



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the services listed hereunder:

**RFQ: CORP (IT) 05/2011**

**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDER FOR THE DESIGN AND IMPLEMENTATION OF A UNIQUE AND UNIFIED INTERNET/EMAIL CONNECTIVITY SOLUTION AND MANAGEMENT TOOL, FOR A PERIOD OF THREE (3) YEARS.**

**Advertising date: Friday 25 March 2011**

**Closing date and time: Tuesday 05 April 2011 @ 11:00**

**Compulsory briefing session** will be held on **Friday 1 April 2011 at 10:00, Flip-Uys Boardroom**, Civic Centre, Krugersdorp.

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
- The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
- To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- **Price(s) quoted must be firm and must be inclusive of VAT.**
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
  - **MBD 4: Declaration of interest;**
  - **MBD 6.1: HDI preference points (7 points);**
  - **MBD 6.3: Promotion of SMME's (3 points)**
  - **MBD 6.11: Preference points to Mogale based companies (10 points)**
  - **MBD 8: Declaration of bidders past supply chain management practices**
  - **MBD 9: Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)
- **Electronic (e-mailed or faxed) quotations are not accepted**

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods and/or services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated

<b>RFQ NUMBER:</b>	Q – Corp (IT) 05/2011 Appointment of Experienced service provider for the design and implementation of a unique and unified internet/email connectivity solution and management tool for a period of three (3) years.														
<b>ADVERTISING DATE:</b>	Friday 25 March 2011														
<b>DEPARTMENT:</b>	Corporate Support Services: IT Section														
<b>DESCRIPTION OF SERVICES</b>	<p align="center"><b>TERMS OF REFERENCE</b></p> <p><b>DESCRIPTION</b></p> <p>Internet Service Providers are invited to submit quotations for the design and implementation of a unique and unified Internet/Email Connectivity solution and management tool, which is customized for Mogale City Local Municipality for the period of 3 years</p> <p><b>REQUIREMENTS OF THE PROPOSAL:</b></p> <p>The proposal requires a comprehensive, customized and cost effective solution that will provide the Municipality with optimal Internet and Email connectivity and the effective management of these facilities in order to limit the inappropriate use that could jeopardize network security and performance, decrease employee performance and expose the Municipality to legal liability risks. Continuously advise the Municipality of technological advancement in internet communications technology and best market prices.</p> <p><b>Existing Infrastructure:</b></p> <table border="1"> <tr> <td><b>Link:</b></td> <td>1984kbps Diginet x 2</td> </tr> <tr> <td><b>Router:</b></td> <td>Cisco 1700</td> </tr> <tr> <td><b>Internet Service Provider:</b></td> <td>BCSNet</td> </tr> <tr> <td><b>Firewall:</b></td> <td>Juniper/Lucidview</td> </tr> <tr> <td><b>Proxy:</b></td> <td>Yes</td> </tr> <tr> <td><b>Number of Users:</b></td> <td>900</td> </tr> <tr> <td><b>Functionality:</b></td> <td> <ul style="list-style-type: none"> <li>• Internet and E-mail access</li> <li>• FTP access</li> <li>• VPN/APN access</li> </ul> </td> </tr> </table>	<b>Link:</b>	1984kbps Diginet x 2	<b>Router:</b>	Cisco 1700	<b>Internet Service Provider:</b>	BCSNet	<b>Firewall:</b>	Juniper/Lucidview	<b>Proxy:</b>	Yes	<b>Number of Users:</b>	900	<b>Functionality:</b>	<ul style="list-style-type: none"> <li>• Internet and E-mail access</li> <li>• FTP access</li> <li>• VPN/APN access</li> </ul>
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**MANDATORY SOLUTION REQUIREMENTS**

The Service Provider will be expected to make recommendations on the capacity of the link required based on the information given.

**Minimum Requirements:**

<b>Link:</b>	<ul style="list-style-type: none"><li>• Internet access 3meg 1:1 international with SAT3 Redundancy;</li><li>• Internet Access 1 meg 1: 1 Local</li></ul>
<b>Functionality:</b>	<ul style="list-style-type: none"><li>• Internet and E-mail access</li><li>• FTP access</li><li>• VPN/APN access</li></ul>

It should be noted that the Municipality uses 3G connectivity to access the Municipality's network

**Internet and E-mail Management Tool must have the following capabilities:**

- The monitoring and logging Internet activity in order to take control of Internet Access. The filtering tool must clearly show the surfing habits of users to show where they go online, at what time and for how long;
- Stopping users from accessing harmful Internet content by blocking unsuitable websites, newsgroups and search engine images;
- Allow bandwidth prioritization ensuring that business-critical Internet content is always accessible;
- Blocking Chat rooms, Newsgroups, and Instant Messaging; ,
- Multiple, customizable "Deny" Pages to keep users informed of the Municipality's Acceptable Usage Policy and to help them understand why access to certain material is restricted;
- Allowing for time-based application of rules where it can be configured with filtering rules that only apply at particular times of the day;
- Managing the types of files that are downloaded from the Internet maximizing network resources by keeping out bandwidth-intensive files or files that may contain malicious code such as .exe and .zip;
- Anti-Spyware to prevent access to sites that provide or promote potentially malicious software;
- Automatic Internet threat database maintenance and updates;
- E-mail filtering;
- E-mail blocking;

- Anti-virus scanning and Anti-spam protection;
- Real-time monitor to give an understanding of Internet traffic on the network, instantly and in real-time, so that if needed, remedial action can be taken swiftly;
- Flexible deployment and platform independent solution;
- The tool must be intuitive and easy to use.
- Reporting capabilities that include:
  - Remote reporting;
  - Notification alerts by e-mail;
  - Log reports sent by e-mail;
  - Summary History reporting;
  - Detail History reporting;
  - Graphical reporting;
  - Logging of security violations.

**Billing:**

- Monthly billing costs must be clearly specified;
- Initial hardware, installation, and training costs must be clearly specified.

**Customer Service:**

Bidders are expected to enter into a Service Level Agreement with the Municipality that will be structured for the unique requirements of the Municipality. The Service Level Agreement will have to cover amongst others the following aspects:

- Turnaround time for orders, deliveries, and service disruptions;
- Provide solutions and technical support;
- Provide training on the Internet and E-mail filtering tool;
- Provide a dedicated client service or call centre;

It must be noted that the Service Level Agreement for all of the above mentioned should be between the Municipality and the bidder and not the bidder's subsidiaries nor partners.

<p><b>EVALUATION CRITERIA</b></p>	<p><b>FUNCTIONALITY SCORING CRITERIA</b></p> <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for the price and 20 points are for specific goals and for achieving the prescribed reconstruction and Development Programme (RDP) goals</p> <p>The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only be determined whether a quotation will be eligible for further evaluation and will not influence the points scored for Price</p> <table border="1" data-bbox="405 707 1485 1010"> <thead> <tr> <th>NO</th> <th>DESCRIPTION</th> <th>WEIGHTS</th> <th>MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <ul style="list-style-type: none"> <li>The service providers experience and track record of similar or relevant works.</li> </ul> </td> <td>10</td> <td></td> </tr> <tr> <td>2</td> <td> <ul style="list-style-type: none"> <li>Available resources and equipment to execute the project</li> </ul> </td> <td>10</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>TOTAL</b></td> <td><b>20</b></td> <td><b>12</b></td> </tr> </tbody> </table> <p>The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act. 80 points for Price</p> <ul style="list-style-type: none"> <li>20 Preference points: <ul style="list-style-type: none"> <li>HDI (Historically Disadvantaged) (MBD 6.1) 5 points</li> <li>Female Equity (MBD 6.1) 1 point</li> <li>Disabled ownership (MBD 6.1) 1 point</li> <li>Promotion of SMME's (MBD 6.3) 3 points</li> <li>Mogale Based companies (MBD 6.11) 10 points</li> </ul> </li> </ul>	NO	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none"> <li>The service providers experience and track record of similar or relevant works.</li> </ul>	10		2	<ul style="list-style-type: none"> <li>Available resources and equipment to execute the project</li> </ul>	10			<b>TOTAL</b>	<b>20</b>	<b>12</b>
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<p><b>OTHER DOCUMENTS REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>Original, valid tax clearance certificate</li> <li>Company registration documents</li> <li>Copies of ID's of shareholders</li> <li>Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11, MBD 8 and MBD 9</li> <li>Copy of latest municipal account</li> <li>Price schedule (fixed prices including Vat)</li> </ul>																
<p><b>BRIEFING SESSION</b></p>	<p>Compulsory briefing session will be held on Friday 1<sup>st</sup> April 2011 at 10:00 Flip-Uys Boardroom , Civic Centre, Krugersdorp</p>																
<p><b>PRICING</b></p>	<p>The total value of this contract will not exceed the official quotation threshold of R200 000.00 for a period of three (3) years. Please attach a comprehensive pricing schedule as per terms of reference.</p>																
<p><b>CLOSING DATE AND TIME:</b></p>	<p>Tuesday 05 April 2011 at 11h00</p>																

<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Sandile Mtshali at (011) 951-2552/ 076 837 7850 at IT Department

PLEASE INDICATE THE ESCALATION INDEX APPLICABLE (IF APPLICABLE) IN YEAR 2  
AND 3 .....

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Conditions:

- All prices quoted must be **VAT inclusive**
- All prices submitted must be fixed for the period of the quotation
- All prices quoted must be valid for thirty (30) days
- No tipp-ex or correction fluid may be used on the quotation document
- Quotations completed in pencil or any erasable pen will be regarded as invalid.
- If the pricing schedule is not signed the quotation will not be considered.
- Late and incomplete submissions will invalidate the quotation submitted.

NAME OF THE BIDDER: ..... CONTACT PERSON:.....

TEL/ CELL NO: ..... FAX NO: .....

.....  
SIGNATURE

.....  
DATE

