Dear Deputy Director, Demand and Acquisition Management

Kind Regards

[Signature]

7. This envelope can be placed in the Bid Box at the lower left corner of the Procurement Services Office.
6. When submitting your bid, the following information must appear on the seal envelope:
5. Apply envelope and return with your bid.
4. All the documents accompanying this invitation must be completed in detail, where:
   SDB: Certificate of Independent Bid Determination
   SBD1: Preference Points Claim Form
   SBD2: Declaration of Interest
   SBD3: Pre-draft Schedule
   SBD4: Invitation to Bid

3. The following documents form part of this invitation for a proposal:
   Closing Date: 11 February 2022 at 1:00
   Tender No: SD17/2021

2. Request for Proposals for the Appointment of a Service Provider to

   A Period of Three Years

   of Network Equipment at the National Department of Social Development to
   Complete the Network Installation, Configuration, Support and Maintenance

   Enquiries: Z Mntamandeni, Email: ZollieM@dps.gov.za
   Private Bag X501, Pretoria, 0001

   Republic of South Africa

   Department of Social Development

   [Logo]
<table>
<thead>
<tr>
<th>Supplier Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bidder</td>
<td></td>
</tr>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Facsimile Number</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>VAT Registration Number</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>FACSIMILE NUMBER</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>VAT REGISTRATION NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Number:</td>
<td>SBD1</td>
</tr>
<tr>
<td>Description:</td>
<td>Invitation to Bid for Requirements of the National Department of Social Development</td>
</tr>
<tr>
<td>Supplier Information:</td>
<td>Name of Bidder, Postal Address, Street Address, Telephone Number, Facsimile Number, E-mail Address, VAT Registration Number</td>
</tr>
<tr>
<td>Technical Information May Be Directed To:</td>
<td>Name of Contact Person, Telephone Number, Fax Number, E-mail Address</td>
</tr>
</tbody>
</table>

Note: The form is incomplete and requires filling in with relevant information.
NB: Failure to provide any of the above particulars may render the bid invalid.

Compliance System PIN code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

3.1. Is the bidder a resident of the Republic of South Africa (RSA)?

3.2. Does the bidder have a branch in the RSA?

3.3. Does the bidder have a permanent establishment in the RSA?

3.4. Does the bidder have any source of income in the RSA?

3.5. Where are the bidder's tax number(s) issued by SARS?

3.6. Where is the bidder's PIN number?

3.7. Does the bidder have a B-BBEE certificate for B-BBEE purposes?

3.8. Does the bidder have a B-BBEE ownership certificate?

3.9. Does the bidder have a B-BBEE information certificate?

3.10. Does the bidder have a B-BBEE empowerment certificate?

3.11. Does the bidder have a B-BBEE information certificate?

3.12. Does the bidder have a B-BBEE ownership certificate?

3.13. Does the bidder have a B-BBEE information certificate?

3.14. Does the bidder have a B-BBEE ownership certificate?

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3.18. Does the bidder have a B-BBEE ownership certificate?

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3.22. Does the bidder have a B-BBEE ownership certificate?

3.23. Does the bidder have a B-BBEE information certificate?

3.24. Does the bidder have a B-BBEE ownership certificate?

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<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>DAILY RATE</th>
<th>HOURLY RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all applicable taxes for the project.
3. Persons who will be involved in the project and rates applicable must be rendered in terms hereof.
4. Person and position
5. Phases according to which the project will be completed, cost per phase and man-days to be spent

5. Travel expenses (specify, for example, rate km and total km class of transport, etc). All actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED
5.2 Other expenses, for example accommodation ( specifying 5-star, hotel, bed and breakfast, telephone, etc.) On basis of these particular S.A. invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract?

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantshane
Email: ZolisaM@gps.gov.za
Shareholder means a person who owns shares in the company and is actively involved in the management of the enterprise or participates in the management of the enterprise.

2.6.1 VAT Registration Number:

2.5 Tax Reference Number:

2.4 Company Registration Number:

2.3 Position occupied in the Company (Director, Trustee, Shareholder):

2.2 Identity Number:

2.1 Full Name of bidder or his representative:

In order to give effect to the above, the following questions must be completed and submitted with the bid:

The bidder is employed by the share’s auditor.

Any legal person, including persons employed by the share, of persons having a kinship with persons


DECLARATION OF INTEREST

SBD 4
2.8 Yes/No Did you or your spouse or any of the company’s directors / trustees / shareholders / members of the trustee’s conduct / utility or business with the state in the previous twelve months?

2.9 If so, furnish particulars:

2.10 If “No”, furnish reasons for non-submission of such report:

2.11 If “Yes”, did you attach said report to such authority to the bid?

2.12 If “Yes”, are presently employed by the state, did you obtain work outside employment in the public sector?

2.13 Any other particulars:

2.14 If so, furnish the following particulars:

2.15 Are you or any person connected with the bidder:

2.16 Any other information:

2.17 Position occupied in the state institution:

2.18 Name of state institution at which you are employed:

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

2.20 If “Yes”, furnish the following particulars:
<table>
<thead>
<tr>
<th>Number</th>
<th>Reference Number</th>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Number</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>2.1.1. If so, furnish particulars:</th>
</tr>
</thead>
</table>

2.1.1. If so, furnish particulars:

2.1.1. Do you or any of the directors / trustees / members have any interest in any other related companies of the company that may be involved with the evaluation and or adjudication?

2.1.1. Are you or any person connected with the bidder, aware of any relationship (family, head, other) between you and any other bidder and any person employed by the State?

2.10. If so, furnish particulars:

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2.10. If so, furnish particulars:
I, the undersigned (Name), hereby declare 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 in terms of paragraph 2 of the General Conditions of Contract should this declaration prove to be false.
### General Conditions

1. **Preference Points Claim Form** in Terms of the Preferential Procurement Regulations 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.

<table>
<thead>
<tr>
<th>Points</th>
<th><strong>Price</strong></th>
<th><strong>B-BBEE Status Level of Contributor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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); and
- the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R50,000,000 (all applicable taxes included) and therefore the 60/20 preference point system shall be applicable, or:

- Points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.

1.3 The maximum points for Price and B-BBEE must not exceed 100.

1.4 The purchase reserves the right to require a bidder to submit proof of B-BBEE Status level of contribution are not claimed.

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 or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

1.6 Definitions

(a): "B-BBEE" means broad-based black economic empowerment as defined in section 3 of the Broad-Based Black Economic Empowerment Act.
### Table: Points Awarded for B-BEE Status Level of Contributor

<table>
<thead>
<tr>
<th>B-BEE Status Level of Contributor</th>
<th>Points Awarded</th>
<th>Points Awarded for Price of Bid Under Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 (90/10 system)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 (80/20 system)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Points Awarded for Price of Bid Under Consideration:

\[
\text{Points Awarded} = \left( \frac{d}{\min d - \min d_i} - 1 \right) \times \text{Price of Bid Under Consideration}
\]

Where:

\[
\begin{align*}
\text{Price of Bid Under Consideration} & = P_t \\
\text{Price of Lowest Acceptable Bid} & = P_m \\
\text{Points Awarded} & = P_s
\end{align*}
\]

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

**The 80/20 or 90/10 Preference Point Systems**

- **Points Awarded for Price**
  - Time of bid fulfillment, and includes all applicable discounts.
  - "
  - **Functional Quality** means the total estimated value of a contract, in Rand, calculated at the point of delivery.
  - \(s_d\) = \(\text{Pr} \times (\text{Price of Bid Under Consideration} / \text{Price of Lowest Acceptable Bid}) - 1\)
  - \(s_d\) = \(\frac{d}{\min d - \min d_i} - 1\)
  - \(\text{Price of Bid Under Consideration}\) = \(P_t\)
  - \(\text{Price of Lowest Acceptable Bid}\) = \(P_m\)
  - **Qualifying Small Businesses**
  - \(s_d\) = \(\text{Price of Bid Under Consideration} / \text{Price of Lowest Acceptable Bid}\)
  - **Qualifying Small Businesses**
  - \(s_d\) = \(\frac{d}{\min d - \min d_i} - 1\)

- **Points Awarded for Functional Quality**
  - Includes all applicable discounts.
  - "
  - **Functional Quality** means the ability of a tenderer to provide goods or services in accordance with specifications set out in the tender documents.
  - **Functional Quality** means the ability of a tenderer to provide goods or services in accordance with specifications.
  - **Qualifying Small Businesses**
  - \(s_d\) = \(\text{Price of Bid Under Consideration} / \text{Price of Lowest Acceptable Bid}\)
  - **Qualifying Small Businesses**
  - \(s_d\) = \(\frac{d}{\min d - \min d_i} - 1\)

- **Points Awarded for Functional Quality**
  - Includes all applicable discounts.
  - "
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- **Qualifying Small Businesses**
  - \(s_d\) = \(\text{Price of Bid Under Consideration} / \text{Price of Lowest Acceptable Bid}\)
  - **Qualifying Small Businesses**
  - \(s_d\) = \(\frac{d}{\min d - \min d_i} - 1\)
Any OSE
Any EME

OR

Black people who are military veterans
Cooperative owned by black people
Black people living in urban or underdeveloped areas or townships
Black people with disabilities
Black people who are women
Black people who are youth
Black people

\[ \vee \] \[ \wedge \] \[ \vee \] \[ \wedge \] GSE
EME

\textbf{Desired Group:} An OSE or EME which is at least 51% owned

\textbf{By:}

\textbf{Designated Group:} An OSE or EME which is at least 51% owned

\textbf{v) Specific, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\textbf{(Tick applicable box)}

\textbf{v) Whether the sub-contractor is an EME or OSE:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\textbf{(Tick applicable box)}

\textbf{v) The name of the sub-contractor:}

\textbf{v) What percentage of the contract will be subcontracted:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\textbf{(Tick applicable box)}

\textbf{v) Will any portion of the contract be sub-contracted:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\textbf{SUB-CONTRACTING}

\textbf{v) Sub-contractor status in terms of B-BEE level of contributor.}

\textbf{v) B-BEE status level of contributor:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\textbf{SUB-CONTRACTING:}

\textbf{v) B-BEE status level of contributor:}

\textbf{v) \textit{Note:}}

\textbf{B-BEE STATUS LEVEL OF CONTRIBUTOR:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\textbf{B-BEE STATUS IN TERMS OF B-BEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF BID DECLARATION:}

\textbf{BID DECLARATION:}

\begin{itemize}
  \item \textbf{YES}
  \item \textbf{NO}
\end{itemize}

\begin{table}
\begin{tabular}{|c|c|c|}
\hline
Non-compliant Contributor & 0 & 0 \\
\hline
2 & 1 & 8 \\
4 & 2 & 7 \\
6 & 3 & 6 \\
8 & 4 & 5 \\
10 & 5 & 4 \\
12 & 6 & 3 \\
14 & 6 & 2 \\
16 & 6 & 2 \\
18 & 6 & 2 \\
\hline
\end{tabular}
\end{table}
(a) Disqualification of the Person from the Bidding Process:

- Purchaser may, in addition to any other remedy it may have, prosecute in accordance with the conditions of the contract, if the conditions of the contract have not been fulfilled. The disqualification of the person from the bidding process may be requested if the claimant has been awarded a score of points as shown in the General Conditions as a result of points claimed as shown in paragraph 4.1 of this form.

The information furnished is true and correct:

- The entity named in paragraph of this form.

The information furnished is true and correct:

- The information furnished is true and correct:

Company Name:

8.6

Company Classification:

---

Describe Principal Business Activities:

[ ] Limited
[ ] Company
[ ] Close Corporation
[ ] One Person Business/sole Proprietor
[ ] Partnership/limited Liability Partnership

Type of Company/Firm:

---

Registration Number:

8.3

Company Name:

---

Registration Number:

8.2

VAT Name:

8.1

Declaration with regard to Company/Firm:

---

Page 4 of 5
Forward the matter for criminal prosecution.

(e) If the rule has been applied and
side effect has resulted in a period of 10 years after the publication of the
petition (hear the other side of the matter) or after the period of

Outside the jurisdiction, the evidence is restricted by the National Treasury of the

(d) Directors, or any of the shareholders and directors who acted on a

Recommendation that the bidder or contractor, if shareholders and
cancellation.

(c) A result of having to make less favourable arrangements due to such

Cancel the contract and claim any damages which it has suffered as a

(b) Result of that person's conduct.

Recover costs, losses or damages if has incurred or suffered as a
Was any contract between the bidder and any of his directors concluded during the past five years?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If so, furnish particulars:

- Yes?

Was the bidder or any of his directors convicted by a court of law (including a court of specialjurisdiction) for an offense under the Public Sector (Disclosure) Act No. 12?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If so, furnish particulars:

4.1.1. The bidder or any of his directors held on the Register of Tenders for Tender Delegates in accordance with the Public Sector (Contracts) Act No. 12.

4.1.2. The bidder or any of his directors held on the Register of Delegates for Tender Delegates in accordance with the Public Sector (Contracts) Act No. 12.

4.1.3. The bidder or any of his directors held on the Register of Delegates for Tender Delegates in accordance with the Public Sector (Contracts) Act No. 12.

4.2. The bidder or any of his directors held on the Register of Tenders for Tender Delegates in accordance with the Public Sector (Contracts) Act No. 12.

4.2.1. If so, furnish particulars:

4.3. Was the bidder or any of his directors convicted by a court of law (including a court of special jurisdiction) for an offense under the Public Sector (Disclosure) Act No. 12?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If so, furnish particulars:

4.3.1.

4.4. Was any contract between the bidder and any of his directors concluded during the past five years?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

The following questionnaires must be completed and submitted with the bid:

- 4. If the bidder is engaged in any business or activity that may affect the bidder's ability to perform the contract or any other award related to the contract in the manner required by the bidder, then the bidder must identify such business or activity.

- 3. If the bidder is a supplier of goods or services to the government or any other public authority, then the bidder must disclose any interests that may influence the bidder's ability to perform the contract.

- 2. If the bidder is a supplier of goods or services to the government or any other public authority, then the bidder must disclose any interests that may influence the bidder's ability to perform the contract.

- 1. If the bidder is a supplier of goods or services to the government or any other public authority, then the bidder must disclose any interests that may influence the bidder's ability to perform the contract.

PRACtICEs

DECLARATION OF BIDDERS' PAST SUPPLY CHAIN MANAGEMENT
PROVE TO BE FALSE.

ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
I ACCEPT THAT, IN ADDITION TO CANCELLATION OR A CONTRACT,
FORM IS TRUE AND CORRECT.

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
I, THE UNDERSIGNED (FULL NAME)...

CERTIFICATION

SBD 8
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids invited.

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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Treasury Regulation 1A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorities accounting officers and accounting authorities:

   a. disregard the bid if any bidder or any of its directors have committed or are about to commit any corrupt or fraudulent act during the execution of that contract.

   b. cancel or contract awarded to a supplier of goods and services if the supplier or any of its directors or other persons involved in the preparation or execution of the appointment.

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:

   1. includes price quotations, advertised competitive bids, limited bids and proposals.

   2. 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.

   3. This Certificate of Bid Determination (SBD) must be completed and submitted with the bid.
The terms of the invitation, including the conditions of the bid, are in respect of:

1. I, have read and understood the contents of this Certificate.

(Name of institution)

2. The undersigned, in submitting the accompanying bid:

Certificate of Independent Bid Determination
bid opening or the awarding of the contract.

6. The terms of the accompanying bid have not been and will not be disclosed by the relevant authorities or delivery particulars of the products or services to which this bid invitation conditions or arrangements with any competitor regarding the quality, quantity, specifications, or agreements or conditions of the bid.

(f) bidding with the intention not to win the bid.

(e) the submission of a bid which does not meet the specifications and geographical area where product or service will be rendered (market).

(d) the intention or decision to submit or not to submit a bid.

(c) methods, factors or formulas used to calculate prices.

(b) consultation, communication, agreement or arrangements with any competitor regarding:

(a) in particular without limiting the generality of paragraphs 6 above, there has been no consultative bidding.

7. The bidder was aware of the accompanying bid independently from, and without communication between partners in a joint venture or consortium, will not be constituted consultation, communication, agreement or arrangement with any competitor.
Corrupt Activities Act No 12 of 2004 or any other applicable legislation, for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corruption Act No 99 of 1998, or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be referred 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 or 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, and or referred to the National Prosecuting Authority (NPA) for criminal investigation and or may be referred to any other remedy provided for in law.

10. I am aware that, in addition and without prejudice to any other remedy provided for in law.
REQUEST FOR PROPOSAL

DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF THREE YEARS

DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF THREE YEARS

MAINTENANCE OF NETWORK EQUIPMENT AT THE NATIONAL NETWORK INSTALLATION, CONFIGURATION, SUPPORT AND APPOINTMENT OF A SERVICE PROVIDER TO COMPLETE THE

TERMS OF REFERENCE

REPUBLIC OF SOUTH AFRICA

Social Development

Department

social development
with the tools required to handle day-to-day operations.

4.1.2. COVID-19 and the repercussions of the different lock down levels, has shown

and information.

by nature of the mandate given to the Department, works with highly sensitive data

changes between different systems, official and data repositories. The Department

4.1.1. The Department is highly dependent on information, data and communication

Problem Statement

4. Problem Statement and current situation

Availability And (HA) configuration

A current network core consists of two Aruba switches that are configured in a high

configuration of the equipment installed is provided in Appendix B of this document. The

all access switches as well access points (AP’s) are Huawei. A detailed

briefing.

specifically. Additional information will be provided to ISPs during the commissioning

services. Due to interoperable circumstances specific goals and deliverables could not be

3.1. During the 2019/2020 financial year a SP was appointed to perform the required

3. Background

2.1. The name of this project is Network Configuration, Maintenance and Support

2. Project Name

2.2. Period of 3 (three) years.

document, support the installation and equipment with maintenance included for a

successful appointment. SP will be required to complete the current network equipment

Department of Social Development (DSD) and the National Department of Social

Project (SP) to complete the installation of network equipment at the National

The purpose of this is to request for proposals for appointment of a service

Terms of Reference

Terms of Reference (TOR):
4.2. Current Situation

4.2.1. Currently, some portions of the roll-out of newly procured hardware have been performed for the Department. There are, however, significant configuration issues that need to be addressed with this rollout.

4.2.2. Currently, DSD support staff have little to no understanding of the new equipment as well as the different configuration options. There has been a delay in the deployment level required by the Department. Specific management issues exist in the deployment as-is.

4.2.3. The DSD is currently in a situation where on-going support and maintenance cannot be guaranteed for the deployment. Furthermore, expansion and enhancements to the deployment will be problematic as full design, configuration, and Standard Operating Procedures (SOPs) have not been delivered to the Department.

4.2.4. Wired Deployment at NDSD

4.2.4.1. Currently, NDSD is leasing space at the HSRC building in Pretoria. The Department occupies the first 8 (eight) floors of the building. The first floor contains the first 8 (eight) floors of the building with a probable occupation of the 9th floor before the end of the year. From floor 2 (two), each floor is divided into two wings (North and South). Each floor contains two stacks of wired network switches, with one stack for the North wing and one stack for the South wing.

4.2.4.2. Each stack contains access switches, which are connected to the end-users on the floor via dedicated patch panels. Connectivity between the switch stack and the core network switches is provided by means of Fiber cables connected from the switch stack to the core network switches.

4.2.4.3. Specific end-users where the layout has been changed due to specific end-user requirements.

4.2.5. Wireless Deployment at NDSD

4.2.5.1. There are Wireless Access Points (APs) deployed on each floor in the wing. Each AP requires the same physical layout of end-users on the floor.

4.2.5.2. The AP placements for floor 1 is different due to the physical layout of end-users on the floor. Each floor of the building has 5 (five) APs deployed with an additional AP in the corridor connecting each wing per floor.

1 Make, model numbers and quantities of the different identified hardware components are provided as Appendix B to this document.
5.1 Functional Requirements

The successful bidder for this project is expected to provide the department with 50% of the required hardware that has already been procured. It is critical to note that this will not be a green-field implementation. It is expected that the successful bidder will be responsible for completing the network infrastructure and configuration as both the NDSD offices in Pretoria and the WFI-4 implementation at Parliament building in Cape Town.

5.2 The successful bidder will be responsible for completing the network infrastructure and configuration as both the NDSD offices in Pretoria and the WFI-4 implementation at Parliament building in Cape Town.

Scope of Work

A dedicated VLAN with specific IP ranges allocated to the VLAN.

4.2.1.4 The Department makes use of dedicated Voice over Internet Protocol (VoIP) technology.

4.2.1.3 Internet access is provided by means of aSizer dedicated proxy that must be configured on a per-client method.

4.2.1.2 End-users also access transversal VLANs networks (VTANs) per floor. The network traffic is isolated to the correct location.

4.2.1.1 The DSF production network consists of different virtual local areas.

High-level Network Configuration at NDSD

4.2.2.1 No deployment or configuration has currently been done for the Cape Town office.

4.2.2.2 Cape Town with 10 APs.

4.2.2.3 The planning is to deploy an additional AC at the offices at Cape Town. The planning is to provide Wi-Fi access to officials when they in the server room of the DSF.

Wireless Deployment at Cape Town

Currently 66 APs have been deployed and are visible to the ACs. 35 APs.

4.2.5.5 Little to no additional configurations have been performed for the networks.

Terms of reference (TOR)
contracted (6 months).

5. 3. Management. The deployed solution must have a clear management interface which can be used by all designated members of the DSD team to perform day-to-day activities on both wired and wireless networks.

5. 2. Cognizance. The curation of the deployment in Cape Town must be taken into consideration.

Deliverables/Outcome of this document:

- Specific deliverables for this phase of the project are listed in Section 8.
8. Deliverables/Outputs

8.1. The following is seen as mandatory deliverables for this project:

8.1.1. Fully functional wired network that caters for all DSD requirements (as specified in Section 5 Scope of Work of this document).

7.1. Failure to provide Huawei Enterprise Partner Status.

7.1.4. Failure to attend the compulsory briefing session.

7.1.3. Late submission of the proposal.

7.1.2. Failure to complete and sign bid documents.

7.1.1. Failure to submit a valid Tax Clearance Certificate or a valid Tax PIN proposal not being evaluated.

7.1. The following are seen as disabling criteria, which will result in a bidder's proposal not being evaluated:

7.1. (NT) will be applicable in all instances.

6.1. The General Conditions of Contract (GCC) as prescribed by National Treasury.

6. General Requirements

Months from start of the project, a minimum quarterly review meeting will be held that will oversee the account. At a minimum quarterly review meeting will be held between the SP and DSD, with weekly SLA satisfaction supplied to designated officials by both. Monitoring of the DSD will be provided with a dedicated account manager from the SP operational the DSD will be provided with a dedicated account manager from the SP. Project Management activities such weekly meetings, progress reports, stakeholder meetings, etc. must be catered for by the SP.

5.2. Project Management.

5.2.3. Interoperability. The DSD has deployed a new monitoring tool in its administrative and first-line personnel.

5.2.2. Skills Transfer. During the project it is expected that formal administration training of provided to 5 (five) nominated members of the DSD team. This training must be provided in a recognised fashion for all equipment deployed.

5.2.1. Training Requirements. It is expected that formal administration training will be provided to 5 (five) nominated members of the DSD team. This training must be provided in a recognised fashion for all equipment deployed.

5.2. Non-functional Requirements

5.2.1. NomCom.

Terms of Reference (TOR)
Table 9.1: Estimated duration for the Project to be handed over to DSD Operations

<table>
<thead>
<tr>
<th>Estimated Effort</th>
<th>Project Phase</th>
<th>Total Estimated Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. TIMEFRAMES

8.1.1.2. Training for 5 (five) administrative users of the DSD.

8.1.1.1. A fully functional secure WI-FI implementation for guest users; and provided by the appointed SP.

8.1.1.0. Skills transfer as part of the installation and configuration should be

8.1.9. A fully functional secure WI-FI implementation for all DSD personnel;

8.1.8. SOPs for all day-to-day activities;

8.1.7. Configuration documentation of all network equipment;

8.1.6. All additional network equipment that needs to be procured;

8.1.5. A fully functional management interface for the deployed solution;

8.1.4. All analysis documentation such as Spectrum Analyser, user requirement specifications and functional requirement specifications;

8.1.3. Maintenance and support for a period of 36 months, which will commence once

8.1.2. All equipment and documentation required for the installation at the Cape Town

8.1.1. Terms of Reference (TOR) of the project has been signed off at a detailed service level agreement (SLA) will be

8.1.0. The project has been signed off at a detailed service level agreement (SLA) will be

8.0.2. All administrative users of the DSD.

8.0.1.2. A fully functional secure WI-FI implementation for guest users; and provided by the appointed SP.

8.0.1.0. Skills transfer as part of the installation and configuration should be

8.0.9. A fully functional secure WI-FI implementation for all DSD personnel;

8.0.8. SOPs for all day-to-day activities;

8.0.7. Configuration documentation of all network equipment;

8.0.6. All additional network equipment that needs to be procured;

8.0.5. A fully functional management interface for the deployed solution;

8.0.4. All analysis documentation such as Spectrum Analyser, user requirement specifications and functional requirement specifications;

8.0.3. Maintenance and support for a period of 36 months, which will commence once

8.0.2. All equipment and documentation required for the installation at the Cape Town

8.0.1. Terms of Reference (TOR) of the project has been signed off at a detailed service level agreement (SLA) will be
end state, experience and knowledge of Aruba switches will also be required.

10.2. Extensive knowledge of networking principles must be provided. This includes implementation period.

be utilized by the SP for the duration of the project with emphasis on the

10.1. Skillfully certified skilled resources in enterprise networking field for Huawei will

10. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Figure 9.1: Diagrammatic view of the implementation for this project

Implementation Project included.

Figure 9.1 below shows a conceptual view of the expected total contract with the

Implementation and the implementation can be handed over to Operations. The figure,

been achieved and the Implementation will be the Implementation Project until stability has

9.5. The first part of the contract will be the Implementation Project for 9.5 weeks.

Maintenance & Support

9.4. The Implementation phase (estimated at 9.5 weeks) must be completed and

months

signed off before M&O will kick in. The M&O portion of this project is 36 months.

9.3. Maintenance and Support, underpinning by an agreed to SLA, will commence

hand over to Operations.

9.2. Table 9.1 above is the estimation of effort required to complete the project and

NCOMS
Terms of Reference (TOR)
12.2 The BID proposals will be evaluated in terms of functionality according to the criteria set out in Table 12.1 below. Proposals scoring less than 70% in respect of functionality will be disqualified and not be evaluated further. Therefore, only the qualifying bids will be evaluated in terms of the 80/20 framework act (50% of 2000).

12.2.1 Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the criteria set out in Table 12.1 above. The proposals scoring less than 70% in respect of functionality will be disqualified and not be evaluated further. Therefore, only the qualifying bids will be evaluated in terms of the 80/20 framework act (50% of 2000).

12.2.2 The evaluation of the bids will be conducted in two phases:

12. EVALUATION CRITERIA

By the service provider approved by the DSF, Proposals will be monitored monthly based on the work plan and time frames provided on the proposal, and the service provider is expected to enter a contract with the DSF based on the proposal.

12.1.7 A work plan indicating time frames should be provided with the proposal.

12.1.6 The service provider should be detailed and as descriptive as possible.

12.1.5 The cost structure should be indusrtie and as detailed as possible.

12.1.4 A summary of the roles, responsibilities, and time spent by each person.

12.1.3 Number, names, and resumes (abbreviated CVs) of the person assigned.

12.1.2 Profile of company including a description of similar work undertaken.

12.1.1 A detailed plan reflecting activity, project time frame, skills, understanding, costing, and output.

11.1.1 The comprehensive proposal submission should include:

11. BID PROPOSAL

Including the 36-month maintenance and support period.

10.4. Account Manager utilized by the SP must have a minimum understanding and endorsement.

10.3. Project Manager utilized by the SP must have a minimum understanding and endorsement.

10.2. Knowledge and skills in the KM principles and procedures for the duration of the project.

10.1. Respect the PRIMA methodology (Align Project Management Body of Knowledge (PRINCE2) principles and procedures for the duration of the project).

NCWMS
Term of Reference (TOR)
<table>
<thead>
<tr>
<th>Field</th>
<th>Elements</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide evidence of Huawei Enterprise Partner contract.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Demonstrate the final SLA between DSD and the SP.</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Provide a draft SLA (non-binding) that demonstrates</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Work in this TOR.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide detailed work plan for the implementation of all elements as required by section 5 scope of work.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Qualifications required:</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Management (PMP), A-grade or above, senior engineers in Network Engineer(s) - with recognized skills and experience in Network Engineering and 3+ years of Service Delivery Experience. (Preferred).</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>A Service Delivery Manager - with recognized experience and skills in Project Management (PMP), A-grade or above.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>A Project Manager - with recognized experience and skills in Project Management (PMP), A-grade or above.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Solution for V-VL-F access for DSD Guest users.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Implementation of a RADIUS based security solution for V-VL-F access for DSD orbitals.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>The proposed solution needs to be performed for the implementation of previous products where this type of work has been performed.</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Provides verifiable reference sites of at least three</td>
<td></td>
</tr>
</tbody>
</table>

**Table 12.1: Evaluation Criteria**

Criteria in Table 12.1 below.

1.2.5. Technical proposals will be evaluated on a scale of 1-5 in accordance with the completed bidder will automatically score 0 points.

1.2.4. **PLEASE NOTE:** SBD 6.1 attached for claiming above-mentioned points, if not.

1.2.3. The points in respect of price will be calculated on the ceiling price for the project (inclusive of labour, material, support and maintenance and VAT).
Payment will be affected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider. 

14 Tariffs and Payments of this project.

14.3 Weekly status reports will be submitted by the DP for the implementation period.

14.2 A comprehensive monthly report will be submitted by the service provider.

14.1 Deliverables should be submitted to the DSD. Any deliverable submitted and not acceptable must be reworked and resubmitted at no additional cost.

14 Reporting Arrangements

14.3 Services to be provided at the NDDO offices and the Cape Town office in Parliament building.

14.2 Due to nature of the first part of this project it is expected that the winning bidder will provide on-site support.

14.1 During the project the DSD officials will make themselves available for clarity.

13 Facilities to be Provided by the DSD

<table>
<thead>
<tr>
<th>Rating</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Very Good. There is clear evidence that the bidder can meet and exceed the minimum requirement and add additional value for the specific aspect.</td>
</tr>
<tr>
<td>4</td>
<td>Good. There is evidence that the bidder can meet and exceed the requirement as specified.</td>
</tr>
<tr>
<td>3</td>
<td>Average. There is evidence that the bidder can meet the minimum requirement.</td>
</tr>
<tr>
<td>2</td>
<td>Poor. There is little evidence provided that the bidder can meet the requirement.</td>
</tr>
<tr>
<td>1</td>
<td>Very Poor. There is no or very little evidence provided by the bidder that they can meet the requirement.</td>
</tr>
</tbody>
</table>

12.6 The rating scale is shown in Table 12.2 below.

Table 12.2: Rating Scale Explanation

<table>
<thead>
<tr>
<th>Elements</th>
<th>Weighting</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a detailed training plan for 5 (five) admins/training users for formal training as outlined in section 5 Scope of Work in this document.</td>
<td>8</td>
<td>80</td>
</tr>
</tbody>
</table>

COMMS
Terms of Reference (TOR)
Response to the Terms of Reference and Evaluation criteria including other
work-break schedule indicating different milestones to be achieved, and
(4) One envelope with the technical proposal outlining in detail a realistic

18.1. Prospective bidders must submit their proposals in two envelopes:

18. SUBMISSIONS

17.2. Failure to attend the briefing session will automatically disqualify a SP.

17.1. A compulsory briefing session to be held at NDSD offices in Pretoria (144
Previous Street, Pretoria 0002) on 31 January 2022 at 10:30.

17. BRIEFING SESSION

16.8. Copyright of all documents and reports generated will vest in DSD and may not
be reproduced, distributed or made available to any person or public or third parties
without written permission of the Accounting Officer or delegate.

16.7. The DSD will become the owner of all information, documents, reports and
advices collected and compiled during the execution of the project.

16.6. All information, documents, and reports not currently in public domain and used
necessary for the service provider to perform duties.

16.5. The department will furnish the successful/appointed service provider with all
information and relevant data for the development of the system or generated from the project.

16.4. The successful/appointed SP will not make available to any unauthorized person or
third party without the approval of DSD. The successful/appointed SP will not
make copies or disclose any part thereof to any other person or third party.

16.3. The successful/appointed service provider will be required to undergo security clearance
should the department deem it necessary.

16.2. The department reserves the right not to appoint the service provider should
the department deem it necessary.

16.1. The department will enter into a contract/service level agreement with the
successful/appointed service provider.

16. SPECIAL CONDITIONS OF THE CONTRACT

15.2. Payment will be made in accordance with the payment terms of the contract.
19. CONTACT PERSON

The proposals received after the closing date and time will be regarded as late and will not be evaluated.

Proposals received in the Tender Box, 134 Prinsep Street, Power of the HSRC Building, Pretoria.

The proposals should be:

- Technical Proposal or Financial Proposal

Name of the Bidder:

Closing date:

Bid number:

18.3. The following information must be endorsed on each envelope:

- 18.2. The entire proposal should be placed on a USB in a PDF format.

3.3. With all cost-related items, cost breakdown:

b) One other envelope with the financial proposal (pricing schedule (SBD) issued by SASR and legal entity registration certificate.

Supportive documents, completed bid forms, tax clearance certificate.

NOMS
Terms of Reference (TOR)
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVoIP</td>
<td>Voice over Internet Protocol</td>
</tr>
<tr>
<td>VLAN</td>
<td>Virtual Local Area Network</td>
</tr>
<tr>
<td>TOR</td>
<td>Term of Reference</td>
</tr>
<tr>
<td>SId</td>
<td>Service Provider Identifier</td>
</tr>
<tr>
<td>SSp</td>
<td>Service Provider</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SLA</td>
<td>Service Level Agreement</td>
</tr>
<tr>
<td>SBD</td>
<td>Standard Bid Document</td>
</tr>
<tr>
<td>PMO</td>
<td>Project Management Office</td>
</tr>
<tr>
<td>PMBOOK</td>
<td>Project Management Body of Knowledge</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>NGN</td>
<td>Next Generation Network</td>
</tr>
<tr>
<td>NDD</td>
<td>National Developmental Development</td>
</tr>
<tr>
<td>NCMBS</td>
<td>Network Configuration, Maintenance, and Support</td>
</tr>
<tr>
<td>NBD</td>
<td>Next Business Day</td>
</tr>
<tr>
<td>MAsS</td>
<td>Maintenance and Support</td>
</tr>
<tr>
<td>HA</td>
<td>High Availability</td>
</tr>
<tr>
<td>GCC</td>
<td>General Conditions of Contract</td>
</tr>
<tr>
<td>DSD</td>
<td>Department of Social Development</td>
</tr>
<tr>
<td>BEE</td>
<td>Broad-Based Black Economic Empowerment</td>
</tr>
<tr>
<td>AP</td>
<td>Access Point</td>
</tr>
<tr>
<td>AC</td>
<td>Access Controller</td>
</tr>
</tbody>
</table>

**Terms of Reference (TOR)**

**Appendix A**

**Appendix B**

**Appendix C**
### Table 3-1: Required Equipment

<table>
<thead>
<tr>
<th>Location</th>
<th>Access Point</th>
<th>Quantity</th>
<th>Role</th>
<th>Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cape Town</td>
<td>Controller 1</td>
<td>10</td>
<td>2</td>
<td>Huawei</td>
<td>AP4060DN</td>
</tr>
<tr>
<td>Cape Town</td>
<td>Wireless Access</td>
<td>1</td>
<td>1</td>
<td>Huawei</td>
<td>AC6005-8</td>
</tr>
</tbody>
</table>

### Table 2-1: Current Deployed Equipment at HSCC

<table>
<thead>
<tr>
<th>Access</th>
<th>Access Point</th>
<th>Quantity</th>
<th>Role</th>
<th>Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>Controller 1</td>
<td>3</td>
<td>3</td>
<td>Huawei</td>
<td>AC6005-8</td>
</tr>
<tr>
<td>19</td>
<td>Wireless Switch</td>
<td>1</td>
<td>1</td>
<td>Huawei</td>
<td>S6720-52X-PWR-L4C</td>
</tr>
</tbody>
</table>

3. **Required Equipment**

The following table below shows the make and model of required equipment deployed.

2. **Current Equipment**

That equipment for the Cape Town office have not yet been deployed.

1. **Overview**

1.1. The successful Service Provider (SP) will have to integrate and configure all current equipment in the environment to ensure a return on investment is shown for the equipment purchased.