



NTABANKULU LOCAL MUNICIPALITY

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REQUEST FOR QUOTATION (RFQ): SUPPLY, DELIVERY, CONFIGURATION AND INSTALLATION OF 36 NETWORK POINTS.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

SUPPLY, DELIVERY, CONFIGURATION AND INSTALLATION OF 36 NETWORK POINTS

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	26 January 2021
RFQ NUMBER	NLM/CSD/SDCI36NP/2020/2021
DESCRIPTION OF GOODS/SERVICE	SUPPLY, DELIVERY, CONFIGURATION AND INSTALLATION OF 36 NETWORK POINTS.
CLOSING DATE AND TIME:	03 February 2021 AT 12H00
ENQUIRIES	063 681 6825/ corporateservicesntabankulu@gmail.com – Ms S.N Ntahla Technical Enquiries or 082 786 0772- O. Mdudi-SCM Related

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

TERMS OF REFERENCE ARE AVAILABLE ON THE MUNICIPAL WEBSITE OR MAY BE COLLECTED AT THE SUPPLY CHAIN MANAGEMENT OFFICE.

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate and SARS Pin number certificate	
MBD 4: Declaration of Interest	
MBD 9: Certificate of Independent Bid Determination	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
Certified Copy of BBBEE certificate	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation	
Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	
Professional body registration and Network engineering certifications (CCNA, CCNP)	
Experience-3-4 years.	

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

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

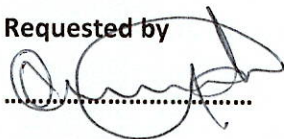
CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local

Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.

4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"Supply, delivery, configuration and installation of 36 network points"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager

Recommended by



X.N. Venn

CFO

Approved by



L. Nonyongo

Municipal Manager

**TERMS OF REFERENCE FOR 36 Network points installations for 2
Park homes 2020/2021**



Compiled by:

Ms. T. Mbasa.....

Position:

IT Technician

Recommended by:

Ms. S. N. Ntla.....

Position:

Director Corporate Services

Approved by:

L. Nonyongo.....

Position:

Municipal Manager

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1. Background and purpose

NTABANKULU LOCAL MUNICIPALITY is calling upon experienced, competent Central Database registered provider to bid for the supply, delivery, installation and configuration of **Installation and configuration of 36 Network points** for once off period and 12 months maintenance support. The supplier must have a minimum of two and or a maximum of three supply and delivery references in order to operate effectively, efficiently and ensure economic use of municipal resources.

2. Scope of work

- Supply, delivery, installation and configuration of 36 **Network points** when an order has been issued by the Municipal SCM office.
- The above Products and Services should be offered for a once off period service (12 months maintenance support) commencing.
- Provision of supply, delivery, installation and configuration of **Installation and configuration of 36 Network points** to Ntabankulu Local Municipality (NLM) must be as per the specification provided on bid advertisement

2.1 To achieve the above, the service provider must:

- Provide all material based on the required specification and within a specified period after the issuing of an order.
- Provide a central point for enquiry services that will allow an effective turnaround time.

3. Agreement

- The Services will be rendered in accordance with the terms and conditions of a Service Level Agreement issued by the NLM and to be concluded with the service provider.

4. Financial arrangements

- Bidders are solely responsible for their own costs in preparing the tender.
- Payments for all services covered by this tender shall be made upon receipt of appropriate invoices and the satisfactory completion of the work.

- The terms of payment are thirty (30) days from the date of receipt of invoice by the municipality.

5. Specifications in respect of products and services

- Cat 6 Cabling and points for 2 park-homes (labelling and neatening of 36 network points SO - CAT6_NET
- 2x Wireless Access Point SO - WIRE_AP
- 36 Cat 6 3-meter Fly leads SO - CAT6_FLY
- Cat 6 patch leads- SO - CAT6_PAT
- Patch Panel-SO - PATCH_PAN
- Brush Panel- SO - BRUSH_PAN
- Trunking
- HP1820-48GB-PoE+ Switch- SO - SWI_HARD
- Hardware configuration
- 2x 12U wall mounted cabinet
- Links from the main server room to the parkhomes.

- Should you not provide a particular Product or Service, please indicate this as set out in the Tender. You will not be excluded from the evaluation of those products and services that you do offer.
- Key individual (s) of the Relationship Management team
- Proof of Financial standing and access to Capital, Level of Capital / Cash flow required for this project funded through equity / loans
- Clear legal Structure / Shareholding / Ownership of internal reward and risk sharing for the project.
- After the award has been made, the NLM reserves the right to source alternative stationery quotations as part of its procurement governance process, in order to ensure the SUPPLIER(s) demonstrated a proactive approach in reducing unnecessary costs.
- This is a two years performance based contract.

8. Submission of bids

Bids must be submitted in English such that they are received before the deadline specified by in the letter of invitation to bid.

Any infringement of these rules (e.g. unsealed envelopes) is to be considered a breach of the rules, and will lead to rejection of the bid.

The envelope should carry the following information:

- a) The address for submission of bid indicated above;
- b) The reference code of the bid procedure to which the bidder is responding;
- c) The words "Not to be opened before the bid opening sessions";
- d) The pages of the Technical and Financial offers must be numbered.

9. Costs for preparing bids

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed key members were interviewed, all costs shall be borne by the bidder.

10. Evaluation of bids

10.1 Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the evaluation criteria and the associated weighting as detailed in this bid dossier. No other award criteria will be used. The evaluation criteria will be examined in accordance with the requirements as indicated in the Terms of Reference.

10.1.2 Presentations / Adjudication

The Bid Evaluation Committee may call for presentation by the short-listed bidders, after having established its written provisional conclusions but before concluding the technical evaluation.

The date and time of any such presentation will be confirmed or notified to the short-listed bidders at least seven days in advance. If a bidder is prevented from attending presentation by force majeure, a mutually convenient alternative appointment may be arranged with the bidder. If the bidder is unable to attend this second appointment, its bids will be eliminated from the evaluation process.

10.2 Evaluation of financial offers

The Financial Offer will be evaluated concurrent to the Technical Offer.

10.3 Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Evaluation / Adjudication Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation / Adjudication Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may be communicated to neither the bidders nor to any party other than the Contracting Authority.

11. Ethics clauses / corruptive practices

- a) Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation / Adjudication Committee or the Contracting Authority during the process of examining, clarifying, evaluating, comparing and adjudication bid will lead to the rejection of its bid and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.
- c) Ntabankulu Local Municipality reserves the right to suspend or cancel funding to this project if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract, if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- d) Bids will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contractor from other Community contracts and in penalties.

12. Signature of contract (s)

Within 14 days of receipt of the contract already signed by the Contracting Authority, the selected bidder shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected bidder to comply with this requirement may constitute grounds for the annulment of the decision to award the contract. In such a case, the Contracting Authority may award the bid to another bidder or cancel the bid procedure.

The other candidates will be informed that their bids were not accepted, by means of a standard letter.

13. Cancellation of the bids procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the Contracting Authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur when:

- The bid procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile bid has been received or there is no response at all;
- The economic or technical data of the project has been fundamentally altered;
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible;
- All technically compliant bids exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.