apply throughout the Republic in respect of small enterprise development, integrating all government-funded small enterprise support agencies across all spheres of government;
- (f) design and implement small enterprise development support programmes; and
- (g) establish provincial structures to ensure the effective implementation of its functions as defined in section 10, respectively.

**11.1 Service Delivery Network**

The service delivery network of Seda consists of delivery points located throughout the country. These points currently take the form of Seda branches, Seda enterprise development centers and Seda supported incubation centers. Seda also utilises mobile units to access remote areas. In addition, Seda employs co-locations primarily with local municipalities and various other partners in areas where it does not have a branch. Seda had an established network of 59 branches, 3 mobile units, 58 access points where Seda co-locates.

11.1.1 The table below summarises the service delivery network:

**Table 1: Seda Service Delivery Network**

SERVICE DELIVERY MEDIUM	NUMBER
Seda Branches	59
Seda Mobile Units	3
Seda Co-locations	58



## 12 SEDA STRATEGIC OBJECTIVE

Strategic goal 2 “Increase Seda delivery network to reach un-serviced areas.” Information Communication Technology (ICT) has a key role in enabling this objective moreover the WAN plays the primary role of providing a unified communication fabric for data transmission between these service delivery points.

The scope of the WAN is to allow connectivity of Seda Co-locations, Branch Offices, Provincial Offices and the National Office which is outlined in the Scope of Work. The complete list of WAN locations are provided as **Appendix 1: Seda National Site List**. The dynamic environment in which Seda operates may require flexibility in terms of growth, which the service provider will be required to accommodate for in terms of movements, additions and changes in site locations.

## 13 BACKGROUND

The Seda ICT applications and services are becoming increasingly centralized to the National office and Internet facing through cloud based applications. A secure, reliable and fast WAN is therefore required in order to provide network connectivity between Branches, the National Office and the Internet. One of Seda’s strategic objectives is to reach under serviced areas (rural and township) by increasing its delivery network footprint. This objective demands an agile service provider with an extensive network coverage that is capable of offering flexible connectivity options (directly or via third parties) such as MPLS, microwave, fiber, 3G/4G, MetroE and wireless. The WAN represents a high cost to the Seda ICT annual budget therefore it is important to explore lower cost options for connecting branches without sacrificing performance, security and reliability.

### 13.1. Current Data Centre and Network Connectivity Environment

13.1.1. Seda has a functional and centralized National Office data centre capable of meeting the organisations distributed computing requirements. The campus network is built on a Cisco 3850 collapsed core stack which provides the connectivity for the core WAN routers at the National office. Two redundant 200E Fortigate firewalls are responsible for the user data inter-vlan routing and the perimeter firewalling between the National Office and the two (2) x 60Mbps Direct Internet Access (DIA) links. The Seda enterprise wireless solution consists of a centralised Cisco 8400 controller and Cisco 1140 and 1150 access points deployed throughout the organisation. The majority of the Servers run on Win2K and are virtualized using VMware 6.7 Enterprise as the hypervisor.

13.1.2. The MX records are also hosted by the current WAN provider and a change will mean that the MX and A records including the www.seda.org.za domain will need to be hosted by the selected provider. The awarded service provider will receive these records during the handover process if applicable.

## 14 PROJECT OBJECTIVE

To ensure the installation and setup of a Managed Software Defined (SD) Wide Area Network (WAN) which consists of Business Internet links, Multi-Label Protocol Switched Network (MPLS) and 3G/4G through an Access Point Name (APN) in order to connect the National Office, Provincial Offices, Branch offices and also co-locations. The SD-WAN virtual overlay network provided must be application aware, policy driven with centralised orchestration and automation in order to manage the SD-WAN services life-cycle (performance monitoring, analytics, security etc.).

## 15 SCOPE OF WORK

### 15.1 Key Activities

The key activities expected from the bidders include the following:

- 15.1.1 Conduct and keep records of project meetings in accordance with project plan;
- 15.1.2 Perform pre- and post-installation inspections to verify that installation requirements are met;
- 15.1.3 Co-operate with current WAN service provider and ensure a smooth transition to new WAN services;
- 15.1.4 Install CPE devices, provision all IP links and setup the SD-WAN orchestrator, manager and controller including all software licensing;
- 15.1.5 Setup application aware policy driven dynamic routing according to business application requirements supplied by Seda;
- 15.1.6 The successful bidder must maintain a Help Desk with sufficient staff, processes and infrastructure for incident resolution and service level management. Fault Reporting and Service Request Logging procedures must be effective and efficient.

## 15.2 Overview of the MPLS and Internet Connectivity (WAN)

The Wide Area Network (WAN) which connects the Seda branches, Provincial offices and the National office should be made up of links of different sizes and speeds according to the business requirements of each site.

15.2.1 The National Office Data Centre hub must have the following:

15.2.1.1 2 x 1Gbps MPLS links (microwave, MetroE or fiber) plus

15.2.1.2 2 x 1Gbps business grade Internet links (microwave, MetroE or fiber),

15.2.1.3 Dual redundant and load balanced CPE's setup in high availability (HA) with each CPE device terminating one MPLS and one Internet link.

15.2.2 Provincial Office sites should have the following connectivity:

15.2.2.1 1 x 50 Mbps MPLS circuit (MetroE, microwave, wireless or fiber) and

15.2.2.2 1 x 100 Mbps business grade internet link should be supplied.

15.2.3 Branch Office sites and Co-locations should have the following connectivity:

15.2.3.1 1 x 100 Mbps business grade internet link should be supplied.

15.2.4 The Branch office and Co-location Internet links must be uncapped, unshaped, have a contention ratio of no more than 1:5 (one-to-five), and must have symmetrical upload/download speeds. All other links supplied must be symmetrical, uncapped, unshaped, with a 1:1 (one-to-one) contention ratio. The branch offices and co-locations must utilize SD-WAN technology to connect to Seda's MPLS network.

Please refer to:

- **Table 2:** National, Provincial, Branch Office and Co-location Connectivity Requirements; and
- **Table 3:** Link Performance Requirements.

## 15.3 Access Point Name (APN)

Provide a secure reverse billed (corporate) Access Point Name (APN), on at least one South African major cellular network provider but preferably on two. A portal must be provided for the provisioning and management of SIM cards connecting to the APN. A monthly data bundle of 250 Gigabytes with at least one month's data bundle carry over should be supplied on the APN together with 100 SIM cards. In the case that two APNs are provided there should be a more or less an equal split in terms of the data bundle and the SIM card allocations.

**Table 2: National, Provincial, Branch Office and Co-location Connectivity Requirements**

Location	HA Type	HA	CPE	Connection Type	MPLS	Internet Link	APN 3G/4G	Contention Ratio	Target Uptime
National Office	CPE and Links	Load Balanced Redundant Active/Active	CPE1	MetroE/Fiber	1 Gbps	1 Gbps	Yes	1:1 MPLS 1:1 Internet	99.72%
			CPE2	Microwave/Wireless	1 Gbps	1 Gbps	Yes	1:1 MPLS 1:1 Internet	
Provincial Office	Links	Load Balanced Redundant Active/Active	One	MetroE/Fiber/ Microwave/ Wireless	50 Mbps	100 Mbps	Yes	1:1 MPLS 1:1 Internet	99.17%
Branch Office and Co-locations	Links	3G/4G Failover	One	MetroE/Fiber/ Microwave	None	100 Mbps	Yes	1:5 Internet	98.88%

**Table 3: Link Performance Requirements**

Link	Latency	Packet Loss	Jitter
National Office	< 100ms	< 1%	< 25ms
Provincial Office	< 100ms	< 1%	< 25ms
Branch Office and Co-locations	< 150ms	< 1%	< 25ms

#### 15.4 SD-WAN Services (Management and Orchestration)

The majority of Seda's applications run from the National Office data centre therefore this site will be the hub and the Provincial and Branch offices will form the spokes. The SD-WAN service must be managed by the successful bidder who will be responsible for all aspects of the solution configuration, maintenance, licensing, troubleshooting and upgrades. Seda must be given access to manage policy templates, view application performance and to generate performance and security reports. The centralised management component must have a web-based GUI and support a RESTful Application Programming Interfaces (API) plus automated configuration standards such as Netconf and YANG.

##### 15.4.1 The solution provided

The solution provided should be centrally managed by an SD-WAN controller for device management of all SD-WAN edge devices and provide the following key capabilities at a minimum:

- 15.4.1.1 Real-time traffic analysis and analytics to provide insight into the volumes and types of traffic utilising the bandwidth for a particular time snapshot.
- 15.4.1.2 Centralised Policy enforcement for security and the provisioning of new sites, including zero touch deployment for new branch devices.
- 15.4.1.3 The solution must be able to collect and aggregate traffic statistics for all WAN paths. Traffic statistics include path utilization, application specific utilization and path performance.
- 15.4.1.4 The solution must support device health monitoring for all the devices within the solution scope
- 15.4.1.5 The solution must have the capability to generate detailed and granular Traffic, Firewall and Application reports to branch level.

#### 15.4.2 Applications and Policy

Seda's applications are central to supporting the daily business operations and therefore the SD-WAN policies need to be setup to classify and assign the correct priority. The successful bidder will work with Seda to design and implement the correct application priorities and QoS parameters to be activated on the SD-WAN. See **Table 4: Seda Applications Table** below for a list of Seda's key applications. The minimum functionality set out below must be met for applications.

- 15.4.2.1 The solution must have application awareness with the capability of Deep Packet Inspection (DPI) in order to identify and classify applications.
- 15.4.2.2 The solution must be able to dynamically control data packet forwarding decisions based on application type, application performance, QoS policies and link status.
- 15.4.2.3 All application forwarding policies must be configured from the centralised management appliance.

**Table 4: Seda Applications Table**

Name	Type	Host Location	Port
CRM	Business Interactive	National Office	HTTP
Pastel Evolution	Business Interactive	National Office	MS-SQL 3306
Email	Business bulk	National Office / Cloud	HTTPS
SharePoint	Business bulk	National Office	HTTP
Voice	Real time	Branch level PBX's	Avaya (UDP 5060)
Anti-Virus ( Cisco AMP)	Security	Cloud	HTTPS
Windows Updates	Security	Internet	HTTPS
Video Conferencing	Real-time	Internet	Zoom/ Teams

### 15.4.3 SD-WAN Edge

Each edge devices must dynamically establish secured encrypted connections to the National Office hub through a dynamic routing protocol e.g. (OSPF, EIGRP, and BGP). In addition the following conditions must be met:

- 15.4.3.1 Edge devices should be able to load balance traffic across multiple WAN paths based on load balancing algorithms.
- 15.4.3.2 Branch level internet links should be configured for secure local internet breakout (split-tunnel) whereby traffic is sent across the VPN if it destined for Seda IP addresses.
- 15.4.3.3 Traffic destined for the Internet should be sent over the internet unencrypted but filtered through the NGFW, URL and content filters.
- 15.4.3.4 A secure SD-WAN on all physical CPE devices through integrated security functions. Aggregate branch internet, MPLS and 3G/4G circuits.
- 15.4.3.5 The Firewall throughput with the Security features turned on (Application inspection, URL and content filtering, IPSec tunnels etc.) must not be less than the bandwidth for which the device is licensed. The bandwidth for which the device is licensed must be greater than the value of the aggregate bandwidth of the active links.
- 15.4.3.6 The solution should at a minimum support the following Next Generation Firewall features on all CPE devices: URL and content filtering, stateful firewalling. All the features should be able to be enabled on the same physical CPE device without addition of any other separate hardware.
- 15.4.3.7 Where applicable, SD-WAN subscription/licenses must be based on the aggregate bandwidth terminating on the devices and not on the CPE capacity.

As and when Seda upgrades the bandwidth, the SD-WAN subscriptions/licenses must also be upgraded accordingly if required.

- 15.4.3.8 Refer to **Table 5: Physical CPE (Edge Device) Specification** for additional requirements applicable to the Edge devices that must be supplied for the solution.

**Table 5: Physical CPE (Edge Device) Specification**

Location	Min WAN/LAN RJ45 interfaces	3G/4G Cellular (including USB port options)	Min Security Required (NGFW with stateful inspection, URL and content filtering)	Form Factor
National Office	8 WAN/ 16 LAN	Yes, USB 3G/4G modem must be supplied.	Yes	Rack
Provincial Office	2 WAN / 4 LAN	Yes, USB 3G/4G modem must be supplied.	Yes	Rack/Desktop
Branch Office and Co-locations	2 WAN / 4 LAN	Yes, USB 3G/4G modem must be supplied.	Yes	Rack/Desktop

### 15.5 Project Implementation Plan

The bidder must provide a comprehensive Project Implementation Plan conforming at least to the **ISO/IEC 15288** or equivalent standard and **PMBOK** which must include, but not be limited to the following:

- 15.5.1 Detailed Project Plan including milestones and project phases
- 15.5.2 Risk Management Plan that will address risks associated with scope, quality, schedule and cost.
- 15.5.3 Clear and proven Project Management methodology (e.g. PRINCE 2).
- 15.5.4 Project Resource Plan that describes the key resources who will be assigned to the project including the Project manager and Project manager's certification.
- 15.5.5 A Service Transition Plan to ensure that there are no disruptions during the changeover phase between service providers if applicable covering a maximum period of eight (8) weeks
- 15.5.6 Change control processes and roll-back plans.
- 15.5.7 Preliminary information gathering such as sites visits and site surveys and infrastructure assessments.
- 15.5.8 Service continuity obligation to provide support for the smooth transition to new network.

## 15.6 Key Project Documentation

It is expected from the bidders to provide at least the following documentation:

- 15.6.1 Detailed Project Implementation Plan aligned to ISO/IEC 15288 or equivalent standard;
- 15.6.2 Project Resource Plan;
- 15.6.3 Project Risk Management Plan;
- 15.6.4 Detailed Network Architectural Design and associated documentation;
- 15.6.5 Service Maintenance Plan which must include Help Desk, Service, Incident and Problem logging procedures, upgrade processes and turnaround times for office relocations. These procedures and processes must include process flow diagrams.

## 15.7 Reporting Requirements

The key reporting requirements expected from the bidders include the following:

- 15.7.1 Provide a transition phase closeout report (according to the Service Transition Plan);
- 15.7.2 Provide monthly service reports, service review reports and ad-hoc reports as and when required which may include weekly, monthly, quarterly reports.
- 15.7.3 Maintain accurate project and contract record for auditing purposes for the duration of the contract.

## 15.8 ICASA Licensing and ISPA Certification

The bidder is required to provide the following documentation (See Evaluation Criteria):

- 15.8.1 In the case where the bidder is a telecommunications company, proof of valid licensing with the Independent Communications Authority of South Africa (ICASA) is required.
- 15.8.2 In the case where the bidder is not a telecommunications company, proof of valid membership of the Internet Service Provider Association of South Africa (ISPA) is required, which must be valid and in good standing. It is further required for such a bidder, that if any of their infrastructure at any point connects to a telecommunications company's infrastructure, that the dependent telecommunication company's valid ICASA license be produced.
- 15.8.3 All networking devices used in the provision of the envisaged services must be duly certified by ICASA for use in the Republic of South Africa.



**15.9 Contracting Period**

Contracting Period for the Managed SD-WAN Services will be for a period of twenty-four (24) months. The successful bidder will be required to participate in the handover eight (8) weeks prior to the commencement date.

## APPENDIX 1: SEDA NATIONAL SITE LIST

EC	Site Name	District/Municipality	Physical Address	Tel
1	Provincial Office	Amathole	4 Shewitz Road, Berea, East London	043 7066700
2	Mount Ayliff	Alfred Nzo	188 Nolangeni Street, Disaster Management Center, Mount Ayliff	039 2546500
3	East London	Amathole	49b Balfour Road, Vincent, East London,	043 7096200
4	Queenstown	Chris Hani	No 1 Sasol Complex Cathcart Road, Queenstown	045 8086600
5	Port Elizabeth	Nelson Mandela	329 Cape Road; Newton Park; Port Elizabeth	041 3908500
6	Mthatha	O.R. Tambo	Shop 07, 26 Sprigg Street, Theobrook Centre, Mthatha	047 5042300
FS	Site Name	District/Municipality	Physical Address	Tel
1	Provincial Office	Mangaung	195 Nelson Mandela Road, Telkom Building, Bloemfontein	051 4113800
2	Kroonstad	Fezile Dabi	37 Buitenkant Street, Kroonstad	0562131809
3	Welkom	Lejweleputswa - Matjhabeng	1 Reinet Building, Ground Floor, Reinet Street, Welkom,	057 3521870
4	Bloemfontein	Mangaung	Bloemplaza, shop 133, Charles street, Bloemfontein	051 4118300
5	Bethlehem	Thabo Mofutsanyane	Corner Richter and Malan, Bethlehem	081 3896517
6	Trompsburg	Xhariep	53 Khoisan Building Voortrekker Street Trompsburg	051 713 9500
7	Sasol	Metsimaholo	Eric Louw Street, Boiketlong, Zamdela, Sasolburg	TBA
GP	Site Name	District/Municipality	Physical Address	Tel
1	National Office	Tshwane	The Fields, 1066 Burnett Street, Hatfield, Pretoria	012 441 1000
2	Provincial	Joburg	33 Hoofd Street, Braampark, Forum 5,	011 408 6500

	Office		2nd Floor	
3	Tshwane	Tshwane	11th Floor Fedsure Forum, 256 Lilian Ngoyi Street, Cnr Lilian Ngoyi and Pretorius street, Pretoria	012 400 8880
4	Ekurhuleni	Kempton Park	3 Monument Road, Kempton Park	011 973 9640/ 9643
<b>KZN</b>	<b>Site Name</b>	<b>District/Municipality</b>	<b>Physical Address</b>	<b>Tel</b>
1	Provincial Office	Durban	46 Essex Terrace, Westville, Durban	031 2779500
2	Maritzburg	Umgungudlovu	289 Langalibalele Street, 2nd Floor Tourism Hub Building	033 2643100
3	Richards Bay	King Cetshwayo	Lot 611237 Veldenvlei Richards Bay	035 7893735
4	Port Shepstone	Ugu	28 Bazley Street, Port Shepstone	039 6881560
5	Ixopo	Harry Gwala	9 Margaret Street Ixopo	039 8347100
6	Ladysmith	uThukela	94/96 Murchison Street, Ladysmith	036 6389780
7	Newcastle	Amajuba	28 Scott Road Newcastle	034 3129096
<b>LP</b>	<b>Site Name</b>	<b>District/Municipality</b>	<b>Physical Address</b>	<b>Tel</b>
1	Provincial Office	Capricorn	1ST Floor, 68 Hans van Rensburg, Polokwane	015 290 8720
2	Thoyandou	Vhembe	B102 Bendulavhathu Complex, 102 Mphephu Street, Thohoyandou	015 960 8700
3	Tzaneen	Mopani	13 Danie Joubert Street, Tzaneen,	015 306 6400
4	Groblersdal	Sekhukhune	12 Hereford Street Groblersdal	013 262 9430
5	Mokopane	Waterberg	Nedbank Building, 40 Retief Street, Mokopane	015 492 9600
<b>MP</b>	<b>Site Name</b>	<b>District/Municipality</b>	<b>Physical Address</b>	<b>Tel</b>
1	Provincial Office	Ehlanzeni	Suite 101,102, 103, Brander 16 Trust Building, Nelspruit	013 7544380
2	Hazyview	Bushbuckridge	Shop 10C and 10D, Simunye Shopping	013 7995340

			Centre, 1263 Arend Street, Hazyview	
3	Secunda	Gert Sibande	South Wing, G.Mbeki Bld, Lurgi Square, Secunda	017 6344339
4	Witbank	Nkangala	1st floor, Level 2-1A, Saveways Shopping Centre Crn Mandela Road and OR Tambo street, Witbank, 1035 PO Box 1494, Witbank, 1035	013 6556970
5	Malelane	Nkomazi	Erf 156, Office 1 & 6, Lorenzo Street, Malelane	013 7901183
<b>NC</b>	<b>Site Name</b>	<b>District/Municipality</b>	<b>Physical Address</b>	<b>Tel</b>
1	Provincial Office	Francis Baard	Telkom Building No 41, Schmidtsdrift Road Kimberely	053 8395700
2	Kimberely	Francis Baard	21 Du Toitspan Rd. Suite 6, Perm Building, Kimberley,	053 8367720
3	Kuruman	John Taolo Gaetsewe	Eldorado Main Street, Kuruman	053 7143160
4	Upington	ZF Mgcawu	Corner Scott & Hill Street, Old Sanlam Building, 3rd Floor, Upington	054 3378280/ 1
5	De Aar	Pixley ka seme	Corner Main & Station Street, De Aar	053 6327560/ 90
6	Springbok	Namakwa	4 Hospital Street, Springbok	027 7128500
<b>NW</b>	<b>Site Name</b>	<b>District/Municipality</b>	<b>Physical Address</b>	<b>Tel</b>
1	Provincial Office	Bonjala West	186, Beyers Naude street, Rustenburg	014 5918460
2	Brits	Bojanala East	15 Murray Ave, Brits	012 2629120
3	Vryburg	Dr. Ruth S. Mompoti	8 Moffat Street, Vryburg	053 9288800
4	Mafikeng	Ngaka Modiri Molema	4059 Newton street Mafikeng	018 3919900
5	Klerksdorp	Dr Kenneth Kaunda	51 Leask Street, Klerksdorp	018 4871920
<b>WC</b>	<b>Site Name</b>	<b>District/Municipality</b>	<b>Physical Address</b>	<b>Tel</b>

1	Provincial Office	Cape Town	Corner of Strand and Burg Street, Cape Town.	021 949 2227
2	George	Eden	1st Floor, Old Mutual Building, cnr York and Hibernia streets, George	044 874 4770
3	Stellenbosch	Cape Winelands	1st Floor Eikestad Mall, 43 Andringa Street, Stellenbosch	021 861 4800
4	Beaufort West	Central Karoo	Donkin street 119, Beaufort West	023 414 3365
5	Bellville	Cape Town	23 Vrede Street, 2nd Floor, Louwville Building, Bellville	021 487 3640
6	Atlantis	Cape Town	Novell Building, Neil Hare Avenue, Atlantis	021 577 1086
7	Swellendam	Overberg	STEEP Office, Business Hub Wolfaardt Trust Building C/o Station Road & Cooper Street, Swellendam	021 861 4800
8	Vredenburg	Saldanha Bay	19 West Coast Center, 11 Long Street, Vredenburg.	022 713 4405
9	Worcester	Breede Valley	C/o High Street & Stockenstrom Worcester	023 342 2381
10	Hermanus	Overstrand	Hermanus Gateway Centre 1st Floor Hermanus	028 312 2359
11	Oudtshoorn	Oudtshoorn	Seppie Greef Building, 75 Voortrekker Road, Oudtshoorn	044 272 7783
12	Knysna	Knysna	Shop 13B Woodmill Lane Shopping Centre Main Road, Knysna	044 382 2861
13	Mossel Bay	Mossel Bay	Seda Mosselbay Unit 8, Voorbaai Business Park, Watson Avenue, Mossel Bay	044 695 0418
14	Khayelitsha	Cape Town	2nd Harare Library, 42 Ncumo Rd, Harare Square, Khayelitsha	021 361 8233

Province	Branch	Name of colocation		Physical Address of Colocation
EASTERN CAPE	Alfred Nzo	1	Matatiele Local Municipality	102 Main Street, Matatiele
		2	Umzimvubu Local Municipality	813 Main Street, Mt Frere
	Chris Hani	3	Inxuba Yethemba LM Middleburg	Corner Walter Sisulu street and Wanderers Avenue, Middelberg
		4	Inxuba Yethemba LM Cradock	1 Calata Street, Cradock, 5880
	Nelson Mandela	5	Dr Beyers Naude Local Municipality	12 Church Street Square, Graaff Reinet
	ORT	6	ORT	Shop 07, 26 Sprigg Street, Theobrook Centre Mthatha
	Amat hole	7	Butterworth Mquma Local Municipality	61 Blythe Street, Butterworth 4960
	ORT	8	Mhlontlo Local Municipality	96 LG Mabindla Street, Qumbu, 5180

Province	Branch	Name of colocation		Physical Address of Colocation
FREE STATE	Fezile Dabi	1	Sasol Infrachem- Metsimaholo	Erik Louw street, Boiketlong, Zamdela, Sasolburg
		2	DESTEA	20 Waterstreek, Klipspruit Building, Shop no 4, PARYS, 9585
		3	Mafube Municipality	64 JJ Hadbele Street, Frankfort.
	Mangaung	4	Mangaung	Bloemplaza, Shop 133, Charles Street, Bloemfontein
		5	Destea Service Centre in Thaba Nchu	Private Bag X 20801 Bloemfontein
	Thabo Mofutsanyana	6	Phumelela Local Municipality	Corner Prinsloo & Kuhn Streets Vrede. 9835
		7	DIHLABENG LOCAL MUNICIPALITY	Corner Richter & Malan Street , Bethlehem

	Xhariep	8	Maluti A Phofung Municipality	Cnr Moremoholo & Motloug Streets, Setsing Complex, Phuthaditjhaba
		9	Letsemeng Local Municipality	7 Groot Trek Street, Koffiefontein
		10	Kopanong Local Municipality	21 Voortrekker Street, Fauresmith
		11	Zastron, Thusong Service Centre	Mohokare Thusong Service Centre, C/O Mathee & Vechkop Street, Zastron

Province	Branch		Name of colocation	Physical Address of Colocation
GAUTENG		1	City of Tshwane-Mabopane	Mabopane Multi Centre, 5086 Block B
		2	City of Tshwane-Olievenhoutbosch	Olievenhoutbosch Entrepreneurial Centre, Erf R/5798 Cnr Lehong / Bohlale Streets
		3	City of Tshwane-Mamelodi	Mamelodi Munitoria, Cnr JL Ledwaba and Makhubela Street
		4	City of Tshwane-Atteridgeville	Seda Construction Incubator, 351 cnr Kalafong and Church Streets
		5	City of Tshwane Sekampaneng	40 Old Warmbaths Road, Hammanskraal Technical Skills Centre
		6	City of Tshwane-Bronkhorstspuit	43 Lanham Street, Bronkhorstspuit
		7	City of Tshwane-Cullinan	Cullinan Library Park, 730 Essenhout Road Cullinan
		8	Innovation Hub	Soweto Empowerment Zone, Diepkloof

Province	Branch	Name of colocation		Physical Address of Colocation
KWAZULU NATAL	Harry Gwala	1	Umzimkhulu Local Municipality	169 Mzimkhulu Mlonyana Street, Umzimkhulu, 3297
		2	Greater Kokstad Municipality	75 Hope Street Kokstad, 4700
	uThungulu (RB) King Cetshwayo	3	Jozini Municipality	Circle Street, Bottomtown, Jozini
	Amajuba	4	Endumeni Municipality	Civic Centre 64 Victoria Street Dundee 3000
	uThukela (LS)	5	Okhahlamba Municipality	259 Kingsway Street, Bergville, 3350
		6	Alfred Duma Municipality	2748 A section, Ekuvukeni, 2920
		7	Inkosi Langalibalele Municipality	Civic Building , 1 Victoria Street , Estcourt , 3310
	Port Shepstone (Ugu)	8	Umdoni Municipality	Cnr Bram Fischer & Williamson Street, Scottburgh, 4180

Province	Branch	Name of colocation		Physical Address of Colocation
LIMPOPO	Waterberg	1	Thabazimbi Business Hub/ Godisanang	11 Jordan Street, Thabazimbi 0380
	Mopani	2	Palabora Foundation	Corner Calvin Ngobeni and Tambo Streets, Namakgale, Phalaborwa, 1391, Limpopo
	Sekhukhune Branch	3	Fetakgomo & Tubatse Municipality	Stand no.01, Mashung Gankwana, Apel 0739
		4	Sefa	Bareki Centre cnr Van Riebeeck & Chric Wild str Groblersdal
		5	Ephraim Mogale Local Municipality	1 Kastania Street, Burgersfort, stand no.01 Old Municipality Building
		6	Makhuduthamaga Local Municipality	Stand 1, Groblersdal Road, Jane Furse, 1085



Province	Branch	Name of colocation		Physical Address of Colocation
MPUMALANGA	Bushbuckridge (BBR)	1	Moremela Thusong Service Centre	R532 Bourkes, GRASKOP, 1270
		2	Casteel Thusong Service Centre	Ga-Mthakathi Station, R40 Road, Bushbuckridge, 1360
	Ehlanzeni (EHZ)	3	Thaba Chweu Local Municipality	Cnr Viljoen and Sentral Street; LYDENBURG
	Gert Sibande (GTS)	4	Balfour Thusong Service Centre	5080 Oos Street, BALFOUR, 2410
		5	Sakhile Thusong Service Centre	Cnr Tlholwane & Palmer Streets, Sakhile, STANDERTON, 2431
		6	Breyten Thusong Service Centre	Cnr Ous Grobler and Breytenbeach Str. Breyten
		7	Daggakraal Thusong Service Centre	Stand 260 Sinqobile B Municipal Offices, Gert Sibande Municipality, Daggakraal
		8	Mpuluzi Thusong Service Centre	Albert Luthuli Local Municipality, Gert Sibande District, E 1340 Fernie B, Fernie, 2339
	Nkangala (NKA)	9	Marapyane Thusong Service Centre	Dr JS Moroka Local Municipality, Nkangala District, Marapyane Shopping Centre, MARAPYANE, 0431
		10	Victor Khanye Local Municipality	Cnr Samuel & Van der Walt Streets, Delmas
		11	Wonderfontein Thusong Service Centre	Emakhazeni Local Municipality, Portion 428, Next to Wonderfontein Total Garage, Nkangala District
		12	Adelaide Tambo Thusong Service Centre	Adelaide Tambo Thusong Service Centre located at Steve Nkawete, Mhluzi Ext 7, Steve Tshwete Local Municipality, Nkangala District
	Nkomazi (NKO)	13	Mbangwane Thusong Service Centre	Stand no. 200, Mbangwane.

Province	Branch	Name of colocation		Physical Address of Colocation
NORTHERN CAPE	Pixley ka seme	1	Mardan Enterprises	Mardan Enterprises - Kedibonye Polao Arnoldt Street, Douglas.
		2	Tushiya	17 Milton Street, Noupoort, 5960
	ZF Mgcaawu	3	KAI GARIEP Local Municipality	11th Ave, Kakamas, 8870
	Namakwa	4	Namakwa District Municipality	Vivian Jantjies Building, Stigling Street,Calvinia,8190

**16 EVALUATION OF THE TENDER PROPOSAL**

The following criteria will be used to evaluate bids:

**16.1 PRE-QUALIFICATION**

The following criteria will form the basis of evaluating all bids received and failure to comply with the pre-qualification criteria may result in the disqualification of the bid:

Description
<p>1. The tender pack which comprises the Tender Document, Appendices, Annexures and the General Conditions of Contract (GCC) must be duly completed, signed, certified where required, and returned in its entirety as part of the bidder’s tender submission where the Seda Tender Document, the General Conditions of Contract (Annexure A) is required to be initialled on each page and the SBD 5 (Annexure B) duly completed and signed, must be returned as part of the tender submission.</p>
<p><b>2. ICASA Licensing and ISPA Certification</b></p> <p>The bidder is required to provide the following documentation:</p> <p>(a) In the case where the bidder is <u>a telecommunications company</u>, proof of valid licensing with the Independent Communications Authority of South Africa (ICASA) is required to be provided which can be verified.</p> <p>(b) In the case where the bidder is <u>not a telecommunications company</u>, then proof must be provided of valid membership of the Internet Service Provider Association of South Africa (ISPA), which must be in good standing and valid. It is further required for such a bidder, that if any of their infrastructure at any point connects to a telecommunications company’s infrastructure, that the dependent telecommunication company’s valid ICASA license be produced.</p> <p>(c) All networking devices used in the provision of the envisaged services must be duly certified by ICASA for use in the Republic of South Africa.</p>

Only bids meeting the above Pre-Qualification Criteria will qualify to be further evaluated for Functionality Criteria.

## 16.2 Functionality Criteria

The following criteria will be used to evaluate all bids where bids must score a minimum of seventy percent (70%) being the stipulated minimum threshold (SMT) for functionality criteria.

Functionality Criteria		Weighting	Points						
1	<b>Operational Ability [70]</b>	70%							
1.1	<b>Technical Capacity (50)</b>								
1.1.1	<b>Networking (15)</b> The bidder is required to demonstrate networking certification which is valid and current from a legitimate vendor (for example: Cisco, Juniper, Huawei, Fort iGATE and VMware etc.) through the provision of one networking certificate which indicates the highest level of certification.		15						
	<table border="1"> <tr> <td>Partnership: Advanced Level</td> <td>15 Points</td> </tr> <tr> <td>Partnership: Intermediate Level</td> <td>10 Points</td> </tr> <tr> <td>Partnership: Entry Level</td> <td>0 Points</td> </tr> </table>	Partnership: Advanced Level	15 Points	Partnership: Intermediate Level	10 Points	Partnership: Entry Level	0 Points		
Partnership: Advanced Level	15 Points								
Partnership: Intermediate Level	10 Points								
Partnership: Entry Level	0 Points								
1.1.2	<b>Security (5)</b> The bidder is required to provide legitimate ICT Vendor Security Certification for example: Cisco, Juniper, Huawei, Fort iGATE and VMware etc.		5						
	<table border="1"> <tr> <td>Partnership: Advanced Level</td> <td>5 Points</td> </tr> <tr> <td>Partnership: Intermediate Level</td> <td>3 Points</td> </tr> <tr> <td>Partnership: Entry Level</td> <td>0 Points</td> </tr> </table>	Partnership: Advanced Level	5 Points	Partnership: Intermediate Level	3 Points	Partnership: Entry Level	0 Points		
Partnership: Advanced Level	5 Points								
Partnership: Intermediate Level	3 Points								
Partnership: Entry Level	0 Points								
1.1.3	<b>Technical Resources (20)</b> The bidder is required to provide detailed Curriculum Vitae (CV) of key technical staff that will be assigned to this project with defined roles. CV's should demonstrate the following minimum skills of technical staff being recommended for this project (20):		20						
	<ul style="list-style-type: none"> <li>At least one technical resource holding a CCIE (Cisco Certified Internetworking Expert) or equivalent;(5) and</li> <li>At least on technical resource holding a CCDP (Cisco Certified Design Professional) or equivalent.(5)</li> </ul>								

<p>1.1.4</p>	<ul style="list-style-type: none"> <li>Attached CVs for technical resources must show minimum of 5 years' relevant experience working on projects of a similar nature, scope and scale as per Seda requirement in planning, installation, configuration and supporting of MPLS/VPN/SD-WAN and ISP Services.(10)</li> </ul> <p><b>Project Manager (10)</b></p> <p>The bidder is required to provide the detailed Curriculum Vitae of the Project Manager who will be assigned to the project who has acquired the following minimum certifications and skills: (10):</p> <ul style="list-style-type: none"> <li>A Project Management qualification at Minimum level NQF 5 or similar international certification such as:</li> </ul> <table border="1" data-bbox="389 763 1083 860"> <tr> <td>Minimum of NQF5 or similar international certification such as Prince II/PMBOK.</td> <td>5 Points</td> </tr> </table> <ul style="list-style-type: none"> <li>A minimum of 5 years' post certification experience in management of projects of a similar nature, scope and scale (CV's must include the no of sites deployed for past projects completed) in planning, installation, configuration and supporting of MPLS/VPN/WAN and ISP Services.</li> </ul> <table border="1" data-bbox="384 1187 1083 1335"> <tr> <td>3 or more Projects of a minimum of 40 sites.</td> <td>5 Points</td> </tr> <tr> <td>1-2 Projects of a minimum of 40 sites.</td> <td>3 Points</td> </tr> </table>	Minimum of NQF5 or similar international certification such as Prince II/PMBOK.	5 Points	3 or more Projects of a minimum of 40 sites.	5 Points	1-2 Projects of a minimum of 40 sites.	3 Points		<p style="text-align: center; background-color: #f4a460; padding: 5px;">10</p>
Minimum of NQF5 or similar international certification such as Prince II/PMBOK.	5 Points								
3 or more Projects of a minimum of 40 sites.	5 Points								
1-2 Projects of a minimum of 40 sites.	3 Points								
<p>1.2 1.2.1</p>	<p><b>Company Experience &amp; Track Record (15)</b></p> <p><b>Case Studies with References</b></p> <p>In order to prove experience and understanding of the scope, nature and scale of this project for MPLS/VPN/WAN and ISP Services, the bidder is required to provide a minimum of three (3) detailed case studies of same/ similar projects successfully implemented and completed. Contactable references must be provided for each case study.</p> <table border="1" data-bbox="293 1798 1054 1942"> <tr> <td><b>Three Case Studies with References:</b> Has successfully implemented all three (3) detailed case studies which are verifiable in terms of scope</td> <td>15 Points</td> </tr> </table>	<b>Three Case Studies with References:</b> Has successfully implemented all three (3) detailed case studies which are verifiable in terms of scope	15 Points		<p style="text-align: center; background-color: #f4a460; padding: 5px;">15</p>				
<b>Three Case Studies with References:</b> Has successfully implemented all three (3) detailed case studies which are verifiable in terms of scope	15 Points								

	<p>and scale of this project adequately presented experience in MPLS/VPN/WAN and ISP Services contained in three separate detailed case studies and references fully met verification requirements.</p>				
	<p><b>Two Case Studies with References:</b>                  Two (2) case studies implemented projects on same size and scale comprising of all the elements of MPLS/VPN/WAN and ISP services and/or two case studies presented and/ or partial reference verification proven.</p>	<p>10 Points</p>			
	<p><b>One Case Study with Reference:</b>                  One (1) case study presented evidence of relevant experience and/ or one case study presented and/ or partial and/ or no reference verification could be proven.</p>	<p>5 Points</p>			
<p>1.3</p>	<p><b>Financial Stability (5)</b></p>				
<p>1.3.1</p>	<p><b>Financial Statements</b></p>				
	<p>No less than three (3) years audited and signed off financial statements in accordance with the Companies Act, Act No. 71 of 2008, for the past three (3) consecutive and concurrent years (e.g.: 2018/ 2019/ 2020) where the company’s financial stability will be assessed for the full three financial year period.</p>				
	<p>Three years consecutive and concurrent signed-off financial statements provided which reflect financial stability for the three years</p>	<p>5 Points</p>			<p>5</p>
	<p>Less than three years consecutive and concurrent financial statements not provided</p>	<p>0 Points</p>			

2	<p><b>Project Methodology (10)</b></p> <p>The bidder must provide a clear project management methodology on how the project will be implemented and supported which conforms to ISO/IEC 9001:2008 quality management ISO which include the following elements:</p> <table border="1" data-bbox="295 488 1038 965"> <tr> <td data-bbox="295 488 922 629"> <b>Requirements fully met:</b>                      Project management methodology aligns with the project processes of ISO/IEC 15288:2008                 </td> <td data-bbox="922 488 1038 629">10 Points</td> </tr> <tr> <td data-bbox="295 629 922 819"> <b>Requirements partially met:</b> Project management methodology presented does not fully align to the project processes of ISO/IEC 15288:2008                 </td> <td data-bbox="922 629 1038 819">5 Points</td> </tr> <tr> <td data-bbox="295 819 922 965"> <b>Requirements not met:</b>                      Project management methodology does not align to the project processes of ISO/IEC 15288:2008                 </td> <td data-bbox="922 819 1038 965">0 Points</td> </tr> </table>	<b>Requirements fully met:</b> Project management methodology aligns with the project processes of ISO/IEC 15288:2008	10 Points	<b>Requirements partially met:</b> Project management methodology presented does not fully align to the project processes of ISO/IEC 15288:2008	5 Points	<b>Requirements not met:</b> Project management methodology does not align to the project processes of ISO/IEC 15288:2008	0 Points	10%	10
<b>Requirements fully met:</b> Project management methodology aligns with the project processes of ISO/IEC 15288:2008	10 Points								
<b>Requirements partially met:</b> Project management methodology presented does not fully align to the project processes of ISO/IEC 15288:2008	5 Points								
<b>Requirements not met:</b> Project management methodology does not align to the project processes of ISO/IEC 15288:2008	0 Points								
3	<p><b>Project Plan (10)</b></p> <p>A detailed project implementation plan (including but not limited to Gantt Charts, Work Breakdown Structure (WBS), Resource Allocation, Timelines and Critical Path) with respect to operational readiness within an eight (8) week period must be provided.</p> <table border="1" data-bbox="295 1272 1082 1749"> <tr> <td data-bbox="295 1272 922 1462"> <b>Good</b>                      Project plan presented is fully detailed and aligns to ISO/IEC 15288:2008 and requirements, including timeframe 100%                 </td> <td data-bbox="922 1272 1082 1462">10 Points</td> </tr> <tr> <td data-bbox="295 1462 922 1608"> <b>Average</b>                      Project plan presented meets requirements by less than 80%                 </td> <td data-bbox="922 1462 1082 1608">5 Points</td> </tr> <tr> <td data-bbox="295 1608 922 1749"> <b>Poor</b>                      Project plan presented does not meet requirements by 50%                 </td> <td data-bbox="922 1608 1082 1749">0 Points</td> </tr> </table>	<b>Good</b> Project plan presented is fully detailed and aligns to ISO/IEC 15288:2008 and requirements, including timeframe 100%	10 Points	<b>Average</b> Project plan presented meets requirements by less than 80%	5 Points	<b>Poor</b> Project plan presented does not meet requirements by 50%	0 Points	10%	10
<b>Good</b> Project plan presented is fully detailed and aligns to ISO/IEC 15288:2008 and requirements, including timeframe 100%	10 Points								
<b>Average</b> Project plan presented meets requirements by less than 80%	5 Points								
<b>Poor</b> Project plan presented does not meet requirements by 50%	0 Points								
4	<p><b>Value Proposition Strategy (10)</b></p> <p>The bidder is encouraged to offer better quality internet links for</p>	10%	10						

	<b>Branch sites by exceeding the requested contention ratio of 1:5.</b>			
	<b>Excellent</b> Contention ratio 1:1and 1:2	10 Points		
	<b>Average</b> Contention ratio 1:3-1:4	5 Points		
	<b>Poor</b> Contention ratio 1:5 and greater	0 Points		
<b>Total</b>			<b>100%</b>	<b>100</b>
<b>Stipulated Minimum Threshold (SMT) to be met</b>			<b>70%</b>	<b>70</b>

Only qualifying bids meeting/exceeding the SMT will be considered to be awarded preference points for price and B-BBEE.

### 16.3 Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2017

In respect to the awarding of preference points for Price and B-BBEE, a Bidder who submits the lowest acceptable bid will score 80 points for price. Bidders quoting higher prices will score lower points for price on a pro rata basis. A maximum of 20 points for B-BBEE will be awarded to a bidder for their status level of contributor.

Depicted in the table below, both the points allocated for Price (80) and the B-BBEE points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the Bidder who scores the highest number of total points.

<b>Preference Points System</b>		
<b>Description</b>		<b>Points Allocation</b>
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
<b>Total Points</b>		<b>100</b>



**SECTION D: SUBMISSION QUALITY CHECK**

## 17 CHECKLIST OF DOCUMENTS TO BE SUBMITTED

A checklist below which is not mutually exclusive has been provided in order to highlight some of the important documents which must be included/ submitted with the Request for Proposal/ Tender (RFP/T):

1	Covering letter
2	Tender Document fully completed and signed where applicable
3	Annexure A: General Conditions of Contract initialled on each page
4	Annexure B: SBD5 Duly Completed and Signed
5	Bid submission in response (responsive) to requirements stated in the Tender Terms of Reference and Evaluation Criteria
6	Detailed Annual Price Schedules in support of Declared Price Total
5	Bank Details
6	Company Profile illustrating core business
7	Original or Certified Valid B-BBEE Status Level Certificate / Sworn Affidavit, where all copies provided MUST be authenticated as true copies of the original document/s by a registered Commissioner of Oaths
8	Proof of registration on National Treasury's Central Supplier Database (CSD)
9	SBD 4 - Declaration of Interest duly completed
10	SBD 6.1 - Preference Points Claim Form duly completed
11	SBD 8 - Declaration of Bidder's Past Supply chain Management Practices duly completed
12	SBD 9 - Certificate of Independent Bid Determination duly completed
13	Any disclosure with reference to completed SBD forms, by bidder (if applicable)
14	Valid and current Networking Certification (Advanced/ Intermediate) from Legitimate Vendor
15	ICASA License/ IPSA Membership/ ICASA Certification of all Networking Devices in SA
16	Provision of legitimate ICT Vendor Security Certification (Advanced/ Intermediate)
17	CV's of Key Staff Recommended with minimum skills as determined by Seda, being assigned to the project
18	Proof of Project Management qualifications
19	Proof of Project Management experience
20	Company Experience showcasing case studies and track record
21	Financial Statements for 2018/2019/2020
22	Project Management Methodology
23	Project Implementation Plan
24	Value Proposition based on Contention Ratios

**NOTE:**

- Ensure that all document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.
- One original and one copy of the submission is required.

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**SECTION E: ANNEXURES**

**ANNEXURE A:**

- NATIONAL TREASURY'S GENERAL CONDITIONS OF CONTRACT

**ANNEXURE B:**

- SBD5 - NATIONAL INDUSTRIAL PARTICIPATION