



AVON & DEDISA PEAKING POWER  
RELIABLE ELECTRICITY TO SOUTH AFRICA

<b>RFQ NO.:</b>	<b>RFQ/001/2019</b>
<b>DESCRIPTION OF GOODS / SERVICES :</b>	Office Information Technology Systems

<b>NAME OF BIDDER:</b>	
<b>STREET ADDRESS:</b>	
<b>POSTAL ADDRESS:</b>	
<b>TEL NO.:</b>	<b>CELL PHONE NO.:</b>
<b>EMAIL ADDRESS:</b>	<b>FAX NO.:</b>
<b>TOTAL QUOTATION AMOUNT:</b>	R

<b>Issued by:</b>	<b>Prepared by:</b>
<b>The Chief Executive Officer</b> Avon & Dedisa Peaking Power Building 1 21 Woodlands Drive Country Club Estate Woodmead Johannesburg	<b>The Chief Operating Officer</b> Avon & Dedisa Peaking Power Building 1 21 Woodlands Drive Country Club Estate Woodmead Johannesburg



AVON & DEDISA PEAKING POWER  
RELIABLE ELECTRICITY TO SOUTH AFRICA

## **INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS**

Avon & Dedisa Peaking Power requests your quotation for the goods and/or services listed hereunder in this RFQ document. Bidders are requested to furnish all information requested and return their quotation submission on the date stipulated in this invitation and the RFQ advertisement. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NO.:</b>	RFQ/001/2019
<b>DESCRIPTION OF GOODS / SERVICES</b>	Office Information Technology Systems
<b>ADVERT DATE:</b>	26 September 2019
<b>CLOSING DATE:</b>	10 October 2019
<b>CLOSING TIME:</b>	12:00PM
<b>COMPULSORY BRIEFING MEETING DATE &amp; TIME: VENUE:</b>	There is no formal compulsory briefing session, however an appointment can be made for a current infrastructure assessment. Email <a href="mailto:info@peakers.com">info@peakers.com</a> or call 010 612 0664 to book appointment.
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	The Avon & Dedisa Website – <a href="http://www.peakers.com/tenders">www.peakers.com/tenders</a> OR: <b>Reception Desk</b> Building 1 21 Woodlands Drive Country Club Estate Woodmead Johannesburg OR: Via email request to <a href="mailto:info@peakers.com">info@peakers.com</a>
<b>SUBMISSION OF RFQs:</b>	Email: <a href="mailto:info@peakers.com">info@peakers.com</a>



AVON & DEDISA PEAKING POWER  
RELIABLE ELECTRICITY TO SOUTH AFRICA

<b>TECHNICAL ENQUIRIES:</b>	Name: Ajay Brijmohan Tel: 010 612 0664 Email: <a href="mailto:info@peakers.com">info@peakers.com</a>
<b>PROCEDURAL ENQUIRIES:</b>	Reabetswe Meloa Tel: 010 612 0664 Email: <a href="mailto:reabetswe.meloa@peakers.com">reabetswe.meloa@peakers.com</a>



## 1. GENERAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

### **BIDDERS ARE REQUIRED TO FAMILIARISE THEMSELVES WITH THE TENDERING CONDITIONS AND PROCEDURES AS DOCUMENTED BELOW.**

1. For the purposes of this RFQ document, the words 'bidder' and 'tenderer', and 'RFQ' and 'tender' shall bear the same meaning.
2. 'Avon & Dedisa' where referred to in this document means Avon Peaking Power and Dedisa Peaking Power'.
3. No quotation will be considered unless submitted on this RFQ document.
4. The whole original RFQ document, as issued by Avon & Dedisa must be submitted. A quotation will be considered invalid and will not be accepted, if any part of this RFQ document is not submitted.
5. Bidders must submit one RFQ offer only, either as a single tendering entity or as a member of a joint venture.
6. Telephonic, telegraphic, telex or facsimile RFQ submissions will not be accepted.
7. Bidders must submit either one hard copy or one soft / electronic copy (via CD / memory stick / email).
8. Any portion of the RFQ document not completed will be interpreted as 'not applicable'. Notwithstanding the afore-going, failure to complete any compulsory portion of the RFQ document will result in the RFQ submission being declared non-responsive.
9. **Quotations must be properly received and deposited, on or before the closing date and on or before 12:00pm**, at the **Reception Desk** at Avon & Dedisa situated at Building 1, 21 Woodlands Drive, Country Club Estate, Woodmead, Johannesburg or via email to [info@peakers.com](mailto:info@peakers.com).
10. **Avon & Dedisa accepts no responsibility for ensuring that quotations are submitted to the correct office or sent to the correct email address.**
11. **Avon & Dedisa reserves the right to accept:**
  - 11.1. the whole quotation or part of a quotation or any item or part of any item, or to accept more than one quotation (in the event of a number of items being offered), and Avon & Dedisa is not obliged to accept the lowest or any quotation;
  - 11.2. a quotation which is not substantially or materially different from the RFQ specifications.
12. Avon & Dedisa shall not consider quotations that are received after the closing date and time, as specified in the RFQ advertisement.
13. Avon & Dedisa will not be held responsible for any expenses incurred by bidders in preparing and submitting quotations.
14. Avon & Dedisa may, after the RFQ closing date, request additional information or clarification of submitted quotations, in writing.



15. A quotation may be rejected as non-responsive if the bidder fails to provide any clarification requested by Avon & Dedisa within the time for submission stated in the written request for such clarification.
16. A bidder may request in writing, after the closing date, that its quotation be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of Avon & Dedisa after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in such written request for withdrawal.
17. The RFQ document must be signed by a person duly authorised to do so.
18. Quotations submitted by joint ventures, consortia, partnerships shall be accompanied by a joint venture, consortium, partnership agreement, in which it is defined precisely the conditions under which the joint venture, consortium or partnership will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms of which it is formed, and any other information necessary to permit a full appraisal of its functioning.
19. **Once the RFQ is awarded, all purchases will be made through an official Avon & Dedisa Email Confirmation. Therefore, no goods must be delivered or services rendered before an official Email Confirmation has been forwarded to the successful bidder. The successful bidder must then deliver or render service upon receiving an official signed Email from Avon & Dedisa.**
20. **Evaluation of RFQs**
  - 20.1. **Quotations will be evaluated in accordance with the evaluation criteria set out in the Special Conditions of the Request for Quotations.**
  - 20.2. Quotations will be evaluated for price, technical, scope and preference –
  - 20.3. Unless otherwise stated in the Special Conditions, a contract will be concluded with the bidder who complies with the evaluation criteria and scores the highest total combined points. A competitive pricing structure will be a bonus.
  - 20.4. Bidders may quote with or without VAT depending upon whether or not they are VAT vendors. In the calculation of price points, VAT shall be removed from the quotation amount of bidders who are registered as VAT vendors, so that financial offers can be evaluated on a comparative basis as a price advantage cannot be afforded to bidders who are not VAT vendors.
21. **Test for Responsiveness**
  - 21.1. **Invalid Submissions**

Quotations shall be invalid if:

    - (a) The quotation submission is not sealed when submitted at Reception Desk.
    - (b) The quotation submission is not completed unless completed in non-erasable ink.
    - (c) The form of offer has not been completed.
  - 21.2. **Non-responsive Submissions**

Quotations will be declared as non-responsive and eliminated from further evaluation in the following circumstances –



- (a) The submission has not achieved the minimum score for functionality as set out in the evaluation criteria, where functionality is applicable.
- (b) Where there are material deviations or qualifications to the RFQ which in Avon & Dedisa's opinion would –
  - (i) Detrimentially affect the scope, quality or performance of the works, services or supply identified in the scope of works;
  - (ii) Significantly change Avon & Dedisa's or the bidder's risks and responsibilities under the contract, or
  - (iii) Affect the competitive position of the bidder, or other bidders presenting responsive submissions, if it were to be rectified.
- (c) The submission will be declared non-responsive if the bidder fails to adhere to a written request (within the specified period set out in such request) to –
  - (i) Comply with the general conditions applicable to RFQs as contained in the Avon & Dedisa Procurement Policy;
  - (ii) Complete and/or sign any declarations and/or authorisations;
  - (iii) Submit items 2 - 3 of the list of returnable documents in Part 3 of this bid document.
- (d) **The bid will be declared non-responsive in the event that the bidder's tax matters, as verified on the government Central Supplier Database, are shown not be in order, and the bidder fails to ensure that its tax matters are in order within such timeframe as may be required by Avon & Dedisa in writing.**

## 22. Clarification of quotation after submission

The bidder must provide clarification of its submission in response to a request to do so from Avon & Dedisa during the evaluation process. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of bidders or substance of the submission may be sought, offered, or permitted.

## 23. Provide other material

The bidder shall provide, on request by Avon & Dedisa, any other material that has a bearing on the RFQ submission, the tenderer's commercial position (including notarized joint venture agreements), or samples of materials, considered necessary by Avon & Dedisa for the purpose of a full and fair risk assessment. Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in Avon & Dedisa's request, Avon & Dedisa may regard the RFQ submission as non-responsive.

## 24. Inspections, tests and analysis

The bidder shall, at the request of Avon & Dedisa, provide access during working hours to its business premises for any inspections, tests and analyses as required for the RFQ.

## 25. Securities, policies, etc

If required, the bidder must submit for Avon & Dedisa's acceptance before formation of the contract, all securities, guarantees, policies and certificates of insurance required in terms of the conditions of contract.



**26. Tax compliance status**

- 26.1. **No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).**
- 26.2. **Each party to a consortium, joint venture or partnership must comply with the above.**

**27. Declarations and authorisation**

Bidders are required to complete all statutory declarations and authorisations in the schedules attached to this RFQ document, failing which the submission may be declared non-responsive.

**28. Samples**

If the specifications require a bidder to provide samples, these shall be provided strictly in accordance with the instructions set out in the special conditions of the RFQ below.

**29. Alterations to tender document**

Bidders may not make any alterations or additions to the RFQ document, except to comply with instructions issued by Avon & Dedisa, or as are necessary to correct errors made by the bidder. All signatories to the RFQ submission shall initial all such alterations. Erasures and the use of masking fluid are prohibited.



## 2. SPECIAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

The special conditions qualify, or are in addition to the general conditions in section 1.1 above. In the event of any ambiguity or inconsistency between the general conditions and the special conditions, the latter shall have precedence.

These special conditions, the general conditions, and the returnable schedules are only required for evaluation purposes, and shall not form part of any contract arising from the invitation to tender.

General Conditions Clause No.	Additions or Variations to General Conditions
<b>Clause 14 &amp; 21</b> <b>CLARIFICATION OF RFQ SUBMISSION</b>	Where a bidder is requested to provide additional information or clarification of its submission, this shall not be an opportunity for the bidder to bolster its submission in any way, so as to afford it an unfair competitive advantage.
<b>Clause 17</b> <b>AUTHORITY OF SIGNATORY</b>	The bidding entity must submit a letter of authority on its letterhead authorising the signatory to this RFQ to sign all documents in connection with the RFQ, and any contract which may arise therefrom, on behalf of the bidding entity.  The letter of authority must be attached to Schedule A.
<b>Clause 19</b>	After the Service provider has been notified of the Award and signs the Service Level Agreement, the bidder will have to wait for an official signed Email Notification before commencing with the delivery or rendering of services appointed for.
<b>Clause 20</b> <b>EVALUATION OF RFQs</b>	RFQs will be evaluated in accordance with the evaluation criteria set out on page 9 of this document.
<b>Clause 24</b> <b>INSPECTION, TESTS AND ANALYSES</b>	No inspections, tests and analyses shall be required for this RFQ.





## **RFQ EVALUATION CRITERIA**

The evaluation criteria will run three (3) phases:

### Phase 1

- The correctness of bid documents
- Compliance with bid regulations (tax clearance and other prescripts requirements)

### Phase 2

- Meeting the pre-qualification criteria and minimum qualifying functionality score of 80 points

### Phase 3

- Quotation / price

1. In order to facilitate a transparent selection process, Avon & Dedisa Peaking Power will adhere to its Procurement Policy in appointing service providers.

2. **Pre-qualifying Criteria**

Avon & Dedisa Peaking Power promotes the advancement of designated groups. The following pre-qualifying criteria is applicable to the evaluation of this bid and only submissions that meet all of the following criteria will be considered:

- A tenderer must be a minimum B-BBEE level 2 contributor AND at least 51% black ownership;
- An EME ,QSE or GEN; affidavits and most recent annual financial statement or management accounts to be provided as support thereof
- A minimum of 5 years of business operation and experience in related field

***Please note that your bid will be considered non-responsive should you not meet all the pre-qualifying criteria.***



2.1. The evaluation criteria will be as follows:

2.1.1. Functionality

<b>FUNCTIONALITY CRITERIA</b>		
<b>Evaluation Criteria</b>	<b>Sub-Criteria</b>	<b>Weighting / Points</b>
<b>1. Past experience</b> Bidders must demonstrate experience in private or public sector ICT	Bidders are required to submit the following for at least three ICT project implemented for either a private company, District, Metro or Local municipality within the past 3 years:	
	1. Appointment letter	10
	2. A completion letter/form	10
	3. A reference letter	10
<b>2. Company Profile, Organogram and experience of resources</b>	1. Company Profile outlining company services and expertise	10
	2. Organogram that sets out the roles and responsibilities of each proposed team member	10
	3. Summary curriculum vitae (CV's) of each proposed team member	10
<b>4. Skills and qualifications of resources</b> Bidders to demonstrate their technical competency by the qualifications of their human resource in Information Systems or other related ICT qualification	Bidders are required to submit academic certificates to substantiate at least:	
	1. At least one resource with an honor's, BTech degree or higher	20
	2. At least one resource with a bachelor's degree or national diploma	10
	3. At least one resource with short course certificates	5
	4. Resources with online short course certificates	0



<p><b>4. Proximity of bidder</b></p>	<p>Avon Dedisa Peaking Power is based in Woodmead, Johannesburg and as such, points for proximity to office will be apportioned as follows:</p> <ol style="list-style-type: none"> <li>1. Bidders whose offices are within 30km</li> <li>2. Bidders whose offices are within 60km</li> <li>3. Bidders whose offices are further than 60km</li> </ol>	<p style="text-align: right;">5</p> <p style="text-align: right;">3</p> <p style="text-align: right;">0</p>
<p><b>TOTAL</b></p>		<p style="text-align: right;"><b>100</b></p>

NB - all bids which do not meet **80 points** will be set aside and will not go to the third stage of evaluation.



### 3. RETURNABLE DOCUMENTS

In addition to the requirements stipulated in this tender, tenderers are required to submit the documentation listed below.

Failure to submit a BBBEE certificate will result in no points being allocated to the bidder for BBBEE.

ITEM NO.	RETURNABLE DOCUMENT	AVAILABLE (TICK ✓)
1.	Original or certified copy of B-BBEE certificate or sworn affidavit; if points are claimed (a copy of a certified certificate will not be accepted)	
1.1	A sworn affidavit confirming annual total revenue and level of black ownership, if bidder is an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	
1.2	Original or certified copy of BBBEE certificate, if bidder is a, Joint Venture or Consortium that is a legal entity	
1.3	Original or certified copy of consolidated BBBEE scorecard, if bidder is a Trust, Joint Venture or Consortium that is an unincorporated entity	
2.	Certified copy of Joint Venture or Consortium Agreement; if bidder is a Joint Venture or Consortium	
3.	Certified ID copies of directors	
4.	Print-out of Tax Clearance Certificate	
5.	Central Supplier Database printout ( <i>optional</i> )	
6.	Declaration of conflict of interest	



**In the event that the bidding entity is a joint venture, consortium, or partnership, each partner must supply the above information.**

**NOTE:**

**Bidders' Tax Compliance Status before award of Formal Written Quotation will be verified on Central Supplier Database. Therefore bidders are required to ensure that they are registered on the database (CSD) (*Optional*) upon submission of this RFQ.**

All returnable schedules below must be completed by the bidding entity, save for those schedules which are not applicable to it in which case the bidder must indicate which schedules are not applicable. Should the bidder fail to complete all applicable and compulsory schedules, its quotation submission shall be deemed to be non-responsive in accordance with clause 20.2 (d) (ii) of the general conditions.

The schedules required to be completed are as listed below –

Schedule A	Letter of Authority for Signatory
Schedule B	Confirmation of Registration of Bidder on Central Supplier Database (CSD) - <b><i>Optional</i></b>

**SCHEDULE A – LETTER OF AUTHORITY FOR SIGNATORY**

Indicate the status of the bidder by ticking the appropriate box hereunder with an x.

COMPANY	CLOSE CORPORATION	PARTNERSHIP	JOINT VENTURE	SOLE PROPRIETORSHIP



**NOTE: THIS IS OPTIONAL AND NOT A REQUIREMENT**

BIDDERS MUST ATTACH A LETTER OF AUTHORITY TO THIS PAGE, AUTHORIZING THE SIGNATORY TO THIS RFQ TO SIGN ALL DOCUMENTS IN CONNECTION WITH THE RFQ AND ANY CONTRACT WHICH MAY ARISE THEREFROM, ON BEHALF OF THE BIDDING ENTITY.

**SCHEDULE B – CONFIRMATION OF REGISTRATION OF BIDDER ON CENTRAL SUPPLIER DATABASE (CSD)**

NAME OF BIDDER	REGISTERED ON CSD? (YES/NO)	CSD SUPPLIER NUMBER

Bidders are required to register as suppliers on the government Web-based Central Supplier Database (CSD) prior to submission of this RFQ, and provide their CSD supplier number in the table above. If not registered on submission of this RFQ, bidders will be required to register on the CSD within such timeframe as stipulated by Avon & Dedisa.

It is the responsibility of a bidder to ensure that this requirement is complied with. In the case of Joint Ventures and Consortia, this requirement will apply to each party to the Joint Venture or Consortium.

**BIDDER'S SIGNATURE:** .....



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

### 1. GENERAL CONDITIONS

1.1. Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.2.1 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“GEN”** means a generic enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### **3. POINTS AWARDED FOR PRICE**

- 3.1. The points for price will be awarded based on a number of criteria set out by Avon & Dedisa**

### **4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

- 4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:**





B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1. B-BBEE Status Level of Contributor: . = .....( maximum number of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1. Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1. 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 subcontractor .....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME, QSE or GEN which is at least 51% owned by:	EME ✓	QSE ✓	GEN ✓
Black people			
Black people who are youth			
Black people who are women			
Black people with disabilities			
Black people living in rural or underdeveloped areas or townships			
Cooperative owned by black people			
Black people who are military veterans			
<b>OR</b>			
Any EME			
Any QSE			
Any GEN			

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1. Name of company/firm:

.....

8.2. VAT registration number:

.....

8.3. Company registration number:



.....

8.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7. Total number of years the company/firm has been in business:

.....

8.8. 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....



## 4. SCOPE OF WORK

Avon & Dedisa Peaking Power is an independent power producer project company. The location of the offices is Country Club Estate, Woodmead, Johannesburg, South Africa. The company intends to change IT service providers to provide existing and extended services to its Woodmead offices, and all its eleven staff members for a period of 4 years on a yearly renewable basis. As such, Avon & Dedisa Peaking Power requests your company to provide a quotation for the IT services required below.

**4.1** Avon & Dedisa Peaking Power is soliciting quotations from relevantly qualified IT service providers to provide the following minimum services:

1. Manage the internal network;
2. Maintain the internal network;
3. Troubleshoot and resolve any IT and telecoms related issues;
4. Install licensed software when required;
5. Provide and upgrade software as and when required;
6. Install/upgrade hardware as and when required;
7. Repair software when required;
8. Repair hardware when required;
9. Provide cyber security in the form of anti-virus protection against server, pc, mac and mobile devices as well as online protection to internal network against all security threats which include Wi-Fi attacks and phishing;
10. Backup all client and server related IT information. All data to be treated as strictly confidential and sensitive;
11. Provide managed post-paid fixed line telephony and exchange services;
12. To provide secure external internet break out of 100mbps, dedicated mail servers, dedicate web hosting servers and secure remote access servers.
13. Provide hardware at preferable / competitive rates as when required. (Laptops, desk tops, servers and telephony services)

### 4.2 Details of Quotation

In your response please provide the details of all items above, as well as the additional line items in the table below. Please include a clear description of service offered, the **monthly price where applicable** of the service, the response time of service provided and any other information or details as may be necessary to clearly define the service offered. The offering shall be in the form of a Service Level Agreement with annual renewal details included.



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#### 4.3 Details of Quotation & Pricing

Item	Service	Offering response	Price
	Manage the internal network;		
	Maintain the internal network;		
	Troubleshoot and resolve any IT and telecoms related issues;		
	Install licensed software when required;		
	Provide and upgrade software as and when required;		
	Install/upgrade hardware as and when required;		
	Repair software when required;		



	Repair hardware when required;		
	Provide cyber security in the form of anti-virus protection against server, pc, mac and mobile devices as well as online protection to internal network against all security threats which include Wi-Fi attacks and phishing;		
	Backup all client and server related IT information. All data to be treated as strictly confidential and sensitive;		
	Provide managed post-paid fixed line telephony and exchange services;		
	To provide secure external internet break out of 100mbps, dedicated mail servers, dedicate web hosting servers and secure remote access servers.		
	Provide hardware at preferable / competitive rates as when required. (Laptops, desk tops, servers and telephony services)		



AVON & DEDISA PEAKING POWER  
RELIABLE ELECTRICITY TO SOUTH AFRICA

	Staff capacity available to Avon & Dedisa.		
	First line support response time.		
	First line support details and process.		
	Physical response time (if required)		
Additional discretionary items below:			