REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER:	RFP/T: 01/02/14
COMPULSORY BRIEFING SESSION:	DATE : 28th February 2014
TENDER CLOSING:	DATE : 14th March 2014 TIME : 12h00 Noon
DESCRIPTION:	To appoint a service provider that would assist Seda to upgrade the Nortel BCM 50 IP Telephony System & Nortel BES Switches with new Avaya IP Office Telephony systems and Avaya LAN Switches at current Seda sites around South Africa

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Company Name:_____ Initials:_____

TENDER DOCUMENT
SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

Company Name:_____ Initials:_____

1. INVITATION TO TENDER

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

TENDER NUMBER : RFP/T 01/02/14

COMPULSORY BRIEFING SESSION : 28th February 2014

TENDER CLOSING DATE & TIME : 14th March 2014 at 12h00 Noon

DESCRIPTION: To appoint a service provider that would assist Seda to upgrade the Nortel BCM 50 IP Telephony System & Nortel BES Switches with new Avaya IP Office Telephony systems and Avaya LAN Switches at current Seda sites around South Africa

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:

Small Enterprise Development Agency
The Fields, Office Block A,
1066 Burnett Street,
Hatfield,
0083

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

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

Department:	Supply Chain Management Unit
Contact Person:	Mr M. Tlabano
Tel:	(012) 441-1350
Fax:	(012) 441-2350
E-mail address	mtlabano@seda.org.za

Company Name:_____ Initials:_____

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 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.

2.3 Late submissions will not be accepted under any circumstances. A submission will be considered late if it arrives only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 Noon and tenders arriving late **will not** be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.

a. The Tender, including the returnable address, must be submitted in a sealed envelope, marked with:

1) Tender Number
2) Closing Date and Time of the Tender
3) The Name and Address of the Tenderer

2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2011, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

2.5 The successful bidder will be required to sign a written contract.

2.6 It is an absolute condition that the taxes of the bidder **must be in order**, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them. Proof of such arrangements from SARS must be provided in the absence of an original valid Tax Clearance Certificate.

2.7 An **Original, Valid, Tax Clearance Certificate must be submitted** with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate may invalidate the tender.

2.8 Each party to a consortium/ sub-contractors must submit a separate original and valid Tax Clearance Certificate. Application forms for the renewal of/ or application for a Tax Clearance Certificate is available at any Receiver's Office (SARS).

2.9 The SBD4 and SBD9 documents attached to this RFP/T must be completed and returned with this tender proposal. Failure to submit completed and signed SBD4 and SBD9 documents with the tender proposal may invalidate the tender proposal.

2.10 Failure to submit a valid BBBEE Certificate will result in zero preference points being awarded for BBBEE. If the entity's annual total revenue is R5m or less, then an Exemption Certificate may be submitted which has been issued by a **registered Auditor**, **Accounting Officer** (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)), or an **accredited SANAS verification agency**. Exempted Suppliers submitting an Exemption Certificate will be considered to be Level 4 BBBEE Contributors, and will automatically be entitled to claim/ be awarded 12/20 or 5/10 BBBEE preference points, based on whichever preference point system is applicable (i.e. 80/20 or 90/10).

2.11 Tender forms contained within the Tender Document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars should be furnished on this document where appropriate, or in a separate annexure.

Company Name:_____ Initials:_____

2.12 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its quotation 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, failing which, the tender shall be deemed to be unqualified unless it conforms **exactly** with the requirements of this tender. Unless otherwise specified and stipulated in writing, any part of the tenderer's tender/bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.

2.13 This tender document, together with associated forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.

2.14 This tender document, together with associated forms and annexures, may NOT be filled in by means of mechanical devices. A black ink pen should be used to fill in this tender document.

2.15 Bidders should check the numbers of the pages 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.

2.16 The tender price shall be open for **acceptance for a period of at least 90 calendar days after the closing date of the tender.** It should be noted that Tenderers may offer a shorter validity period, but their bid may in that event, be disregarded for this reason. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contract. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

2.17 Failure to have the Price Declaration of this tender document signed by a duly authorized person will constitute non-commitment by the bidder of the tender price, and **the bid will be invalidated**.

2.18 All prices shall be quoted in South African currency and be **VAT inclusive**.

2.19 Seda reserves the right to only accept part of the submitted bid by a supplier.

2.20 Seda reserves the right to withdraw this tender.

2.21 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by telegram, telex, facsimile, e-mail or similar apparatus.

2.22 It should be noted that the Small Enterprise Development Agency reserves the right to accept or reject any tender proposal without being obliged to give any reasons in this respect.

2.23 The bidder's **company letterhead** must be used for the proposal's cover letter and reflect the company name, address and contact details.

2.24 The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and the bidding company's name must appear on all pages of the proposal.

2.25 All pages of the proposal must be **initialed** by the responsible person.

2.26 These conditions form part of the tender general conditions and failure to comply therewith will invalidate your tender.

Company Name:_____ Initials:_____

3 TAX CLEARANCE REQUIREMENTS

It is an absolute requirement that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations. Should a Tax Clearance Application be in progress, then proof from SARS must be provided that an application is in progress.

3.1 In order to meet this requirement, bidders are required to obtain from SARS and complete in full, the "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. An example of this application form is provided in this tender document, but is available at any SARS branch office nationally or on their website www.sars.gov.za .

3.2 Application for the Tax Clearance Certificate may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as an e-Filer through the SARS website www.sars.gov.za .

3.3 Tax Clearance Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.

3.4 SARS will verify that the bidder's tax matters are in order and furnish the bidder with an original Tax Clearance Certificate which will be valid for a period of one (1) year from the date of approval.

3.5 The original, valid Tax Clearance Certificate must be submitted together with the bid/ tender proposal. Failure to submit the original, valid Tax Clearance Certificate will result in the bid/ tender proposal being invalidated. Certified copies of the Tax Clearance Certificate will not be accepted.

3.6 In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate original, valid Tax Clearance Certificate. Certified copies of the Tax Clearance Certificate will not be accepted.

Company Name:_____ Initials:_____

APPLICATION FOR TAX CLEARANCE CERTIFICATE
(IN RESPECT OF TENDERS)

1. Name of taxpayer/ tenderer: .....

2. Trade name: .....

3. Identification number: | | | | | | | | | | | | |

4. Company/Close corporation registration number: | | | | | | | | | | |

5. Income tax reference number: | | | | | | | | | | |

6. VAT registration number (if applicable): | | | | | | | | | | |

7. PAYE employer's registration number (if applicable): | | | | | | | | | | |

Signature of contact person requiring Tax Clearance Certificate: .....

Name: .....

Telephone number: Code ..... Number .....

Address: .....

.....

.....

Date: 20...../...../.....

Example

Company Name:_____ Initials:_____

4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011

The preference point system will be applied in the adjudication of all qualifying bids/ tenders.

NB: TENDERERS SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS IN RESPECT OF THE PREFERENCE POINT SYSTEM APPLICABLE TO B-BBEEE AND PRICE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011.

4.1 GENERAL CONDITIONS

4.1.1 The following preference point systems is applicable to all bids:

(a) The 80/20 system for requirements with a Rand value up to R1,000,000 (all applicable taxes included); and/ or
(b) The 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included).

Whichever preference point system is applicable, bids shall be awarded points for:

(a) Price - (90 Points or 80 Points); and/ or
(b) B-BBEE (Based on the Status level of Contributor) – (10 Points or 20 Points).

4.1.2 **The following conditions will apply when Functionality is used to evaluate bids:**

If Functionality is part of the evaluation process then a stipulated minimum threshold must be specified which must be met by the bidder in order for the tender proposal to be further evaluated for preference points. All bids meeting the stipulated minimum threshold will be known as "qualifying bids". Bids not meeting the minimum stipulated threshold for Functionality Criteria will not be considered for preference points and the bid will be eliminated/ disqualified for further evaluation.

4.2 ADJUDICATION USING THE 80/20 OR 90/10 PREFENCE POINT SYSTEM

4.2.1 The bidder obtaining the highest number of points will be awarded the contract.

4.2.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

4.2.3 Points scored will be rounded off to the nearest 2 decimal places.

4.2.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

4.2.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points, including equal points for B-BBEE, the successful bid must be the once scoring the highest score for functionality.

4.2.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

Company Name:_____ Initials:_____

4.3 AWARDING OF PREFERENCE POINTS FOR PRICE

The 80/20 or 90/10 preference point system will be applied in the adjudication of all qualifying bids/tenders where a maximum of 80 or 90 points will be allocated for price, but will not exceed the 80 or 90 points, dependant on which system is being applied:

80/20 **90**/10

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \textbf{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

4.4 AWARDING OF PREFERENCE POINTS FOR B-BBEE (Status Level of Contribution)

4.4.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations of 2011, preference points must be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the B-BBEE Points Allocation Table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
**3	**8	**16
*4	*5	*12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual revenue of R5 million or less qualifies as an EME (with the exception of Sector Charters i.e. Tourism and Construction).

***In instances where EME's are more than 50% owned by black people, such EME's qualify as "B-BBEE status level three (3) contributors".*

**EME's are deemed to have a B-BBEE status level four (4) contributor.*

4.4.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a

Company Name:_____ Initials:_____

Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

4.4.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

4.4.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

4.4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

4.4.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

4.4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

4.4.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.4.9 In order to claim points for B-BBEE, (SCM/PCF 004: PREFERENCE POINTS CLAIM FORM (SBD6.1)) on Page 23 of the tender document must be completed and submitted with the tender proposal.

Company Name:_____ Initials:_____

TENDER DOCUMENT
SECTION B: TENDER FORMS FOR COMPLETION (COMPULSORY)

Company Name:_____ Initials:_____

5. SCM/PD 001: PRICE DECLARATION BY THE TENDERER

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. I/We confirm the availability of the proposed team members. I/We confirm that this tender will remain binding upon us and may be accepted by you 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: ----------

TOTAL TENDER PRICE
Total Cost of Ownership (TCO) to Seda
(Inclusive of VAT, Discounts, etc.) **R _____**

Company Name:_____ Initials:_____

6. SCM/VOA 002: VALIDITY OF TENDER PRICE FOR THE PERIOD OF ACCEPTANCE

The Bidder is required to complete the following information on the duration for acceptance of the tender price, as follows:

The tender price holds good until: _____

(State alternative period if less than 90 days after tender closure date)

Print Name : _____

Signature of Tenderer : _____

Name of Company : _____

Date : _____

SBD4

7. SCM/DOI 003: DECLARATION OF INTEREST (SBD4)

-1-

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], 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[2]): ……

2.4 Company Registration Number: ……

2.5 Tax Reference Number: ……

2.6 VAT Registration Number: ……

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.

Company Name:_____ Initials:_____

[1]"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.

"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 presently employed by the state? **YES / NO**

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**

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

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

Company Name:_____ Initials:_____

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, 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? **YES / NO**

2.10.1 If so, furnish particulars.
……
……
……

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

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

Company Name:_____ Initials:_____

SBD4

4. DECLARATION

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

Company Name:_____ Initials:_____

-1-

SBD6.1

8. SCM/PCF 004: PREFERENCE POINTS CLAIM FORM (SBD6.1)

This preference claim form must form part of all bids submitted. Before completing this form, bidders must study the General Conditions and Definitions in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations of 2011. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution. *(As a guide, refer also to the table of B-BBEE Contributor Level, on page 13)*.

1. DEFINITIONS

1.1

1.2 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

1.3 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.4 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.5 **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

1.6 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

1.7 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

1.8 **"consortium or joint venture"** 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;

1.9 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

1.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

Company Name:_____ Initials:_____

1.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

1.12 **"non-firm prices"** means all prices other than "firm" prices;

1.13 **"person"** includes a juristic person;

1.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

1.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

1.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

1.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

1.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2. CLAIM DECLARATION

Bidders who claim points in respect of B-BEE Status Level Contribution must complete and provide the following information:-

2.1 B-BBEE Status Level of Contribution: ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 2.1 must be in accordance with the table reflected on **Page 12** and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited

by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

2.2 SUB-CONTRACTING

2.2.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

2.2.1.1 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? YES / NO (delete which is not applicable)

3. DECLARATION WITH REGARD TO COMPANY/ FIRM

3.1 Name of company/ firm: .....

3.2 VAT registration number: .....

Company Name:_____ Initials:_____

3.3 Company registration number: .....

3.4 TYPE OF COMPANY/ FIRM [Tick Applicable Box]

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

3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

3.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

3.7 Total number of years the company/firm has been in business? .....

3.8 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 contribution indicated in paragraph 2.1 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 paragraph 2.1 above, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

Company Name:_____ Initials:_____

WITNESSES:

1 .....

....
SIGNATURE(S) OF BIDDER(S)

2 .....

DATE: .....

ADDRESS: .....
.....
.....
.....
.....

Company Name:_____ Initials:_____

-1-

SBD8

9. SCM/DPSCM 005: 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	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? (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 *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐

Company Name:_____ Initials:_____

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 ☐	No ☐
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 ☐	No ☐
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**

Company Name:_____ Initials:_____

-1- SBD9

10. SCM/IBD 006: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)

1 This Standard Bidding Document (SBD) must form part of all bids[1] 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).[2] 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:

[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.

Company Name:_____ Initials:_____

SBD9

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[3] 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.

Company Name:_____ Initials:_____

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.

[3] 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.

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

Company Name:_____ Initials:_____

11. SCM/SPD 007: SERVICE PROVIDER DECLARATION

Tenderers must complete the Service Provider's Declaration Form.

SERVICE PROVIDER DECLARATION FORM

NB: Should your FORM not be completed in full with your Tender/Proposal will be rejected. Information in this questionnaire received will be treated with confidentiality.

COMPANY NAME: _____

COMPLETED BY: _____
Full name and Surname

DESIGNATION: _____

DATE: _____

IMPORTANT NOTES: PLEASE READ CAREFULLY

Company Name:_____ Initials:_____

To be completed by all Service Providers responding to a tender/ proposal or upon registration as an approved service provider on the procurement data base;

The application must be completed in full, be signed and commissioned by a Commissioner of Oaths where required.

A company profile must accompany the registration form but will not be accepted as a substitute for the application form – all fields on the application form must be completed by the tenderer.

Attach the following:

- Valid original Tax Clearance Certificate
- Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, whichever is applicable.
- Company PROFILE including experience.
- A copy of the previous three years audited/ signed-off financial statements.
- Copies of SABS or any other rating or accreditation, certificates etc. where applicable.

Company Name:_____ Initials:_____

SERVICE PROVIDER DETAILS		
Registered Name of the Company:		
Trading Name of the Company:		
Company/ Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:
Telephone Number:	Fax Number:	
Web Address:	E-mail Address:	
Name of Contact Person:	Contact Numbers Cell:	
Business Physical Address: …….. …….. …… ……	Postal Address: …… …… …….. ……..	
Web Address:	E-mail Address:	

TYPE OF FIRM (Please ☐the relevant box or boxes)
☐ **Public Company (Ltd)**
☐ **Private Company (Pty) Ltd**
☐ **Closed Corporation (CC)**
☐ **Sole Proprietor**
☐ **Partnership**
☐ **Trust**
☐ **Section 21 Company**
☐ **Government/ Parastatal**
☐ **Joint Venture**
☐ **Consortium**
☐ **Other, (Specify)** ……

PARTICIPATION CAPACITY (Please ☐the relevant box or boxes)
☐ **Prime Contractor**
☐ **Sub-Contractor**
☐ **Supplier**
☐ **Services including Professional**
☐ **Manufacturer**
☐ **Repairer**
☐ **ISO Listed**
☐ **Importer**
☐ **Exporter**
☐ **Distributor**

Company Name:_____ Initials:_____

□	**Sales**

BUSINESS SECTOR (Please ▫the relevant box or boxes)

□	**Agriculture**
□	**Mining and Quarrying**
□	**Manufacturing**
□	**Electricity, Gas and Water**
□	**Construction**
□	**Retail and Motor trade**
□	**Wholesale trade, commercial and other trade**
□	**Catering, accommodation and other**
□	**Transport, storage and other trade**
□	**Communications**
□	**Finance and Business Services**
□	**Repair/Allied Services**
□	**Commercial Agents**
□	**Community and Social Services**
□	**Personal Services**

□ **Other, (Specify)……**

SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please ▫the relevant box)

□	**Micro**
□	**Very Small**
□	**Small**
□	**Medium**
□	**Large**

TOTAL NUMBER OF EMPLOYEES (Please ▫the relevant box and state the number)

□ **Full Time** **Number: …….**

□ **Part Time** **Number: …….**

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING

LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS AN OWNERSHIP INTEREST IN ANOTHER FIRM

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% VOTING

Company Name:_____ Initials:_____

IDENTIFY ANY OWNER OR MANAGEMENT OFFICER WHO IS AN EMPLOYEE OR HAS DUTIES IN ANOTHER BUSINESS ENTERPRISE

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OCCUPATION	DESIGNATION	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% TIME DEVOTED

LIST THE MAJOR ITEMS OF EQUIPMENT, PLANT AND VEHICLES OWNED BY THE FIRM

ITEM DESCRIPTION	QUANTITY	ESTIMATED VALUE

INDICATE BY NAME AND STATUS, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON-OWNERS) RESPONSIBLE FOR THE DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS

ACTIVITY	NAME AND SURNAME	RACE	GENDER (MALE/FEMALE)	DISABLED (YES/ NO)
FINANCIAL DECISIONS				
Cheque Signing				
Acquisition of lines of credit				
Sureties				
Major Purchase or Acquisition				
Signing of Contract				
MANAGEMENT DECISIONS				
Estimating				
Marketing and Sales Operation				
Hiring & Firing of Management				
Supervision of Office Personnel				
Supervision of Field/ Production Activities				

CLIENT DETAILS WHERE SIMILAR PROJECTS TO THIS TENDER HAVE BEEN UNDERTAKEN

Company Name:_____ Initials:_____

Company/ Institution Name			
Address			
Contact Person		Telephone:	
Value of contract	R	Date:	
Description of Work			
Company/ Institution Name			
Address			
Contact Person		Telephone:	
Value of contract	R	Date:	
Description of Work			
Company/ Institution Name			
Address			
Contact Person		Telephone:	
Value of contract	R	Date:	
Description of Work			
Company/ Institution Name			
Address			
Contact Person		Telephone:	
Value of contract	R	Date:	
Description of Work			
Company/ Institution Name			
Address			
Contact Person		Telephone:	
Value of contract	R	Date:	
Description of Work			
LIST YOUR CURRENT MAIN CLIENTS BELOW			
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Clients			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
GENERAL			
1. Did the firm exist under a previous name?	YES/ NO		

Company Name:_____ Initials:_____

If **YES**, what was its previous name?
2. Does your company/any of its employees have a vested interest in **SEDA**? If **YES**, state which Department within **SEDA** the said employee/s have such vested interest
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of **SEDA** and/or the **DTI,** or has been in the service of **SEDA** and/or the **DTI** in the previous twelve months?
4. At what % of full capacity are you operating?
5. What percentage of work, directly/indirectly, is for **SEDA/DTI**?
6. What was your average turnover (excluding VAT) during the previous three financial years?
7. Have you previously been on an approved supplier list with **SEDA** or the **DTI**? If **YES**, specify
8. Who are your present material / equipment suppliers?
9. Does your company have an after hours service policy? (If **YES**, specify)
10. Are warranties offered on new items / repairs etc.? If **YES**, state particulars

Company Name:_____ Initials:_____

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 :(_____) _____

I/We the undersigned, acknowledge(s) that:

- The information furnished is true and correct
- The B-BBEE points claimed is in accordance with the General Conditi
- Any conflict of interest has been declared in writing
- An official Seda Purchase Order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of a valid invoice.

NAME AND SURNAME: ……..……..

SIGNATURE: ……
(Duly Authorised to sign)

BANKING DETAILS

Company Name:_____ Initials:_____

ON BEHALF OF: ……
(Name of Organization)

ADDRESS: ……

……

……

TELEPHONE NUMBER: ……

DATE: ……

REGISTERED COMMISSIONER OF OATHES:

SIGNATURE: …….…….…….

DATE: …….…….

STAMP:
(Commissioner's Stamp with registered number)
Failure to have a copy of this document signed by
A Commissioner of Oaths may invalidate this
tender/ proposal submission

Company Name:_____ Initials:_____

TENDER DOCUMENT
SECTION C: TERMS OF REFERENCE

Company Name:_____ Initials:_____

2. TERMS OF REFERENCE & BID EVALUATION CRITERIA

TO APPOINT A SERVICE PROVIDER THAT WOULD ASSIST SEDA TO UPGRADE THE NORTEL BCM 50 IP TELEPHONY SYSTEM & NORTEL BES SWITCHES WITH NEW AVAYA IP OFFICE TELEPHONY SYSTEMS AND AVAYA LAN SWITCHES AT CURRENT SEDA SITES AROUND SOUTH AFRICA)

. 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 Small Enterprise Development Agency (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.*

Seda has a delivery network consisting of 42 branches, 37 co-location points, 12 satellite offices (Western Cape), 48 information kiosks and 17 mobile units nationally. The network provides business development services to both potential and existing entrepreneurs including co-operatives. Complementing this is a network of 42 technology based incubators which are supported by Seda.

2. BACKGROUND

The Small Enterprise Development Agency (Seda) would like to upgrade the Nortel BCM 50 IP Telephony System & Nortel BES Switches with new Avaya IP Office Telephony systems and Avaya LAN Switches at current Seda sites around South Africa. The sites and addresses are listed in Appendix A.

SEDA branches are connected via MPLS and there is sufficient bandwidth to accommodate the inter branch calling and fax requirements. Please be aware that a Unison Galatrix Telephone Management System (TMS) is in use and that the prepaid function is deployed. This must be available on the Avaya IP Office. The vendor will have to include any additional costs or requirements needed.

It is required that the vendor has the necessary accreditation with Avaya to support the Avaya CS1000, Avaya IP Office and Avaya Aura product sets as a minimum.

The Bidder must give a buy back option for the existing Nortel equipment

Maintenance for a term of 36 months (with option to renew for 2 years) must be included in the offer and this must include vendor licensing requirements and the provision of free software upgrade for

Company Name:_____ Initials:_____

equipment lifetime. Maintenance will also be required at the Seda National Office which is already using Avaya CS1000 and Avaya Enterprise Switches. The hardware is listed in Appendix B.

3. PROJECT OBJECTIVE

To upgrade the Nortel BCM 50 IP Telephony System & Nortel BES Switches with new Avaya IP Office Telephony systems and Avaya LAN Switches at current Seda sites around South Africa.

4 SCOPE OF WORK (DELIVERABLES)

4.1. Business Requirements and Solution Description (Minimum Requirements)

The Solution should cater for:

4.1.1. IP Office 500 V2 PABX boxes at Provincial and Branch offices;
4.1.2. (Provincial Offices) with BRI Interfaces(8 Channels);
4.1.3. Branch Offices with 2 BRI interfaces(4 Channels);
4.1.4. 2 SIP Trunk Channels;
4.1.5. 4 Analogue trunks, 6 Digital Extensions, 4 Analogue Extensions at all Seda Offices;
4.1.6. 12-16 users per site;
4.1.7. Total of 650 users across all locations;
4.1.8. 550 new SIP IP Telephones must be provided;
4.1.9. Voicemail to inbox;
4.1.10. Conference bridge;
4.1.11. Pin code Configuration;
4.1.12. Class of service;
4.1.13. Data collection to central server at National Office(NO);
4.1.14. Fax to inbox;
4.1.15. Fax server, IP-1000 users at National Office;
4.1.16. Inter-branch calling;
4.1.17. Auto Attendant;
4.1.18. 24 Port POE Switches at each site(Model 35260T);
4.1.19. 3 years extended warranty; and
4.1.20 Please note that Preferred Plus Essential software must be included in order to achieve all functionality requirements.

4.2. Telephones

Currently Nortel 1210 and Nortel 1230 telephones are in use at Provincial and Branch Offices. The switchboard operators or receptionist will continue making use of the existing Nortel 1230 IP Telephones currently on site. All the Nortel 1210 telephones will be replaced with new SIP based Avaya IP phones. A minimum of 1608 telephones are required.

4.3. IP Phones

IP telephones must support 100MB to the desktop and must be SIP capable. A minimum of Avaya 1608 telephones are required. Fly leads for telephones must be included.

4.4. IP User Licenses

600 IP user licenses are required which includes 50 additional licenses for future growth.

4.5. Trunk Interfaces

Not all sites are currently using ISDN trunks.The vendor must keep in mind that conversion of 19 analogue sites to ISDN must be included in the scope. The analogue trunk will be connected to the system together with the new ISDN trunks and cancelled on a mutually agreed process. The vendor will be required to manage this process closely.

Company Name:_____ Initials:_____

4.6. Extension interfaces
There is a requirement to connect analogue devices such as fax machines and must be included in the solution.

4.7. Conference Bridge
Seda frequently makes use of the conferencing facility and must be deployed on all systems.

4.8. Inter-branch Calling
Seda require 2 SIP channels per site on the Avaya IP Office and 20 channels on the CS1000. Inter branch calls must be routed across the MPLS data network. 2 SIP trunks are required per site to enable inter-branch calling.

4.9. RightFax
A fax server must be deployed at National Office (NO: Pretoria) to manage all in and outbound faxes and must be delivered to Microsoft outlook inbox. A number range for faxes will be supplied by a VOIP provider.

4.10. Unified Messaging
The fax server must be implemented at Head Office. This will be used to send and receive faxes from all branches via Microsoft outlook. The fax server will be integrated to the CS1000 via SIP or connected directly to a VOIP provider. Voicemail must be received in the Microsoft outlook inbox.

Please also ensure that your bid includes auto attendant. The call flow of the auto attendant will be discussed in the project scoping.

4.11. Software Support
The necessary product vendor licensing must be included for 36 months and must include all software upgrades.

4.12. LAN
24 ports Avaya POE switch is required at all the 52 sites. The following model is suited to our needs.

- Avaya 35260T-PWR+ EU PC

4.13. Installation and other

4.13.1. All implementation and transaction costs should be included and the roll out must be closely managed by the vendor;
4.13.2. Certified training for 13 people on IP Office and 2 on CS1000, for assisting users and administration ;
4.13.3. Handsets must be deployed and the vendor must ensure that all required fly leads are included. Where required existing cabling must be made good;
4.13.4. A pre-site survey is required to establish the onsite and user requirements.;
4.13.5. LAN must be configured with correct Quality of Service; and
4.13.6. Cabinets, power and other environmental requirements are already catered for.

Maintenance

4.14. Maintenance must be included for 36 months and must cover all aspects of the solution including hardware and engineering time. Please see attached description for the Avaya CS1000 and Avaya Data Switches at the National Office (Appendix B1 and B2).

4.15. The following minimum service levels are required:

a) Severity 1 Incident
Where problems on the solution impacts on business to the extent where no users anywhere can make or receive calls and/or call recording facility is not operational

- Immediate response; and

Company Name:_____ Initials:_____

- MTTR of 4 hours.

b) **Severity 2 Incident**
Where problems on the solution impacts on business to the extent where a certain site is without telecommunications.
- Immediate response; and
- MTTR of 8 hours.

c) **Severity 3 Incident**
Where some telephony users at a site are without telecommunications.
- Immediate response; and
- MTTR of 2 days.

d) **Delivery of new Instruments when ordered**
- 5 working days

e) **Swop out of faulty Instruments**
- Immediate response; and
- MTTR of 2 days.

5 CONTRACTING PERIOD

The appointment is for a period of 36 (thirty six) months which will commence once a contract has been signed with Seda, starting from date of contract signing.

6 EVALUATION OF THE PROPOSAL

6.1 Evaluation Criteria

Tender proposals will be evaluated in accordance with the 9**0/10 preference point system**, as contemplated in the Implementation Guide to the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (PPPFA)(Act 5 of 2000).

In order to facilitate fair comparison between Service Providers, all tenders will be converted into a common basis on the comparative list.

The Proposal will be evaluated on the following basis:

1. Prequalification Criteria	All prequalification criteria has to be met by the service provider failure to comply will result in the immediate disqualification of the proposal.
Functionality Criteria	
2. Service Provider Profile	A score of less than 85% will disqualify bidders from further evaluation
3. Presentation	A score of less than 70% will disqualify bidders from further evaluation
4. Site Visit	A score of less than 85% will disqualify bidders from further evaluation
5. Overall Stipulated Minimum Threshold(OSMT)	A score of less than 85% will disqualify bidders from further evaluation
Preference Points	
6. Preference Points	90/10 preference points for price and Broad Based Black Economic Empowerment (BBBEE)

Company Name:_____ Initials:_____

6.2 Pre - Qualification of Tenders

The following pre-qualification criteria will form the basis for evaluating all bids and failure to comply with this criteria will result in the immediate disqualification of the proposal.

6.2.1. Compulsory attendance at Briefing Session;
6.2.2. Fully Completed Tender Document;
6.2.3. Avaya Accreditation as Gold/Platinum partner of Avaya/Nortel (e.g. Letter/Certificate etc.);
6.2.4. ICASA Certificate; and
6.2.5. Full compliance to delivering on Appendix C.

6.3 Functionality Criteria

The following functionality criteria will be used as a basis for evaluating the tender:

6.3.1. Phase 1 Service Provider Profile

For the purpose of this assignment the service provider must submit the following, experience, capacity to deliver, methodology and approach, project implementation plan and financials. The stipulated minimum threshold for Phase 1 functionality criteria is 85%, to qualify for Phase 2 Functionality evaluation.

6.3.2. Phase 2 Presentation

Short listed candidates, from the Service Provider functionality evaluation, will be required to deliver a presentation for clarity on their proposal. The stipulated minimum threshold for presentation is 70%.

6.3.3. Phase 3 Site Visit

Seda will conduct a Site Visit evaluation at the short listed candidates' (from Phase 2, Presentation) sites. The stipulated minimum threshold for Site Visit is 85%.

Company Name:_____ Initials:_____

Phase 1 Service Provider Profile

For the purpose of this assignment the service provider must submit the following experience, capacity to deliver, methodology and approach, project implementation plan and financials

Functionality Criteria	Points Allocation	
Phase 1	**Score**	**%**
1. Experience: **1.1.** Avaya Related traceable references from three (3) successfully completed projects, with special focus on CS1000 & IP Office; and **1.2.** 3 years' experience in Avaya / Nortel IP Telephony.	**10**	**25%**
2. Capacity to Deliver **2.1.** The following key personnel's detailed CVs to be included. **2.1.1.** Network Engineer/Architect (Avaya/Nortel IP Telephony (CS1000 & BCM50/IP Office) experience); and **2.1.2.** Project Manager (Prince 2/PMBoK). **2.2.** Human Resource Pool per Province for: **2.2.1.** Installation; and **2.2.2.** Maintenance.	**10**	**25%**
3. Methodology and Approach **3.1.** Statement of Methodology and Approach; The service provider shall clearly describe the methodology that he/she intends to implement that will enable him/her to execute the work within the timescale required, and **3.2.** Proposed Quality Assurance Approach.	**5**	**13%**
4. Project Implementation Plan **4.1.** Fully detailed project implementation plan which includes:- **4.1.1.** All activities(statement of work); **4.1.2.** Resources; **4.1.3.** Milestones;; **4.1.4.** Cost per milestone; **4.1.5.** Contingency for inability to reach milestones; and **4.1.6.** Timescale/ Timeframe.	**10**	**25%**
5. Financials Provide copies of audited and signed off Financial Statements for the following years: • 2012/13; • 2011/12; and • 2010/11.	**5**	**13%**
Total Points- *(a functionality score of less than 85% (34 points) will eliminate the proposal for further evaluation)*	**40**	**100%**

Company Name:_____ Initials:_____

Phase 2 Presentation

Short listed candidates, from the Service Provider functionality evaluation, will be required to deliver a presentation for clarity on their proposal. The stipulated minimum threshold for presentation is 70%.

Functionality Criteria (Phase 2) Presentation	Points Allocation	
Phase 2	**Score**	**%**
1. Understanding of the scope of work: 1.1. Project Implementation plan explanation; and **1.2.** Understanding of Seda and its Operations.	**5**	**20%**
2. Avaya/Nortel IP Telephony (CS1000 & BCM50/IP Office) Previous Experience. **2.1.** Projects involved in; **2.2.** Number of years in this role; **2.3.** Examples of IP Office environments; and **2.4.** Demo on device.	**10**	**40%**
3 Organisational design **3.1.** Overview of Business Strategy; **3.2.** Explain Company profile; **3.3.** Communication plan; **3.4.** Reflect how service provider will interface with Seda; and **3.5.** Trade in Value Principle/Approach.	**5**	**20%**
4. Performance Management **4.1.** Demonstrate how service provider will: **4.1.1.** Track; **4.1.2.** Report; **4.1.3.** Leadership and demonstrate roles for people who will be responsible for the account; and **4.1.4.** Remedy performance.	**5**	**20%**
Total *(A presentation score of less than 70% (17.50 points) will eliminate the proposal from further evaluation)*	**25**	**100%**

The stipulated minimum threshold for Phase 2 Presentation evaluation is 70%, to qualify for Phase 3 Site Visit evaluation.

Company Name:_____ Initials:_____

Phase 3 Site Visit

Seda will conduct a Site Visit evaluation at the short listed candidates' sites where all the following listed criteria can be evaluated. The stipulated minimum threshold for Site Visit is 85%.

Functionality Criteria (Phase 3) Site Visit	Points Allocation	
Phase 3	**Score**	**%**
1. IP Office 500 V2 PABX boxes at Provincial and Branch offices	2.69	7.69%
2. BRI Interfaces(8 Channels)	2.69	7.69%
3. SIP IP Telephones	2.69	7.69%
4. Voicemail to inbox	2.69	7.69%
5. Conference bridge	2.69	7.69%
6. Pin code Configuration	2.69	7.69%
7. Class of service	2.69	7.69%
8. Data collection to central server at national office(NO)	2.69	7.69%
9. Fax to inbox	2.69	7.69%
10. Fax server IP-1000 users at national office(NO)	2.69	7.69%
11. Inter-branch calling	2.69	7.69%
12. Auto Attendant	2.69	7.69%
13. 24 Port POE Switches at each site(Model 35260T)	2.69	7.69%
Total (A Site Visit score of less than 85% (29.75 points) will eliminate the proposal from further evaluation)	**35**	**100%**
Overall Stipulated Minimum Threshold (O-SMT)= 85%	**100**	**100%**

Note:

Description	Phase	Stipulated Minimum Threshold
Service Provider Profile	1	85%
Presentation	2	70%
Site Visit	3	85%
Overall Stipulated Minimum Threshold(OSMT)	1,2 and 3	85%

Company Name:_____ Initials:_____

6.4 Awarding of Preference Points

Only proposals which met the O-SMT of 70% will be evaluated for preference points:

Preference Point Criteria	Points Allocation
Price	90
Broad-Based Black Economic Empowerment (BBBEE)	10

6.4.1 Price

Price is an important factor as it ensures optimum value for money and Total Cost of Ownership to Seda and should take into account the full duration of the contracting period.

All bidders must quote on both the following pricing options:

- Fixed and Firm pricing; and
- Travelling costs to be reflected separately.

6.4.2 BBBEE

B-BBEE Preference claim form (SBD 6.1) must form part of all bids submitted. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution. (As a guide, refer also to the table of B-BBEE Contributor Level, on page 10).

Company Name:_____ Initials:_____

Appendix A

Title	City	Province	Item Type
Seda Nelson Mandela Bay branch	Port Elizabeth	Eastern Cape	Branch
Seda Chris Hani branch	Queenstown	Eastern Cape	Branch
Seda OR Tambo branch	Mthatha	Eastern Cape	Branch
Seda Amathole branch	East London	Eastern Cape	Branch
Seda Alfred Nzo Branch	Mount Ayliff	Eastern Cape	Branch
Seda Mangaung Branch Office	Bloemfontein	Free State	Branch
Seda Lejweleputswa Branch Office	Welkom	Free State	Branch
Seda Xhariep Branch Office	Trompsburg	Free State	Branch
Seda Fezile Dabi Branch Office	Kroonstad	Free State	Branch
Seda Thabo Mofutsanyana Branch Office	Phuthaditjhaba	Free State	Branch
Seda Metsimaholo Satellite Office	Sasolburg	Free State	Branch
Free State Provincial Office	Bloemfontein	Free State	Provincial Office
Seda Tshwane Branch Office	Pretoria	Gauteng	Branch
Seda Johannesburg Branch Office	Johannesburg	Gauteng	Branch
Seda Emfuleni Branch	Emfuleni	Gauteng	Branch
Seda uMgungundlozu Branch Office	Pietermaritzburg	KwaZulu Natal	Branch
Seda uThungulu Branch Office	Richards Bay	KwaZulu Natal	Branch
Seda uGu Branch Office	Port Shepstone	KwaZulu Natal	Branch
Seda Sisonke Branch Office	Ixopo	KwaZulu Natal	Branch
Seda Amajuba Branch Office	Newcastle	KwaZulu Natal	Branch
Seda uThukela Branch Office	Ladysmith	KwaZulu Natal	Branch
Seda KZN Provincial Office	Durban	KwaZulu Natal	Provincial Office
Seda Capricorn Branch	Polokwane	Limpopo	Branch
Seda Mopani Branch	Tzaneen	Limpopo	Branch
Seda Vhembe Branch	Thohoyandou	Limpopo	Branch
Seda Waterberg Branch	Mokopane	Limpopo	Branch
Seda Sekhukhune Branch	Jane Furse	Limpopo	Branch
Seda Ehlanzeni Branch Office	Nelspruit	Mpumalanga	Branch
Seda Nkomazi Branch Office	Malelane	Mpumalanga	Branch
Seda Nkangala Branch Office	Witbank	Mpumalanga	Branch
Seda Bushbuckridge Branch Office	Bushbuckridge	Mpumalanga	Branch
Seda Gert Sibande Branch Office	Secunda	Mpumalanga	Branch
seda Ngaka Modiri Molema Branch	Mahikeng	North West	Branch
seda Dr Ruth S. Mompati Branch	Vryburg	North West	Branch
seda Dr Kenneth Kaunda Branch	Klerksdorp	North West	Branch
seda Bojanala West Branch	Rustenburg	North West	Branch
Seda Bojanala East Branch	Brits	North West	Branch
Seda Frances Baard	Kimberley	Northern Cape	Branch
seda Siyanda Branch Office	Upington	Northern Cape	Branch
seda Kuruman Branch Office	Kuruman	Northern Cape	Branch
Seda Pixley-ka-Seme Branch	De Aar	Northern Cape	Branch
Seda Namakwa Branch Office	Springbok	Northern Cape	Branch
seda Western Cape Provincial Office	Cape Town	Western Cape	Provincial Office
Seda Cape Town Bellville Office	Bellville	Western Cape	Branch
Seda Eden Branch	George	Western Cape	Branch
Seda Cape Winelands Branch	Stellenbosch	Western Cape	Branch

Company Name:_____ Initials:_____

Appendix B

Equipment list for Maintenance at SEDA National Office for IP Telephony and LAN

1. 8 X ERS 4548GT – PWR – 48 10/100/1000;
2. Avaya CS 1000 ;
3. Call Pilot with Voice and Fax Messaging ;
4. Contact Centre;
5. PRI Interfaces;
6. Analogue Trunks & Extensions;
7. 2 x Switchboard Operators with CIU;
8. 2 x Nortel Wireless Controller 2245;
9. Nortel Access Points;
10. 12 x Nortel Wireless Phones (Model 2245);
11. 200 x Nortel/Avaya telephone handsets (Model 202,204 and 207); and
12. Detailed Information of CS1000 in Appendix B1 & B2.

Company Name:_____ Initials:_____

Appendix B 1

1. System

System Type	:	CS 1000E
System ID	:	348820019
Aux ID	:	N/A
Generic	:	4021
Release	:	7.50Q
CPU Memory	:	6 M-Bytes (DRAM:6 Flash:0)
CPU Processor	:	CP PM NTDW61
Media Type	:	Flash Card
Software Type	:	Commercial
Georedundant CP	:	YES
High Availability	:	NO

2. Licenses

Service Licenses:

Digital user License Enabled	: 0
Digital user License Consumed	: 0
Analogue user License Enabled	: 0
Analogue user License Consumed	: 0
DECT user License Enabled	: 0
DECT user License Consumed	: 0
DECT Visitors License Enabled	: 0
DECT Visitors License Consumed	: 0
ACD agent License Enabled	: 10
ACD agent License Consumed	: 3
CLASS License Enabled	: 0
CLASS License Consumed	: 0
IP user License Enabled	: 234
IP user License Consumed	: 234
Basic IP user License Enabled	: 0
Basic IP user License Consumed	: 0
Temporary IP Users Enabled	: 0
Temporary IP Users Consumed	: 0
Mobile Extensions License Enabled	: 0
Mobile Extensions License Consumed	: 0
Telephony Services License Enabled	: 200
Telephony Services License Consumed	: 0
Converged Mobile Users License Enabled	: 0
Converged Mobile Users License Consumed	: 0
Nortel SIP Lines License Enabled	: 0
Nortel SIP Lines License Enabled	: 0
Third Party SIP Lines License Enabled	: 0
Third Party SIP Lines License Consumed	: 0
TDM License Enabled	: 56
TDM License Consumed	: 40

System Licenses:

TMDI D-Channel License Enabled	: 0
TMDI D-Channel License Consumed	: 0
RAN CON License Enabled	: 0
RAN CON License Consumed	: 0
MUS CON License Enabled	: 45
MUS CON License Consumed	: 4

Company Name:_____ Initials:_____

ITG2 Trunk License Enabled	: 0
ITG2 Trunk License Consumed	: 0
BrandLine License Enabled	: 0
BrandLine License Consumed	: 0
LTID (ISDN BRI) License Enabled	: 65535
LTID (ISDN BRI) License Consumed	: 0
Survivable License Enabled	: 0
Survivable License Consumed	: 0
Personal Call Assistant License Enabled	: 0
Personal Call Assistant License Consumed	: 0
H323 Access Port License Enabled	: 0
H323 Access Port License Consumed	: 0
AST License Enabled	: 221
AST License Consumed	: 3
SIP Access Ports Enabled	: 146
SIP Access Ports Consumed	: 10
SIP Converged Desktops Enabled	: 0
SIP Converged Desktops Consumed	: 0
SIP CTI TR87 Enabled	: 200
SIP CTI TR87 Consumed	: 0

Number of sets with MWA Class of service set to Yes :228

Total number of M390x virtual office sets	: 0
Total number of i200x virtual office sets	: 212

3. Software Features

Detected Service Level	:Premium Service
Desired Service Level	:Premium Service
Optional Features detected	:0
System Specific features	:0
Retired features	:0
Features not Supported in your Region	: 0
Features removed (when downgrading)	: 0
Addition(s) with Desired Service Level	: 0 - 246 - 421 - 423 - 0

4. Existing Switch Spare Capacity

Existing Number of Spare IPE Slots on Main Switch	:	12
Existing Number of Cabinets	:	N/A
Existing Number of CE MUX Slots Not Occupied by CE MUX Cards	:	N/A
Existing Number of Spare Network Loops	:	0
Existing Number of Spare Slots on Non-Blocking S'loops	:	0
Existing Number of Equipable IPE Modules	:	0
Number of additional Network Groups which can be added to the switch	:	N/A

5. Remote Site Information

Existing Number of Remote sites : 0

Site Text	Existing Number of Spare Slots	Fiber/Carrier Remotes
---	0	---

6. Port usage on Network Equipment

Company Name:_____ Initials:_____

Number of available ports on MSDL cards	:0 (0 card(s))
Number of available ports on DTR cards	:0 (0 card(s))
Number of available ports on MISP cards	:0 (0 card(s))
Number of configured ports on SDI cards	:0
Number of configured ports on DCHI cards	:3

7. Manual Entries

Is there a Call Pilot configured on slots 9 and 10 of Cabinet #1 ?
=> YES

Company Name:_____ Initials:_____

Appendix B 2

1. Peripheral Equipment Totals

Code	Qty.	Description
	3	Blank LAN ID
CALPILOT	1	IPE Call Pilot
NT8D02HA	1	Card 16-port Extended Digital Line XDLC
NT8D09AL	3	Extended Analogue Message Waiting Line Card
NT8D14CA	1	Card 8-port Extended Universal CO Trunk XUT
NTDW60BB	2	MGC - Media Gateway Controller -R5
UNEQUIPP	2	

2. Peripheral Equipment Details

Media Gateway #000 : IP = 10.31.103.51, Name = not set

MG#	Slot	Code	Unused Ports	
000 1	0	NTDW60BB	0	DSP:128
	1		0	(/NTBK51AA)
	2		0	(/NTBK51AA)
	3	NT8D02HA	7	
	4	UNEQUIPPED	0	
	7	NT8D09AL	0	
	8	NT8D14CA	0	(MUSCON:4)
	9	CALPILOT	4	(TDM Agt:12)
	10	========	0	

Media Gateway #000 : IP = 10.31.103.52, Name = not set

MG#	Slot	Code	Unused Ports	
004 1	0	NTDW60BB	0	DSP:128
	1		0	(/NTBK51AA)
	2	UNEQUIPPED	0	
	3	NT8D09AL	1	
	4	NT8D09AL	7	

MUS CON are calculated by splitting consumed licenses across the configured ports on the system

Note that the Peripheral equipment does not identify any AEM and associated Applications, nor any EPE equipment, which may exist.

3. DSP Daughter Boards Details

MG#	Code	Port No.	DSPs
000 1	NTDW62AA	00	32
000 1	NTDW64AA	11	96
004 1	NTDW62AA	00	32
004 1	NTDW64AA	11	96

4. System Memory Allocation

CPP (note this is SDRAM)
SDRAM: 6
Flash: Not Applicable

Company Name:_____ Initials:_____

Appendix B 3

HANDSETS PER BRANCH

PROVINCE		IP Phones								Digital Phones		
		IP1230		IP1210		Reception Expansion unit						
		Current	Future Requirement	Current	Future Requirement	Current	Future Requirement	1140E	1120E	T7000	T7316E	T24 (Expansion)
KwaZulu Natal	Provincial Office	12	1	-	-	1	-	-	-	-	-	-
	PMB	-	2	-	10	-	1	-	-	7	2	1
	PS	-	2	-	8	-	1	-	-	6	2	1
	RB	2	-	8	2	1	-	-	-	-	-	-
	IX	1	1	9	1	1	-	-	-	-	-	-
	LS	2	0	9	3	1	-	-	-	-	-	-
	NC	2	-	6	1	1	-	-	-	-	-	-
	7	19	6	32	25	5	2			13	4	2
Eastern Cape	Provincial Office	1	-	12	-	1	-	-	-	-	-	-
	OR Tambo	2	-	11	-	1	-	-	-	-	-	-
	NMB	2	-	15	-	1	-	-	-	-	-	-
	Amathole	2	-	9	-	1	-	-	-	-	-	-
	Chris Hani	2	-	7	-	1	-	-	-	-	-	-
	Alfred Nzo	2	-	10	-	1	-	-	-	-	-	-
	6	11	0	64	0	6	0			0	0	0
Limpopo	Provincial Office	2	-	14	-	1	-	-	-	-	-	-
	Capricorn	2	-	12	-	1	-	-	-	-	-	-
	Tzaneen	1	-	6	-	1	-	-	-	-	-	-
	Waterberg	-	1	-	12	1	1	3	8	-	-	-
	Vhembe	-	1	-	10	1	1	1	10	-	-	-
	Sekhiukhune	1	-	7	5	1	-	-	-	-	-	-
	6	6	2	39	27	6	2	4	18	0	0	0
Mpumalanga	Provincial Office	1	-	15	-	1	-	-	-	-	-	-
	Ehlanzeni	1	-	10	-	1	-	-	-	-	-	-
	Nkangala	1	-	10	-	1	-	-	-	-	-	-
	Gert Sibande	1	-	10	-	1	-	-	-	-	-	-
	Nkomazi	1	-	8	-	1	-	-	-	-	-	-
	Bushbuckridge	1	-	8	-	1	-	-	-	-	-	-
	6	6	0	61	0	6	0	0	0	0	0	0
Gauteng	Provincial Office	Using IP Office										
	Joburg	Using IP Office										
	Tshwane	Using IP Office										
	Emfuleni	Using IP Office										
	4											
Western Cape	Provincial Office	2	0	10	0	1	-	-	-	-	-	-
	Cape Winelands	3	0	11	0	1	-	-	-	-	-	-
	Cape Town	3	0	12	0	1	-	-	-	-	-	-
	George	3	0	12	0	1	-	-	-	-	-	-
	4	11	0	45	0	4	0	0	0	0	0	0
Northen Cape	Provincial Office	3	-	7	-	1	-	-	-	-	-	-
	Francis Baard	2	-	6	-	1	-	-	-	-	-	-
	JTG	2	-	8	-	1	-	-	-	-	-	-
	Siyanda	2	-	7	-	1	-	-	-	-	-	-
	Namakwa	2	-	6	-	1	-	-	-	-	-	-
	Pixley ka Seme	2	-	6	-	1	-	-	-	-	-	-
	6	13	0	40	0	6	0	0	0	0	0	0
Free State	Provincial Office	2	-	9	1	1	-	-	-	-	-	-
	Mangaung	2	-	8	3	1	-	-	-	-	-	-
	Xhariep	2	-	5	2	1	-	-	-	-	-	-
	Lejweleputswa	2	-	6	2	1	-	-	-	-	-	-
	Fezile Dabi	2	-	6	-	1	-	-	-	-	-	-
	Qwaqwa	2	-	6	1	1	-	-	-	-	-	-
	Metsimaholo	2	-	3	-	1	-	-	-	-	-	-
	7	14	0	43	9	7	0	0	0	0	0	0
Northwest	Provincial Office			12	12	1	-	-	-	-	-	-
	Branch 1			8	8	1	-	-	-	-	-	-
	Branch 2			8	8	1	-	-	-	-	-	-
	Branch 3			8	8	1	-	-	-	-	-	-
	Branch 4			8	8	1	-	-	-	-	-	-
	Branch 5			8	8	1	-	-	-	-	-	-
	7	0	0	52	52	6	0	0	0	0	0	0
		IP1230		IP1210		Reception Expansion unit				Digital Phones		
		Current	Future Requirement	Current	Future Requirement	Current	Future Requirement	1140E	1120E	T7000	T7316E	T24 (Expansion)
TOTALS		80	8	376	113	46	4	4	18	13	4	2

	Current	Future Requirement	Current	Future Requirement
	1616 - I	1616 - I	1608 - I	1608 - I
Provincial Office	4	0	6	0
Joburg	1	0	6	0
Tshwane	1	0	11	0
Emfuleni	1	0	6	0
4	7	0	29	0

Notes: Future Requirement = Aditional phones needed in branches

1140e

1120e

1210

1230

Company Name:_____ Initials:_____

Appendix C

Compliance to business requirement & Solution Description(Please tick Y/N)		
1. IP Office 500 V2 PABX boxes at Provincial and Branch offices	**Yes**	**No**
2. 9 Sites with BRI Interfaces(8 Channels)		
3. 43 Sites with 2 BRI interfaces(4 Channels)		
4. 2 SIP Trunk Channels		
5. 52 Sites 4 Analogue trunks, 6 Digital Extensions, 4 Analogue Extensions		
6. 12-16 users per site		
7. Total of 650 users across all locations		
8. 550 new SIP IP Telephones must be provided		
9. Voicemail to inbox		
10. Conference bridge		
11. Pin code Configuration		
12. Class of service		
13. Data collection to central server at national office(NO)		
14. Fax to inbox		
15. Fax server IP-1000 users at national office(NO)		
16. Inter-branch calling		
17. Auto Attendant		
18. 24 Port POE Switches at each site(35260T)		
19. Please note that preferred plus essential software must be included in order to achieve all functionality requirements.		
20. Project to be completed within 6 months		

Company Name:_____ Initials:_____

7 QUALITY OF PROPOSAL

7.1 Minimum requirements for submission by bidders:

7.1.1. ICASA Certificate;
7.1.2. Covering letter on Service provider's Letterhead reflecting the company's name and address;
7.1.3. Tender Document;
7.1.4. Tender Proposal;
7.1.5. Original Valid Tax Clearance Certificate;
7.1.6. BBBEEE Certificate (Failure to submit a valid BBBEE Certificate will result in no points for BBBEE being awarded);
7.1.7. All bidders must quote on Fixed and Firm pricing;
7.1.8. Abridged CVs of key Project Team Members who will work on the contract;
7.1.9. Approach and methodology;
7.1.10. Company profile;
7.1.11. Audited financial statements as requested;
7.1.12. Avaya Accreditation as Gold/Platinum partner of Avaya/Nortel (e.g. Letter/Certificate etc.); and
7.1.13. Pre-sales resources, engineering staff, solution architects and product expert accredited in Avaya products.

NB: Ensure that all the document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked format together with an index.

Company Name:_____ Initials:_____

8 CLOSING DATE FOR SUBMISSION

Completed proposals/ tender documents must be submitted in a sealed envelope clearly marked with the tender reference number and placed in the Seda Tender Box at The Fields Building located at the address below. No late or electronic tenders will be accepted.

Tender Closing Date:	**Friday 14th March 2014**
Tender Closing Time:	**12:00 Noon**
Address:	**The Seda Tender Box** Small Enterprise Development Agency (Seda) The Fields, Office Block A, 1066 Burnett Street, Hatfield, 0083
Telephone:	**(012) 441-1000**

All couriered/ posted tender proposals MUST reach Seda by the closing date and time.

Company Name:_____ Initials:_____