



# Road Traffic Management Corporation

**RE-ADVERTISEMENT: APPOINTMENT OF A  
SERVICE PROVIDER FOR A DATA CENTRE  
COLOCATION OF THE NATIS & FACILITIES  
SERVERS AND THE NETWORK  
INFRASTRUCTURE**

**RTMC BID NO: 08/2024/25**

## CONDITIONS AND UNDERTAKINGS BY THE BIDDER IN RESPECT OF THIS BID

### 1. **Proprietary Information**

---

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, provided to the Bidder to be proprietary of RTMC. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

### 2. **Enquiries**

---

- 2.1 All communication and attempts to solicit information about this bid should be channelled to the email below. However, the cut-off date will be on **19 August 2024**.

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion, and the Bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information or inability to resolve ambiguities.

### 3. **Validity Period**

---

Responses to this bid received from bidders will be valid for **120 days**, counted from the closing date of the bid.

### 4. **Supplier Performance Management**

---

- 4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 Upon receipt of written notification of an award, the successful Bidder shall be required to conclude SBD 7.2 and the Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will be a tool to measure, monitor, and assess the Bidder's performance level and ensure effective service delivery, quality, and value-add to RTMC business.
- 4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful Bidder and the RTMC, and the successful Bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

## **5. Instructions on submission of Bids**

---

5.1 Bids should be submitted as follows:

### **5.1.1 Technical envelopes**

- Two (2) copies for technical responses/functional evaluation (one original and one copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope that contains the original document)

### **5.1.2 Financial envelopes**

- The pricing schedule should be submitted separately. Two (2) copies (one original and one copy)
- PDF soft copy of a memory stick of the pricing schedule (to be enclosed in the envelope that contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 08/2024/25: Appointment of a service provider for a data centre colocation of the NaTIS and Facilities servers and the network infrastructure for a period of three (03) years with an option to extend for two (02) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch Hazel Street, Highveld EXT 9, Centurion, 0157** by no later than **11:00 am on 23 August 2024.**

#### 5.4 **Compulsory Briefing Session: Online/Virtual**

The online/Virtual compulsory briefing session details are as follows:

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by **14 August 2024 at 14:00pm** to be eligible to participate in the compulsory briefing and the bid process.

5.4.2 The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

5.4.3 Upon registration, a link will be shared with the bidders to enable them to participate in the stated virtual meeting.

5.4.4 Bidders will be required to log in using their company name thirty (30) minutes before the start of the briefing session to allow for virtual registration. For example, if the session starts at 10:00, bidders can log in at 09:30, and the session will begin promptly at 10:00 am.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

**NB: The above-mentioned briefing certificate must be fully completed and attached to the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid).**

#### 5.5 **Compulsory Briefing Session: Online/Virtual**

5.5.1 The online/Virtual compulsory briefing session will be held on **16 August 2024 at 13:00 pm**.

5.6 The envelope must also endorse the Bidder's company name, closing date, and return address.

5.7 All bids submitted must be signed by a person or persons duly authorized thereto.

5.8 Suppose a courier service company is being used to deliver the bid document. In that case, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before the closing date and time.

- 5.9 Bid received by email, facsimile, or similar medium will not be considered.
- 5.10 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.11 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.12 Bidders should check the number of the pages to satisfy themselves that all are included and not duplicated. RTMC will accept no liability regarding anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

---

- 6.1 The Bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the Bidder's account.
- 6.2 The Bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of and incorporated into, this proposal at the prices inserted therein).
- 6.3 The Bidder shall prepare for a possible presentation should RTMC require such, and the Bidder shall be notified by 4 (four) days before the presentation date. Such presentation may include a demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful Bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract or
  - 6.5.2 claim specific performance from the successful bidder and
  - 6.5.3 claim damages from the successful bidder.

6.6 The Bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price (s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price (s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

## **7. RTMC's Rights and Obligations**

---

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or whole. RTMC typically awards the contract to the Bidder, who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or any client sites if required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The Bidder hereby consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.
- 7.6 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.
- 7.7 The RTMC hereby undertakes–
- 7.7.1 In favour of the Bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information.
  - 7.7.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid;
  - 7.7.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and
  - 7.7.4 not process Personal Information for any purpose other than to perform its obligations under this bid.
- 7.8 **The RTMC will never request any compensation in whatever form; from any supplier to be awarded a contract. Suppliers are hereby advised not to fall for these scammers.**

## **8. SPECIAL INSTRUCTIONS TO BIDDERS**

---

- 8.1** Bidders shall provide complete and accurate answers to the questions posed in this document.
- 8.2** Bidders must substantiate their response to all questions, including details on how their proposal/solution will address specific functional/technical requirements. All documents, as indicated, must be supplied as part of the bid response.
- 8.3** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 8.4** RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.
- 8.5** The RTMC will not be held responsible for any costs incurred in preparing and submitting bid documents.
- 8.6** RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.
- 8.7** Bidders must be able to dedicate more staff and hours to ensure that the project is delivered within required timeframes.
- 8.8** The bidder is expected to provide a dedicated Service Manager for the duration of the tender /project.
- 8.9** In order to prevent the abuse of SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.



# **SECTION: 2**

## **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

### 1. PURPOSE

- 1.1. This bid aims to invite service providers to host a data centre colocation for the NaTIS, Facilities servers and the network infrastructure.

### 2. BACKGROUND

- 2.1. The RTMC requires two (2) Data Centres for maximum availability of the NaTIS and its Corporate servers. As per the Business Continuity Plan, it is required to operate critical systems at different locations at any time to ensure the availability and a fully functioning Disaster Recovery Plan.
- 2.2. RTMC has a need to host a second Data Centre in another location, which is at least 15km away from the main Data Centre (as best practice) or should be feeding from a different municipality.
- 2.3. The main Data Centre will be located at the address below:
  - **Centurion Gate,**
  - **146 Akker boom Street,**
  - **Zwartkop, Centurion**
- 2.4. It is important to have one data centre which will serve as a production site while the second data centre will be used as a Disaster Recovery Centre (DRC).
- 2.5. The RTMC seeks to ensure the availability, scalability, and security of the NaTIS and its IT systems while optimizing costs and minimizing complexity.
- 2.6. Colocation services, previously known as Hosted Data Centres, are available in the market as a service in the which can be sourced through a procurement process to fulfil a need of a second Data Centre.
- 2.7. A colocation data centre is a data centre that enables one to rent out space for own IT hardware. Colocation is a type of data centre where organisations place their own servers and other essential computing hardware for data storage in space rented in a physical data centre owned and/or operated by a third party.

- 2.8. RTMC has opted for a Retail Colocation, where it will lease space inside a data centre for RTMC's own caged-off room enough to host all the servers.
- 2.9. As a means of ensuring high security, only RTMC staff will have access to the allocated cage or the leased space using biometrics.
- 2.10. Using colocation space has many **benefits**, amongst other are:
- 2.8.1 **Reliability** – reliable power, cooling systems and network connectivity guaranteed.
  - 2.8.2 **Performance** – the cooling and air filtering that professional data centres offer is often superior and the cleanest offices.
  - 2.8.3 **Physical Security** – Colocation Data centres are built to secure one's systems from theft and other threats that could jeopardize the security of critical data and systems. They enforce strict data centre security procedures and higher degrees of physical protection, such as video surveillance, private suites, and fire suppression systems.
  - 2.8.4 **Speed and better connectivity** – Colocation facilities enable high throughput and offer affordable connections directly to numerous internet service providers (ISPs). Data centres have redundant network connections to guarantee the continuous operation of your most mission-critical application.
  - 2.8.5 RTMC currently has different network connectivity service providers to build the redundancy of NaTIS, this move will highly assist as most service providers are in often in the colocation centres and will reduce the time frames of network setups.

### 3 DETAILED SPECIFICATIONS AND SCOPE OF WORK

- 3.1. Hosted Data Centre must comply with the requirements of at least Tier III Data Centre or equivalent
- 3.2. The bidder/s are required to provide the following services.

SERVICE	REQUIREMENT DESCRIPTION
<b>1. LAYOUT AND SPACE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ Hosting of 12 (600mm x 1200mm) 42U cabinets</li> <li>▪ Ability to increase number of cabinets in the future in the same proximity.</li> <li>▪ Sufficient cooling to host all 12 cabinets.</li> <li>▪ Sufficient spacer behind cabinets to access (recommended 1m)</li> <li>▪ 2 tiles spacing in front of cabinets for access (suggested 1.2m)</li> <li>▪ Hot zones t be allocated at back of cabinets.</li> <li>▪ Cold Zones to be allocated in front of Cabinets.</li> </ul>
<b>2. ELECTRICAL / POWER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ Dual power feeds</li> <li>▪ 24 x 16 Amp sockets (2 per cabinet)</li> <li>▪ 36 x 32 Amp sockets (3 per cabinet – Different phase power)</li> <li>▪ Cooling system/s, Min 100kW (340 000 BTU)</li> <li>▪ Uninterruptable Power Supply &amp; Generator backup power</li> </ul>
<b>3. PHYSICAL SECURITY</b>	<ul style="list-style-type: none"> <li>▪ Cage must have biometric security access control</li> <li>▪ CCTV / Surveillance Cameras inside the building</li> <li>▪ Card access swipe for emergency</li> <li>▪ Remote monitoring of the departmental access 24/7</li> <li>▪ Onsite Control Room</li> <li>▪ Access to the DC 24/7 by RTMC support personnel</li> </ul>
<b>4. PERIMETER SECURITY</b>	<ul style="list-style-type: none"> <li>• Perimeter fencing with cameras</li> <li>• Perimeter controlled Gate access</li> <li>• Reception access</li> <li>• Departmental Access</li> </ul>
<b>5. ENVIRONMENTAL CONTROL</b>	<ul style="list-style-type: none"> <li>▪ Fire suppression system</li> <li>▪ Fireproof (room)</li> <li>▪ Environmental monitoring system.</li> <li>▪ Need to Monitor 24/7 Temp, Flood and Humidity in the dedicated space.</li> </ul>
<b>6. CLIENT SUPPORT</b>	<p>A client portal to access data centre information and log support tickets.</p>

- 3.3. The colocation facility must be able to offer cross connects or interconnection to multiple telecommunication providers at the premise. The following telcos are utilised by RTMC and must have presence at the hosting Data Centre amongst others the following;
- a) BCX /Telkom
  - b) Dark Fibre Africa
  - c) Liquid Telecom
  - d) MTN
  - e) Openserve
  - f) Vodacom
- 3.4. Internet breakout must be provided from the data centres.
- 3.5. Detailed information about the facility's location, connectivity options, reliability measures, scalability solutions, pricing structure and security measures must be included.
- 3.6. Colocation place must have capability to comply with any risks (i.e., fire, storms, natural disaster etc.).

**SECTION: 3**

**EVALUATION CRITERIA**

## 1. EVALUATION CRITERIA

---

The bid will be evaluated in the following stages:

### (a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements will invalidate the bid. Below are the Standard Mandatory requirements.

- Bidders are required to submit bid documents as follows:
  - one original,
  - one hard copy
- PDF electronic copy in a marked/ labelled memory stick. Documents submitted electronically must be the same as the hard copy (original).
- In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents (i.e:
  - SBD 1 and SBD 4, must be enclosed on envelope one
  - **SBD 6.1 must be enclosed on envelope two only**
  - For each of the entities in an agreed business relationship accompanied by a signed agreement by all the parties concerned.
  - The layout of the required documents is set up on table 1.1.
- ***NB: To prevent the abuse of SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.***
- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate

### (b) Stage 2 – Mandatory Evaluation

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

**(c) Stage 3 – Functionality Evaluation**

This process comprises two steps:

- Step 1 will be on written responses/ proposals which consists of **sixty (60) points**.  
NB: Bidders will be required to score a minimum of **forty-five (45) points** in order to qualify for step 2.
- Step 2 will be on-site inspection which consist of **forty (40) points**.  
NB: Bidders will be required to score a minimum of **twenty-five (25) points**.

NB: Bidders will be required to score a **minimum of 70 points** to qualify for stage 4.

**(d) Stage 4 – Price and Specific Goals Evaluation**

Bidders will be evaluated on 80/20 scale (i.e., 80points for price and 20 points for specific goals).

**1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS**

<b>STANDARD COMPLIANCE REQUIREMENTS</b>	<b>COMPLY (YES / NO)</b>
<b>ENVELOPE ONE (1)</b>	
Total number of copies submitted – Two (2) (1 original and one copy) All the documentation under the bid proposal is to be converted and submitted in a PDF within a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )	
Compulsory Briefing Session Certificate	
SBD 1: Invitation to bid and company information	
SBD 4: Declaration of interest	
<b>ENVELOPE TWO (2) – FINANCIAL PROPOSAL</b>	
Total number of copies submitted – Two (2) (one original and one copy) All the documentation under the financial proposal is to be converted and submitted in a PDF within a memory stick	



SBD 6.1: Preference points claim form	
<b>Pricing Schedule</b>  <b>NB. Bidders are required to complete the attached provided price schedule – Annexure “A” (either as issued or on the company letterhead)</b>	

**NB: Failure to comply with the above requirements will lead to a bid disqualification.**

## 1.2 STAGE 2 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT	Comply (Yes / No)
<b>1. The valid Report(s) or Certificate (s) on the current design of the facility (ies) issued by independent body(ies) :</b>	
1.1. The data centre has a minimum expected uptime of 99.982% per year. The data centre has a maximum of 1.6 hours of downtime per year.	
1.2 The data centre has multiple paths for power, cooling, and redundant systems that allow the staff to work on the setup without taking it offline. The facility does not require a total shutdown during maintenance or equipment replacement.	
1.3 The facility has <b>N+1 availability</b> as minimum: <ul style="list-style-type: none"> <li>• "N" refers to the necessary capacity to support the full IT load</li> <li>• "+1" stands for an extra component for backup purposes.</li> <li>• N+1 redundancy ensures an additional component starts operating if the primary element runs into a failure or the staff removes the part for planned maintenance.</li> </ul>	
1.4. The facility has a backup power solution that can keep operations running in case of a local or region-wide power outage. The facility must ensure equipment can continue to operate for at least 72 hours following an outage.	

### 1.3 STAGE 3 – FUNCTIONALITY CRITERIA

**NB: FUNCTIONAL EVALUATION WIL BE SPLIT INTO TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – SITE INSPECTION**

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
<p><b>A. Experience and Reference Letters</b></p>	<p><b>30</b></p>
<p><b>Bidders to demonstrate capacity</b> to host data centre colocation services (the servers and the network infrastructure), the work done has to pertain to hosting / colocation services = <b>30 points</b></p> <p>Reference letter from hosted companies</p> <ul style="list-style-type: none"> <li>▪ 1 reference letters = <b>0 point</b></li> <li>▪ 2 reference letters = <b>10 points</b></li> <li>▪ 3 reference letters = <b>15 points</b></li> <li>▪ 4 reference letters = <b>20 points</b></li> <li>▪ 5 reference letters = <b>25 points</b></li> <li>▪ 6 and above reference letters = <b>30 points</b></li> </ul> <p><b>Compliance requirement:</b></p> <p>The bidder <b>must</b> submit clearly visible reference letters in the <b>clients’ letterhead</b> indicating all the below-mentioned details, viz.</p> <ul style="list-style-type: none"> <li>▪ Name of the institution/entity/client where Hosting services are rendered,</li> <li>▪ Address of the institution/entity/client where work is being rendered,</li> <li>▪ Duration/Period, and</li> <li>▪ Contact details, and</li> <li>▪ Reference letters must be signed by the authorized person/s.</li> <li>▪ See attached template as a guide to fill the required details above (<b>Annexure B</b>).</li> </ul> <p><b>NB: Bidders are required to ensure that information provided is accurate and correct as the RTMC reserves the right to conduct reference checks.</b></p>	

<p><b>B. FINANCIAL CAPACITY</b></p> <p>Bidders must provide proof of financial capacity with a <b>minimum of R 500 000</b> positive cash balance, <b>not a turnover</b>, at the time of bid closure and / or access to credit <b>through a single or various sources, considered as one/combined</b> from the following:</p> <ul style="list-style-type: none"> <li>• Bank statement stating a positive balance available in the bank account (signed or bank stamped) <b><u>at the time of bid closure.</u></b></li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• Provide proof of access to bank credit facilities, <b><u>at the time of bid closure.</u></b> (Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure) and also <b>provide proof of the available bank balance.</b> (Not a conditional assessment of Credit Rating or Bank Rating)</li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful, <b><u>at the time of bid closure.</u></b></li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• Signed letter of commitment from any third party other than the aforementioned indicating a commitment to fund the bidder in relation to this bid should they be successful. Submitted with the letter of commitment, the third party must provide a signed (or stamped) confirmation from their bank indicating a required positive cash balance, <b><u>at the time of the bid closure.</u></b></li> </ul>	<p><b>15</b></p>
<p><b>C. PREVIOUS SAMPLE REPORTS</b></p> <p>Sample reports issued or drawn from the current/ previous clientele where the services were rendered - Period specific (Monthly – from 1 April 2024): electronic or handwritten register/reports/ statistics):</p> <ul style="list-style-type: none"> <li>(i) Monthly Service Management Report <b>(3 points)</b> <ul style="list-style-type: none"> <li>○ Time to restore (1 point)</li> <li>○ Change Request Report (1 point)</li> <li>○ Overall SLA (1 point)</li> </ul> </li> <li>(ii) Access control reports <b>(3 points)</b> <ul style="list-style-type: none"> <li>○ Person details (1 point)</li> </ul> </li> </ul>	<p><b>15</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

<ul style="list-style-type: none"> <li>○ Time stamp for access (1 point)</li> <li>○ Time stamp for exit (1 point)</li> </ul> <p><b>(iii) Monthly statistics on availability (3 points)</b></p> <ul style="list-style-type: none"> <li>○ Uptime information (2 points)</li> <li>○ Power and cooling availability report (1 points)</li> </ul> <p><b>(iv) Maintenance Schedule (advanced notification) and reports (3 points)</b></p> <ul style="list-style-type: none"> <li>○ Scheduled services / outage (1 point)</li> <li>○ Advanced notification communications (2 point)</li> </ul> <p><b>(v) Power availability usage (Uninterrupted Power Supply - UPS) (3 points)</b></p> <ul style="list-style-type: none"> <li>○ time on backup power (1 point)</li> <li>○ actual power consumption (2 points)</li> </ul>	
<b>STEP ONE SUB TOTAL</b>	<b>60</b>

**NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF FORTY-FIVE (45) POINTS FROM ALL THE CATEGORIES IN THE ABOVE STAGE TO QUALIFY FOR STEP 2 (SITE INSPECTION).**

**STEP 2 SITE INSPECTION:**

<b>FUNCTIONAL REQUIREMENT</b>	<b>40</b>
<b>A: Security Management</b>	<b>10</b>
(i) Ability for biometrics access control (2 points)	
(ii) CCTV / Surveillance Cameras inside the building (2 points)	
(iii) Card access swipe for emergency (2 points)	
(iv) Remote monitoring of the departmental access 24/7 (2 points)	
(v) Onsite Control Room (2 points)	
<b>B: Physical Security - Perimeter Security</b>	<b>10</b>
(i) Perimeter fencing with cameras (2 points)	
(ii) Perimeter controlled Gate access (2 points)	
(iii) Reception access (2 points)	
(iv) Departmental Access (2 points)	
(v) Armed Security response (2 points)	
<b>C: Electric requirement / Power Supplies</b>	<b>10</b>
(i) Dual power (2 points)	
(ii) Uninterruptable Power Supply and Generator (2 points)	
(iii) Cooling system/s, Min 100kW (340 000 BTU) (2 points)	
(iv) 2 x 16A sockets per Cabinet (2 points)	
(v) 3 x 32A sockets per Cabinet (2 points)	

<b>D: Environmental Control</b>	<b>10</b>
(i) Need to Monitor 24/7 Temp, Flood and Humidity in the dedicated space <b>(4 points)</b>	
(ii) Fire suppression system <b>(2 points)</b>	
(iii) Fireproof (room) <b>(2 points)</b>	
(iv) Environmental monitoring system <b>(2 points)</b>	
<b>STEP ONE SUB TOTAL</b>	<b>40</b>

Bidders will be required to score a minimum of **25 points** out of 40 points during the site inspection in order for them to be considered for the next stage (Stage 4).

**NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 4.**

#### 1.4 STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION

The bidder who qualifies for this stage will be evaluated using the PPPFA, and the bidder who score highest points will be awarded a bid:

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
Price	80
Black Owned Company	5
Women Owned Company	5
Youth Owned Company	5
*Company owned by people with disabilities	5
<b>Grand Total</b>	<b>100</b>

\* Medical Practitioners certificate/letter must be attached.

**SECTION: 4  
ANNEXURE AND  
STANDARD BIDDING  
DOCUMENTS**

**See the attached SBD  
forms.**

**(All SBD forms must be  
signed)**

## BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be provided in the enclosed questionnaire(s) or a separate annexure.
2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that all are included and duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.
5. If attached, the forms regarding the Preference Points Claim shall be completed and submitted with the completed bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract.
7. If non-firm prices are submitted, the bidding documents should clearly state this.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification.
9. Regarding the paragraphs where the items offered are strict to specification, bidders shall insert the words "as specified."

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
  
- 11.** The bid prices shall be given in the units shown.
  
- 12.** All prices shall be quoted in South African currency.