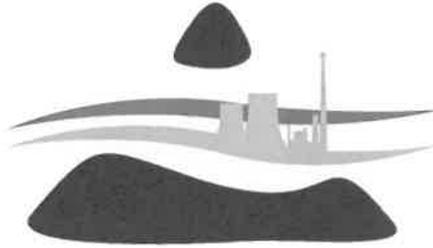


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 024/2023-24

**RE ADVERT: PROCUREMENT OF A SERVICE PROVIDER TO CONDUCT ICT
INFRASTRUCTURE ASSESSMENT**

CLOSING DATE 24 JANUARY 2024 @ 12:00PM

PREPARED FOR/BY:

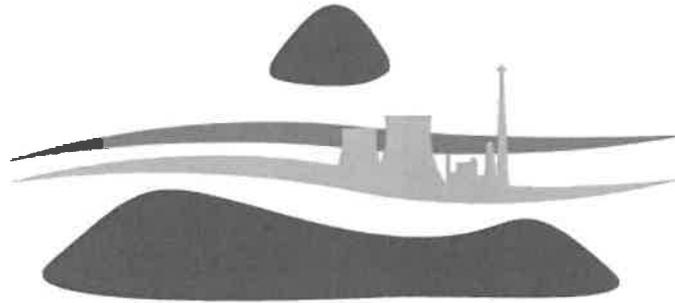
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 033/2023-24

Date: 18 January 2024

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

RE ADVERT : PROCUREMENT OF A SERVICE PROVIDER TO CONDUCT ICT INFRASTRUCTURE ASSESSMENT

SPECIFICATION

KINDLY REFER TO THE SPECIFICATION ATTACHED

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 24 January 2024 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**

- The service provider MUST complete the following MBDs form (4, 6.1 and 8) failure to complete those forms will led to disqualification.
- Copy of company registration reflecting equity owned by the members and status.
- ALL service providers are requested to submit a Valid BBBEE VERIFICATION CERTIFICATE together with quotation to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022.
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

- ❖ PRICE 80
- ❖ Specific Goals 20

Special Goals	Points Allocation
Black owned (more than 51%)	10
Women owned (more than 51%)	5
Youth owned (more than 51%)	5

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully



 M.G.A Mgcina
 CHIEF FINANCE OFFICER

REQUEST FOR ICT INFRASTRUCTURE ASSESSMENT

1. INVITATION

Fezile Dabi District Municipality (FDDM) seeks to appoint a suitably qualified, highly experienced, and reputable service provider to conduct ICT Infrastructure Assessment.

2. OBJECTIVES

The purpose of this assessment is to perform a comprehensive audit and assessment of ICT Infrastructure, identifies areas of improvement, and makes recommendations to help the municipality and IT to meet its objectives.

3. BACKGROUND

Fezile Dabi District Municipality (FDDM) IT Unit provides centralized support of approximately 120 network users, 140 network devices, and a number of applications and services.

An assessment will be performed in these offices, FDDM Main Building (John Vorster Avenue and EHS & Disaster Office in Fichardt Street both offices are based in Sasolburg.

Main Building	EHS & ES Building
Number of users: 73	Number of users: 40
Desktops: 21	Desktops: 12
Laptops: 57	Laptops: 18
Network printers: 7	Network printers: 2
Physical Servers: 5	Physical Servers: None
Virtual Servers: 4	Switches: 4
Switches: 6	
Router: 1	
Firewall: 1	
Radio Link	

4. SCOPE OF WORK

FDDM invites proposals from reputable, qualified and experienced service providers to conduct a high level analysis and assessment on the current ICT Infrastructure and also to provide an up to date and detailed view of the entire infrastructure including Server Environment, Application Delivery, Print Environment, Network, End User Devices, Security, Backup, Communication, Core Infrastructure.

The successful service provider will identify opportunities for improvement and propose recommendations and a long term technology road map.

5. EXPECTED OUTCOMES/OUTPUT

Detailed Assessment Report that shall include recommendations for the effective implementation, short term, media term and long term goals, budget and recommended technologies.

6. EVALUATION CRITERIA

CRITERIA	SUB-CRITERIA	WEIGHT
A. METHODOLOGY	<p>Service Provider must provide a proposal that demonstrate an understanding of FDDM requirements and compliance with the scope.</p> <p>The detailed plan must include the following as a minimum:</p> <ul style="list-style-type: none"> ▪ Provide a detailed description of your proposal (15 points) ▪ Provide a detailed project plan, timeline and deadlines for each task that must be performed. (15 points) 	30 points
B. COMPANY EXPERIENCE	<p>Service provider must provide contactable references where similar service was provided.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Less than 3 references 0 points ▪ 3 to 5 references 20 points ▪ 6 or more references 40 points <p>NB: Reference letters must be on company letter head, signed off by client and dated.</p>	40 points
C. EXPERTISE	<p>Project team comprising of skilled personnel required to successfully complete the project. The team must be employed by the bidder. Proof of Qualifications and skills matrix must be attached. The project team must at least have one of the following certificates: CCNA, CCNP,</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Company ICT Organogram (5 points) ▪ Project Leader Certificate(s) <ul style="list-style-type: none"> • CCNA (20 points) • CCNP (25 points) 	30 points
TOTAL		100

7. REPORTING

Regular meetings will be held with the appointed service provider to check the progress of the project. Service provider will report directly to CFO and Senior ICT Officer