



BeyondZero

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TERMS OF REFERENCE

REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A TELEPHONE SYSTEM AND INTERNET CONNECTIVITY INSTALLATION AT BEYOND ZERO, GAUTENG

SUMMARY	
Title	Terms of Reference for Service Provider (SP) to install the telephone and internet connectivity system
Reference	BZ-GF-2022-10-03
Description (Summary for website - 100 words max)	Beyond Zero seeks to appoint a Service Provider to install the telephone and internet connectivity system at Beyond Zero, Rivonia Boulevard in Gauteng for a period of twenty-four (24) months.
Submission by email only to	crs-procurement@beyondzero.org.za
Compulsory Site Briefing	Tuesday, 18 October 2022, @10h00am Address: 359 Rivonia Boulevard, Sandton, Gauteng
Submission must include	<ol style="list-style-type: none">1. CIPC Registration Documents2. Certified ID Copies of the Directors3. SARS Tax Clearance Certificate/Tax Status Pin4. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 000 0005. B-BBEE certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>)6. Bank account verification letter7. Signed Global Fund Code of Conduct for Suppliers of Services8. Completed and Signed Declaration of Interest
Closing Date and Time	Tuesday, 25 October 2022, @ 13h00

1. PURPOSE

1.1 Beyond Zero (BZ) seeks to appoint a Service Provider to install a telephone system and internet connectivity for its Gauteng Office at Rivonia Boulevard, for an approximate number of 30 employees.

2. BACKGROUND

2.1 Beyond Zero is one of four organizations funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria. While its head office is in East London, it has recently established offices in Gauteng, at Rivonia Boulevard.

2.2 As the offices are new and for business communication to be made possible, there is a need to have the telephone system and internet connectivity installed.

3. OBJECTIVE

3.1 The primary objective of the installation of the telephone system and internet connectivity is to provide access to data, effective information sharing and for business communication to be made possible.

4. SCOPE OF WORK

4.1 The Specifications of the request will comprise of the following:

- 4.1.1 Cabling for the internet and IP phones
- 4.1.2 Cabling for the wireless access across the office
- 4.1.3 50 Mbps business uncapped last-mile fibre solutions with microwave or LTE failover.
- 4.1.4 Telephone handsets (Voice Over IP)
- 4.1.5 POE Switch to connect all of these devices together
- 4.1.6 Wall Cabinet to house everything
- 4.1.7 VPN configuration to East London
- 4.1.8 LAN Requirements
- 4.1.9 Stopgap Solution (Optional)
- 4.1.10 Wi-Fi Access Points
- 4.1.11 A 24-hour support desk with email and telephone contact

- 4.2 The bidder will be expected to provide all required equipment and services, whether or not explicitly mentioned in this document, to ensure the intent of the specification, completeness, operability, maintainability, and scalability of the solution.
- 4.3 The bidder must submit written contactable reference letters of similar services carried out.
- 4.4 The bidder must prove their ability to implement the scope of work by submitting a detailed proposal and implementation plan with timelines
- 4.5 Bidders to consider the possibility of extending the contract to service other Beyond Zero offices nationally.
- 4.6 Bidders will ensure to quote once-off fees, monthly fees and a 24-month cost separately.

5. **COMPULSORY SITE BRIEFING**

- 5.1 A compulsory site briefing will be held on Monday, 17 October 2022 @10h00am. All bidders are expected to send representatives to conduct a site survey. An attendance register will be circulated thereof.

6. **EVALUATION CRITERIA**

The evaluation of proposals will be managed by a Bid Evaluation Committee (BEC) which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further.
- **Stage 2:** Assessment on functionality/technical evaluation criteria competency focusing on the ability to fulfil the required scope of work. Service providers need to achieve a score of at least 70 points to progress further.
- **Stage 3:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

7.1 **ELIGIBILITY EVALUATION STAGE 1**

Table 1: Eligibility Evaluation Stages



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Criteria	Sub-Criteria	Comply / Not Comply
Eligibility	SARS Tax Clearance Status/Pin	
	Certified ID Copies of the Directors	
	CIPC Registration Documents	
	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
	Valid B-BBEE Certificate/sworn affidavit (from SANAS Accredited Verification Agency)	
	VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 000 000)	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Site briefing attendance	
	Completed and signed Declaration of Interest	

7.2 STAGE 2: FUNCTIONALITY/TECHNICAL EVALUATION CRITERIA

Only service providers who score **70 points** or more in stage 2 will be evaluated further in stage 3 and therefore eligible for the award.

Table 2: Functionality/Technical Evaluation Criteria

Criteria	Description	Weighting
Methodology and Approach	<p>Bidders must prove their ability to implement the scope of work by submitting a detailed proposal and implementation plan with timelines.</p> <p>Excellent: Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = 30 points</p> <p>Acceptable: Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = 20 points</p> <p>Serious Reservations: Satisfies the requirement with serious reservations. The response addresses some</p>	30



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Criteria	Description	Weighting
	<p>elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = 10 points</p> <p>Unacceptable: Does not meet the requirement. Does not comply and/or insufficient information provided = 0 points</p>	
References	<p>The service provider must submit written contactable reference letters of similar services carried out:</p> <p>Reference letters must not be older than five (5) years, must be on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact number and signed by the appropriate delegate.</p> <p>3 or more references letters = 30 points</p> <p>2 reference letters = 20 points</p> <p>1 reference letter = 10 points</p> <p>No reference letter attached = 0 points</p>	30
Company Profile	<p>The service provider must submit a company profile indicating the core activities and number of years the service provider has been providing the similar services.</p> <p>Five (5) years and above company experience = 20 points</p> <p>Four (4) years and above company experience = 10 points</p> <p>Three (3) years and above company experience = 5 points</p> <p>Below two (2) years company experience = 0 points</p>	20
After sales support	<p>Service providers must demonstrate and share the approach on how they will ensure the best quality after sales support.</p> <p>The approach must clearly indicate the following details:</p>	20



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Criteria	Description	Weighting
	<ul style="list-style-type: none">Dedicated Account Manager for the Beyond Zero account.Contingency plan for any technical failure that may occur. <p>Excellent: Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = 20 points</p> <p>Acceptable: Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = 10 points</p> <p>Serious Reservations: Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = 5 points</p> <p>Unacceptable: Does not meet the requirement. Does not comply and/or insufficient information provided = 0 points</p>	
The minimum qualifying score for functionality/technical evaluation will be 70 points overall, and service providers that fail to achieve the minimum qualifying score will be disqualified.		100

7.3 STAGE 3: Price And B-BBEE Evaluation

Service Providers that have successfully met a minimum of 70 points on technical evaluation on stage 2 will be evaluated on stage 3 (Price and B-BBEE). It is recognised that it is difficult for a prospective service provider to be firm about the extent of the work based solely on the terms of reference. However, to assist with assessments, a service provider will be provided with scenarios in the pricing schedule for evaluation purposes whilst a rate card will be provided and must be completed to be used during delivery of the services.

NB: Service Providers should note that the scenarios provided below are for the purposes of

evaluation of the tender and a rate card unit price will be used during execution of the services. The service providers' tender response will be evaluated based on a combination of price and BBEE in accordance with the ratios set out below:

Price and B-BBEE	Weighting
Price	80
B-BBEE	20
Total	100

Price evaluations will be conducted using the following formula:

$$\text{Lowest bid price} = 80$$

$$\text{Price under calculation} = 80 \left(1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

B-BBEE evaluations will be conducted in accordance with the following table:

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18
Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0