

TVET CAMPUS CONNECTION PROJECT



TVET Colleges Connection Project (TCCP)

Request for Quotation

RFQ number: SABEN 0020/2022

For

TCCP Campus Wi-Fi Configuration, Installation Testing and Support RFQ No: SABEN 0025/2022 Mnambithi TVET College

Date of Issue	4 November 2022
Closing Date and Time	25 November 2022, 17h00 South African time
Place	Submission of quotations or any other enquiries: Email to rfq@saben.ac.za (please always quote the RFQ number with your submissions and enquiries)

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1 Invitation to Quote

- 1.1 Quotations are hereby invited for the provision of the following services for the South African Broadband and Education Networks (SABEN) TVET Campus Connection Programme (TCCP) for specific TVET colleges and identified campuses:
- 1.1.1 Site installation surveys for the provided materials and equipment;
- 1.1.2 Installation, testing, and commissioning of the Wi-Fi; and
- 1.1.3 Provision of support to the college for a period of one (1) year for the Wi-Fi installation.
- 1.2 The equipment will be provided by SABEN via a separate request to the market (RFQ 21/2022). The brand of equipment items will only be known once the procurement process is completed. This quotation for installation and support must be agnostic to the brand of the equipment.
- 1.3 The TCCP is an Information and Communication Technology (ICT) infrastructure initiative by the Department of Higher Education and Training (DHET), funded through a National Skills Fund (NSF) grant, to connect Technical and Vocational Education and Training (TVET) college campuses to the South African NREN (SA NREN).
- 1.4 The DHET has appointed SABEN to implement the TCCP programme. SABEN is a non-profit company formed specifically to connect TVET colleges to the SA NREN.

2 Contents of this RFQ

Document	Title	Type	Purpose
1	Main RFQ (this document)	PDF	<ul style="list-style-type: none">- Invitation for Quotation- Requirements- Pricing Template- Quotation Contents, Format and Submission- Evaluation Criteria- Clarifications- SABEN Rights and Special Conditions
Annex 1	SABEN's Terms and Conditions of Purchase	PDF	<ul style="list-style-type: none">- Standard conditions applicable to any possible contract
Annex 2	Installation and Support Costing	MS Excel	<ul style="list-style-type: none">- To be filled in and submitted with the proposed pricing
Annex 3	Declaration by the Proposer	PDF	<ul style="list-style-type: none">- To be signed and submitted

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3 Services Requirements

3.1 The Wi-Fi equipment will be provided separately and includes a predefined bill of materials (as applicable). SABEN requires pricing for the installation and support of the provided items at each college.

3.1.1 UPS

3.1.2 Security Gate

3.1.3 6U Cabinet

3.1.4 Controller

3.1.5 Switches (8, 12 and 24 port and SFPs)

3.1.6 AP - Indoor

3.1.7 AP – Outdoor

3.1.8 Masts

3.1.9 Microwave links

3.2 Installation Typology requirements

3.2.1 Fibre connection between switches – RING typology

3.2.2 Cat 6 connection between switches and APs – STAR typology (one connection per AP)

3.3 Quotations need to include prices for all 9 items in the schedule below covering all listed campuses. The intention is to appoint a single service provider per college.

RFQ No: SABEN 0025/2022	Mnambithi TVET College
	MNA - Central Office
	MNA - Estcourt
	MNA - Ezakheni
	MNA - Ezakheni A
	MNA - Ladysmith

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#	Item	Minimum Specification	Price (ex VAT)	Completion of installation time (weeks)	Comments	Assurance of Compliance (insert 'COMPLY' to certify that the installation and support offered complies with the minimum specifications)
1	Site surveys	A site survey in conjunction with TVET staff of each campus to determine the optimum location, routing and installation required for the standard bill of materials. The site survey document (one per campus) will be generated as per a provided template. The site survey document will be countersigned by the College IT manager and submitted to the TCCP project team for verification.				
2	Cabinet installations	Installation of cabinets at agreed positions with associated power connection.				
3	All-inclusive per meter cost for the supply, installation and routing of inter-cabinet/ switch fibre	Single mode fibre optic cable (G657A2) 1310nm - 4 core terminating on 4 port fibre distribution boxes both sides and including 1m duplex LC-LC single mode optic fibre patch leads. Includes connectors to cabinet equipment. Including per meter for trenching and 30mm bosal pipe installs.		XXXXXXXXXX		



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#	Item	Minimum Specification	Price (ex VAT)	Completion of installation time (weeks)	Comments	Assurance of Compliance (insert 'COMPLY' to certify that the installation and support offered complies with the minimum specifications)
4	All-inclusive cost for the splicing of fibre	Should cause maximin loss of between 0.1 and 0.5 dBm per splice		XXXXXXXXXX		
5	All-inclusive cost for the core drill	Minimum of 30mm		XXXXXXXXXX		
6	All-inclusive per meter cost for the supply, installation, crimping and routing of cabling between switches and access points	Outdoor: Category 6 Shielded twisted LAN pair cable CCA, UV protected, 4 pairs, outdoor use, grey; Indoor: Category 6 LAN pair cable CCA, 4 pairs, indoor use, grey; Cat 6 LAN point installation including labour, terminate on patch panel on server cabinet side and Rj45 on Wi-Fi AP side - max distance 80 m. includes connectors to cabinet equipment and APs (RJ45).		XXXXXXXXXX		



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#	Item	Minimum Specification	Price (ex VAT)	Completion of installation time (weeks)	Comments	Assurance of Compliance (insert 'COMPLY' to certify that the installation and support offered complies with the minimum specifications)
7	Installation and testing	The installation will be performed according to the approved site survey document. The Wi-Fi will be tested according to prescribed test procedures. The installation test pack will be countersigned by the College IT manager (or equivalent) and provided to the TCCP team for approval. This includes the sign off of Skills transfer / capacitation / operating procedure.				
8	Wi-Fi network configuration	The service provider will support the college with the logical design and configuration of the Wi-Fi network with multiple SSIDs. E.g., for academic staff, administration staff, students and guests, each with a unique key.				
9	Support	The contracted service provider will provide 3-year support on the installation from the date of commissioning comprising an average of 12 hours of support per quarter over 12 months. The 12 hours will be a mixture of telephonic support and will include on average 1 site visit per quarter.				



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3.4 Lead Time, and Acceptance.

- 3.4.1 Completion times from placement of order to completion of the service delivery elements must be indicated in the quotation schedule. Times should be stated in weeks.
- 3.4.2 Inspection and acceptance of the services will be as per the College approvals.

3.5 Pricing terms

3.5.1 All quoted prices shall be fixed.

3.5.2 All prices shall be:

- 3.5.2.1 Quoted in South African Rand;
- 3.5.2.2 Valid for 90 days from the advertised final date for submission of the quotations;
- 3.5.2.3 Quoted exclusive of VAT; and
- 3.5.2.4 Quoted for provisioning at the identified college campuses.
- 3.5.2.5 Quoted inclusive of all taxes, delivery costs, and duties at the identified college campuses.

3.5.3 Prices should be quoted after taking bulk discounts into account.

3.5.4 Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

3.6 Invoicing and Payment

- 3.6.1 Invoicing will be permitted once the completion certificates are provided to SABEN as confirmed by the College.
- 3.6.2 Payment will be made 30 days from valid invoice.
- 3.6.3 The invoice(s) must reflect the correct purchase order number(s) and correct SABEN details. Incorrectly submitted invoices will delay payment.
- 3.6.4 Payment milestones will be as follows.

Payment Milestone	#	Item
A	1	Site survey
B	2, 3, 4, 5, 6, 7	Installation and testing including <ul style="list-style-type: none">• Cabinet installations• All-inclusive per meter cost for the supply, installation and routing of inter-cabinet fibre• All-inclusive per meter cost for the supply, installation and routing of cabling between switches and access points
	8	Commissioning with the separate SSIDs and associated keys
C	9	Signed support provisioning contract

3.6.5 Incorrectly submitted invoices will delay payment.

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3.7 Warranty, Maintenance and Support

3.7.1 Warranties on workmanship shall be for a period of one (1) year from the commissioning date.

3.7.2 Hardware support in the installation and commissioning stage will require replacement of failed or faulty critical components by shipping back to the equipment provider by the college.

3.7.3 Quotations must be made on the basis that:

3.7.3.1 once the equipment is installed and commissioned at a site, the equipment will be donated to the TVET college, and the supplier's warranty will be ceded to the college for the balance of the warranty period; and that

3.7.3.2 the support agreement will be ceded to the college for the 1-year support period.

3.7.4 Vendors shall provide, in separate documents:

3.7.4.1 Supply, maintenance, and support evidence: Two examples of recent (previous 5 years), similar large orders and delivery performance thereof, including the:

- a) name, company, and cell number of a reference person,
- b) description of the installation and associated support provided.
- c) Capacity to provide services - **Original letters from clients regarding satisfactory supply, installation, testing and maintenance along with purchase orders.**

3.7.4.2 Financial Ability to execute project: the bidder is required to submit annual financial statements for the most recent three years OR each year since commencing business if less than three years old.

3.7.4.3 Staffing Profile and Competence: CVs for the following:

- a) Project Manager with (minimum) National Diploma (NQF level 6) in Information Technology, PMP/Prince II Certification and 5 years ICT Project management experience,
- b) OEM certified Technicians with (minimum) Wireless Network Certification and 2 years' experience

4 Pricing template

4.1 SABEN requires that the pricing and associated information be provided in the spreadsheet titled "Annexure 2 Installation and Support Costing".

4.2 The Microsoft Excel Pricing spreadsheet shall be in the prescribed format, be readable and editable and not require a password. **Neither the structure nor the formatting of the spreadsheet shall be altered.**

4.3 **Data may only be inserted in the yellow shaded cells.**

4.4 Include any comments or notes on the Price Template in the designated area.

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5 Quotation Contents, Format and Submission

- 5.1 Quotations must be fully completed.
- 5.2 Quotations must be emailed to SABEN.
- 5.3 Quotations submitted in response to this RFQ must be in English.
- 5.4 Quotations must include the following:

#	Item	Mandatory	Format
1	Company Registration Certificate	Yes	Copy
2	Proof of business residency / address	Yes	Copy
3	Tax clearance certificate <u>or</u> evidence of application for tax clearance or tax clearance PIN issued by SARS. No contracts will be awarded to a service provider who cannot provide a valid Tax Clearance Certificate at the time of contracting.	Yes	Copy
4	VAT registration certificate	Yes	Copy
5	BBBEE Certificate	No	Copy
6	Supply, maintenance, and support evidence	Yes	Signed document
7	Financial ability to execute the project	Yes	Signed documents
8	Staffing Profile and Competence	Yes	Signed documents
9	Pricing (Annexure 2)	Yes	Completed Excel spreadsheet
10	Pricing (Annexure 2)	Yes	Signed PDF version of the completed spreadsheet
11	Declaration by Proposer (Annexure 3)	Yes	Signed document

- 5.5 The electronic email pack shall:
 - 5.5.1 Be attached to an Email sent to: rfq@saben.ac.za
 - 5.5.2 The Email subject shall be **RFQ No: SABEN 0025/2022 / Company Name.**
 - 5.5.3 The Email must be sent over Transport Layer Security (TLS) encryption.
 - 5.5.4 The Email body shall contain the below table:

RFQ No: SABEN 0025/2022	
Submitting company name	
Authorised company representative	Name:
	Telephone number:
	Email address:

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- 5.6 Automatic confirmation receipt of received Emails will be issued.
- 5.7 SABEN has an email receipt size limitation of 35 Mb. If the email is larger than this limit the email should be divided into separate parts before submission.
- 5.8 Closing time and date for submissions is 17:00 on 25 November 2022.
- 5.9 If there is a discrepancy between the pricing schedule PDF and Excel versions submitted, the PDF version will take precedence.
- 5.10 SABEN holds the right at its discretion to request documents from proposers that may have been omitted from the electronic proposal package after the closing time and date. Proposers are required to provide those documents within the timeframe as per the request from SABEN.

6 Evaluation Criteria

- 6.1 Where a proposal is not received by SABEN by the due date and time, it will be regarded as a late proposal. Late proposals will not be considered.
- 6.2 Price competency, coupled with mandatory document submission (as indicated in the above table) and the ability to deliver as reflected in the signed 'Supply, maintenance, and support evidence' will be the final determining factors.
- 6.3 Price competency will be considered for the total price of all items.
- 6.4 SABEN supports governments preferential procurement policy. The prevailing government 80/20 preferential pricing policy shall be applied for this RFQ.
- 6.5 Evaluation Grid

#	Item	Evaluation Criteria
A	Proposal received before deadline	Yes – evaluate further No – will not be evaluated
B MANDATORY DOCUMENTS		
1	Company Registration Certificate	Yes – evaluate further No – will not be evaluated further
2	Proof of business residency / address	Yes – evaluate further No – will not be evaluated further
3	Tax clearance certificate <u>or</u> evidence of application for tax clearance or tax clearance PIN issued by SARS.	Yes – evaluate further No – will not be evaluated further
4	VAT registration certificate	Yes – evaluate further No – will not be evaluated further
5	BBBEE Certificate	Score to be used for the 80/20 price adjustment calculation
6	Supply, maintenance, and support evidence	Evaluation Score <ul style="list-style-type: none"> • 1 – partially relevant • 3 – relevant • 5 – highly relevant An overall score of 3 will be required for the proposal to be considered further
7	Financial ability to execute the project	Profitable company as evidenced by the annual financial statements for most recent three years Yes – evaluate further No – will not be evaluated further



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#	Item	Evaluation Criteria
8	Staffing Profile and Competence	Evaluation Score • 1 – partially relevant • 3 – relevant • 5 – highly relevant An overall score of 3 will be required for the proposal to be considered further
9	Pricing (Annexure 2) EXCEL	Yes – evaluate further No – will not be evaluated further
10	Pricing (Annexure 2) PDF	Yes – evaluate further No – will not be evaluated further
11	Declaration by Proposer (Annexure 3)	Yes – evaluate further No – will not be evaluated further
C INSTALLATION AND SUPPORT PRICING		
1	Site survey	Price for all component Cheapest total price with adjustment for 80/20 preferential procurement policy
2	Cabinet installations	
3	All-inclusive per meter cost for the supply, installation and routing of inter-cabinet/ switch fibre	
4	All-inclusive cost for the splicing of fibre	
5	All-inclusive cost for the core drill	
6	All-inclusive per meter cost for the supply, installation, and routing of cabling between switches and access points	
7	Installation and testing	
8	Commissioning with the separate SSIDs and associated keys	
9	Support provisioning contract	

7 Contracting

7.1 The contracting process for the successful services providers comprises the following:

7.1.1 On conclusion of the RFQ evaluation by the SABEN TCCP team, the college will be informed of the recommended service provider;

7.1.2 Once confirmed by the college, a service provider agreement will be signed by SABEN, the college and successful service provider. This agreement will cover two phases namely:

7.1.2.1 The installation, testing, and commissioning phase; and

7.1.2.2 Support phase.

7.1.3 SABEN will then issue a Purchase Order to the service provider.

7.2 The service provider shall have no claims on the project or the college prior to the issue of the Purchase Order.

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8 Clarifications

- 8.1 Requests for clarification shall:
 - 8.1.1 Be made in writing by e-mail to queries@saben.ac.za
 - 8.1.2 Include the subject line reference to the SABEN RFQ 0020/2022.
 - 8.1.3 Be accepted by SABEN up until 15:00 on 15 November 2022.
 - 8.1.4 Not be accepted telephonically.
- 8.2 SABEN shall respond to the requests within two (2) business days by posting such clarifications on the following website: <https://www.SABEN.ac.za>
- 8.3 Any other contact with SABEN personnel involved in this RFQ is not permitted during the RFQ process other than as required through existing service arrangements or as requested by SABEN as part of the RFQ process.

9 SABEN Rights and Special Conditions

- 9.1 This RFQ is not and cannot in any way be interpreted as an offer to purchase, order, or contract by SABEN with any party responding to this RFP. By issuing this RFQ, SABEN is not making any undertaking to award a contract to any party and / or supplier submitting a response. In responding to this RFQ however, the party / supplier, makes an offer to supply products / services to SABEN and is bound by the terms of its offer contained in the RFQ.
- 9.2 SABEN may, at its own discretion:
 - 9.2.1 Extend the closing date.
 - 9.2.2 Verify any information contained in a quotation.
 - 9.2.3 Request documentary proof regarding any quotation issue.
 - 9.2.4 Cancel or withdraw this RFQ as a whole or in part.
 - 9.2.5 Appoint one or more service providers.
 - 9.2.6 Award this RFQ as a whole or in part thereof.
 - 9.2.7 Retract purchase orders issued, at no cost to SABEN, if vendors do not deliver the network equipment in the committed timeframes.
- 9.3 Proposers shall bear all costs associated with the preparation and submission of quotation in response to this RFQ.
- 9.4 By submission of its quotation, proposers shall be deemed to have satisfied themselves with and to have accepted all Terms and Conditions of this RFQ.
- 9.5 SABEN reserves the right to negotiate terms of payment schedule.
- 9.6 SABEN makes no representation, warranty, assurance, guarantee or endorsements to responder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and SABEN shall have no liability towards the proposer or any other party in connection therewith.
- 9.7 SABEN accepts that all quotations are submitted in good faith and that all information provided by the proposer(s) is accurate and true for the purpose of selecting the most technical and financially feasible solutions applicable to our requirements.



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- 9.8 SABEN reserves the right not to issue regret letters or communication to unsuccessful proposers.
- 9.9 SABEN reserves the right not to disclose any reasons, for not awarding the RFQ to unsuccessful proposers.
- 9.10 Quotations will not be returned to the submitting companies.
- 9.11 Orders placed following this RFQ process will be subject to the SABEN Standard Terms and Standard Conditions of Purchase (Annexure 1).
- 9.12 The supplier shall under no circumstances offer, promise, or make any gift, payment, loan, reward, inducement, benefit, or other advantage, which may be construed as being made to solicit any favour, to any SABEN employee or its representatives. Such an act shall constitute a material breach of the Agreement and SABEN shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 9.13 No goods and/or services should be delivered to SABEN without an official purchase order. The SABEN purchase order must be quoted on the invoice. Invoices without SABEN purchase order numbers will be returned to the supplier.
- 9.14 If there is a discrepancy between the submitted hard copy and the electronic version, the hard copy will take precedence.
- 9.15 Proposals/ quotations submitted by companies must be signed by a person or persons duly authorised.

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10 Site Survey and Installation Design Certificate

TVET Colleges Connection Project (TCCP)

Wi-Fi Site Survey Confirmation Certificate

RFQ No: SABEN 0025/2022

Mnambithi TVET College

MNA - Central Office

MNA - Estcourt

MNA - Ezakheni

MNA - Ezakheni A

MNA - Ladysmith

It is hereby confirmed that the site surveys for the abovementioned campuses have been satisfactorily completed by the appointed service provider with the participation of the College and that the installation can proceed based on the accompanying documentation and the provided bill of materials for each campus.

The documents indicate:

- a) As is wi-fi network layouts
- b) To be installation document including diagrams
 - a. Heat maps for Wi-Fi installation
 - b. Position of cabinets, switches, UPS, indoor APs, outdoor APs, and masts (if applicable)
 - c. Inter switch fibre routes and distances in meters
 - d. Switch to AP routes and distances in meters

For	Designation	Name	Date	Signature
Service Provider				
College IT department				
College management				



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11 Site Installation Acceptance Certificate

TVET Colleges Connection Project (TCCP)

Wi-Fi Site Installation Acceptance Certificate

RFQ No: SABEN 0025/2022

Mnambithi TVET College

MNA - Central Office

MNA - Estcourt

MNA - Ezakheni

MNA - Ezakheni A

MNA - Ladysmith

It is hereby confirmed that the site installation and testing for the abovementioned campuses has been satisfactorily completed by the appointed service provider.

The completed installation testing included the following items:

- a) Customer Acceptance Testing Plan and sign off
 - a. Test Case
 - b. Signal coverage
 - c. Performance
 - d. In-motion SSID Connectivity
 - e. Frequency Band
 - f. Security Vulnerability
 - g. WLAN Controller access
- b) Installation Standards checklist and sign off
 - a. Labelling
 - b. Cabling
 - c. Workmanship
 - d. Skills transfer/training
- c) As built documentation sign off
 - a. Layout and physical location against the to-be design
 - b. Configuration files

The detailed and signed checklists are attached.

For	Designation	Name	Date	Signature
Service Provider				
College IT department				
College management				

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12 College Specific Data Annexure

12.1 The diagrams and tables in the annexure set out the data for each college campus preliminary site survey and associated Bill of Materials for which quotations are invited.

12.2 Preliminary Site Survey Plans

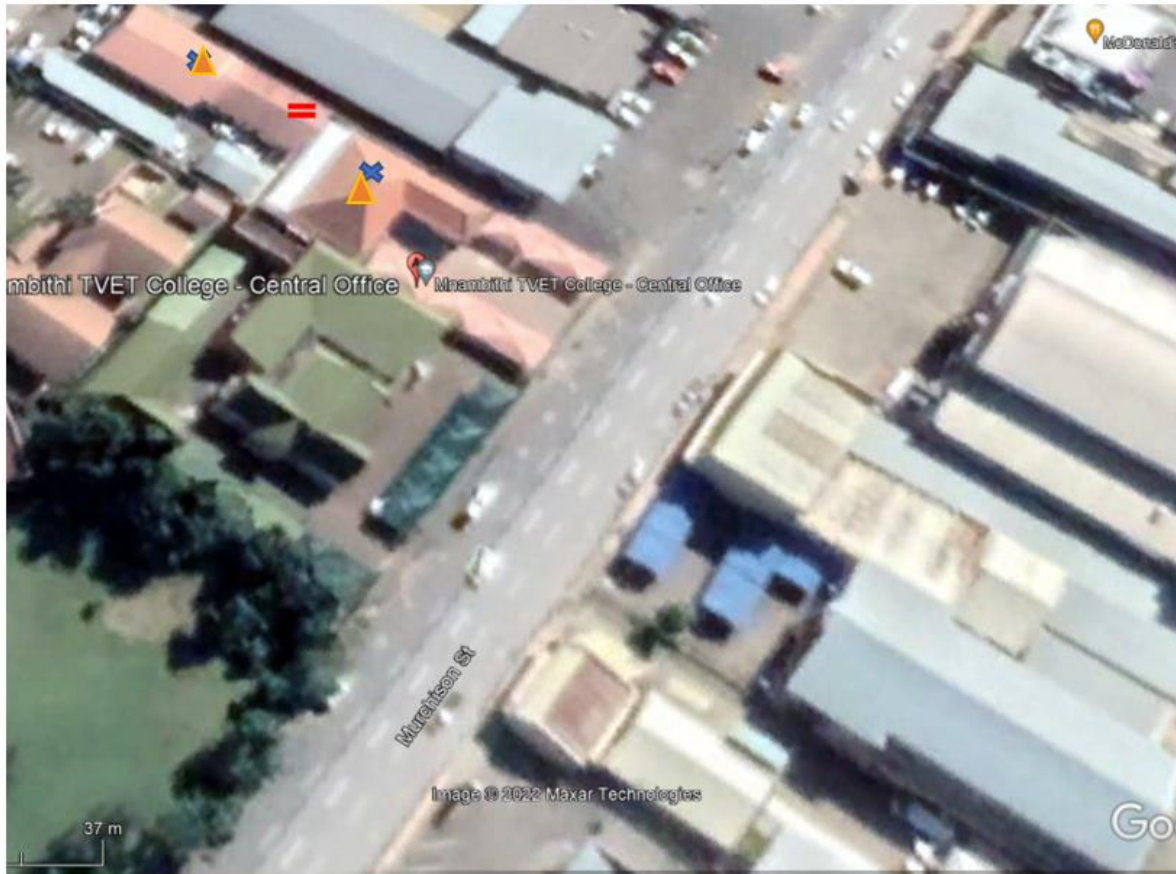
Legend

Blue cross	Switch
Red border	Cabinet
Red bars	UPS at core switch at Fortigate
Yellow dotted line	RING Fibre connection between switches
Green symbol	Outdoor AP
Yellow Symbol	Indoor AP

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Central-campus



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Estcourt campus



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Ezakheni campus



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TCCP Campus Wi-Fi Configuration, Installation Testing and Support

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Ezakheni-A campus



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Ladysmith campus



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12.3 Equipment – Standard Bill of Materials for installation

RFQ Number	Row Labels	Campus Latitude	Campus Longitude	UPSs	Security Gates	6U Cabinets	Controllers	8 Switchs	12 Switchs	24 Switchs	SFPs	APs - Indoor	APs - Outdoor	Masts	Microwave links
RFQ No: SABEN 0025/2022	Mnambithi TVET College			5	5	27	5	26	2		56	43	31	12	
	MNA - Central Office	28°33'46.02"S	29°46'41.47"E	1	1	1	1	1			2	2			
	MNA - Escourt	29° 0'21.00"S	29°52'6.00"E	1	1	4	1	4			8	5	8	4	
	MNA - Ezakheni	28°37'44.60"S	29°53'34.44"E	1	1	5	1	4	1		10	12			
	MNA - Ezakheni A	28°35'38.00"S	29°55'30.00"E	1	1	7	1	7	1		16	20	3	1	
	MNA - Ladysmith	28°33'31.83"S	29°46'39.53"E	1	1	10	1	10			20	4	20	7	

End of RFQ

