



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	53/2023/2024	CLOSING DATE:	04 APRIL 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	THREE (3) YEARS DATA CENTER/SERVER ROOM MAINTENANCE				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

OLD AGRIVEN BUILDING

THOHOYANDOU

0950

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	MR DAVHULA K
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7718
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	015 962 7731
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	
E-MAIL ADDRESS	mudziltp@thulamela.gov.za		



MBD1

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2.	TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

INVITATION TO BID

THREE (3) YEARS DATA CENTER/SERVER ROOM MAINTENANCE

Thulamela Municipality invites prospective service providers for provision of the following service:

BID NUMBER	DESCRIPTION	NON-REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
NO: 53/2023/2024	Three (3) years data center/server room maintenance	R3.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Davhula K. (015 962 7718) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system and functionality

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a **non-refundable bid price of R3.00 per page** as from **29 February 2024** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the SCM-FORMS sub folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers must attend a compulsory briefing session on 14 March 2024 at 10h00. Venue: Thulamela local Municipality Council Chamber.

BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM MAINTENANCE

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g., CK).
- ❖ Proof of registration on CSD.
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid) Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- ❖ List of similar projects completed in the last 5 years by the company with client's contact details, descriptions, and contract values (Attach signed appointment letters and/or purchase orders)

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system and functionality.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Firm's similar experience	30
High voltage Certificate in Electricity	20
Proof of Fire suppression installation	15
Proof of CAT6 network cabling	15
Project implementation plan	05
Valid Installer Certification in IP Cameras	15
TOTAL	100

Functionality will be scored out of 100% and bidders who score less than 70% will be disqualified for further evaluation.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

**BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM
MAINTENANCE**

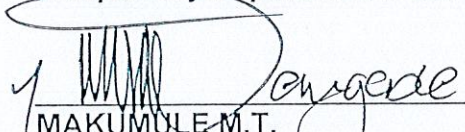
Sealed bid documents must be submitted in envelopes clearly indicating "**BID NUMBER AND DESCRIPTION**" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou, by no later than 11:00 on, 04 April 2024.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB:

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.


MAKUMULE M.T.
MUNICIPAL MANAGER

28/02/2024
DATE

BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM
MAINTENANCE

3 YEARS DATA CENTER/SERVER ROOM MAINTENANCE			
Qty	Description	Price	
	MONTHLY MAINTENANCE		
Building 2 x (5x4M ²) rooms	✓ Repair and Maintain lifted floors, ceilings, and walls, with approved tools (5x4 M ²) X 2		
	✓ Fix leaks or damages in the room ensuring routine pest inspections and treatments		
	✓ ✓ Move Unnecessary equipment and properly pack all equipment in line with CoBIT-5, Making sure server room is free of trash items that could be a fire or tripping hazard		
	✓ Check the door locks, make sure they lock and unlock easily and properly secured		
	✓ Make sure that signages are clearly marked to a maximum of 4		
	✓ Keep UpToDate Architectural Server Room Physical Design Plan		
	✓ Use Fire Protection Paint to in the Server room		
	✓ Ensure Pest Control treatment is done quarterly		
IT Equipment	✓ Make sure IT hardware equipment i.e., servers, switches, routers, patch panels, and storage equipment are racked in appropriate locations as per the server room design		
	✓ Clean server room loose wires, ensuring cables are neatly arranged and marked.		
	✓ Maintenance and cabling for all electrical, networks, fiber, cameras, & access control		
	✓ Check that all electrical plugs are working, and replace bulbs with LED approved bulbs		
	✓ Ensure that the Access Control and CCTV are in good working condition		
	✓ Maintain Fire Suppression system quarterly		
Electric al	✓ Make sure that Backup generator is maintained and are in good working order		

BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM MAINTENANCE

	✓ Check Uninterrupted Power Supplies (UPS), and Power Distribution Units (PDU) and their state of working condition and properly connected to the server cabinets		
	✓ Ensure proper electrification of all equipment in the server room.		
	✓ Make sure that the server room hardware equipment and the facility itself is free of dust and contamination		
	✓ Proper electrification of all equipment in the server room.		
	✓ Heavy Current Electricity Certification Required		
Cooling Infrastructure	✓ Check and confirm that Computer Room Air Conditioners (CRAC) and/or Cooling Rack is efficiently functional.		
	✓ Maintain all Computer Room Air Conditioners x 5		
	✓ Maintain all gas cylinders in accordance with their specifications x 3		
	✓ Test smoke detectors, refill fire extinguishers and fire suppression system as and when there is a need		
Safety & Security	✓ Check the door locks, make sure they lock and unlock easily and properly secured		
	✓ Check that all lights are working, and replace bulbs as needed		
	✓ Ensure that the installed Access Control and CCTV are in good working condition		
	✓ Make sure that the server room hardware equipment and the facility itself is free of dust and contamination		
Server Room Maintenance	✓Condition-based maintenance		
	✓Corrective maintenance		
	✓Planned maintenance		
	✓Predictive maintenance		
	✓Preventative maintenance		
	✓Total Productive maintenance		
	✓ Reporting on the Server Room Maintenance Status Quarterly		

Additional Matters		ADDITIONAL MATTERS		
	01	Signage Cost per A3 board		
	01	Access Control Solution		
	01	2MP Bullet Camera		

**BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM
MAINTENANCE**

01	Display Screen for Temperature/Humidity purchase and installation		
01	Backup generator Maintenance once per quarter		
01	Fire Suppression system maintenance once per quarter		
01	Air Conditioners Maintenance once per quarter		
01	Replacement of Floor panel each		
01	Room integrity test once per annum		
A	Electrification		
01	Electrical Cable per meter		
01	Surge Protection Adaptor 16A		
01	High Surge Protection 8-way multi-plug		
01	Surge protection Plug		
01	Surge Protection Adaptor 1x16A, 2x5A		
B	Cabling		
01	Cat 5 per meter		
01	Cat 6 per meter		
01	Cat 6 per meter outdoor		
01	20 mm White PVC Sprague tubing per meter		
01	Fiber 2 Core Cable per meter		
01	6U Wall Mounted Cabinet with Fan		
01	Patch Panel and Cable Management		
01	RJ45 + Boot		
01	Rack Mountable PDU with Power Surge		

**BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM
MAINTENANCE**

REQUIREMENT	Points Allocated
2 x Appointment and Reference letters for supply of IT Services to the value of: - R1Million and more - R500k to R999K - R200k to R499K	30% 20% 10%
High Voltage Certification in Electricity	20%
Proof of Fire Suppression installation	15%
Proof of CAT6 Network Cabling	15%
Valid Installer Certification in IP Cameras	15%
Project implementation plan	5%

Datacenter Functionality

Functionality will be scored out of 100% and bidders who score less than 70% will not be considered for further evaluation.

REQUIREMENTS SCORE SHEET						
Requirement Description	Available		Attached		Attachment Reference	Marks
2x Appointment and Reference letters for supply of IT Services – R1Million+ all 2(15 per letter)	Y	N	Y	N	B	30
2 x Appointment and Reference letters for supply of IT Services -R500K -<R999K all 2(Missing letter -10)	Y	N	Y	N	B	20
2 x Appointment and Reference letters for supply of IT Services -R200K -<R499K all 2(Missing letter -5)	Y	N	Y	N	B	10
High Voltage Certification in Electricity	Y	N	Y	N	C	20
Proof of Fire Suppression installation	Y	N	Y	N	D	15
Proof of CAT6 Network Cabling	Y	N	Y	N	F	15
Valid Installer Certification in IP Cameras	Y	N	Y	N	G	15
Project implementation plan	Y	N	Y	N	H	5
Total						

BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM MAINTENANCE

The following is a statement of similar work executed by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed

BID NO. 53/2023/2024: THREE (3) YEARS DATA CENTER/SERVER ROOM MAINTENANCE