



TENDER FOR INTER CAMPUS FIBER CONNECTIVITY REQUIREMENTS AT THE UNIVERSITY OF PRETORIA TENDER: IT-ICFC-2017-021

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CAUTION

As this document is published electronically, it is impossible to exercise control over who reads or prints it. It is, therefore, the responsibility of readers to ensure that they are reading the latest version of this document

1 Scope of document

The Department of Information Technology Services at the University of Pretoria (“the client”) is evaluating vendors to meet their ICT fibre connectivity requirements as well as the inter campus requirements.

Your organisation (“the vendor”) is hereby invited to deliver a Tender and a presentation as a response to this Tender Invitation, by supplying the necessary information as outlined in this document. Any claims made should be substantiated were possible.

All costs incurred in replying to this Tender shall be for the account of the vendor. If the vendor cannot meet the requirements, it will be excluded from any further consideration.

It is recorded that the University of Pretoria is under no obligation to accept any of the Tenders submitted during this process. The client reserves the right to accept any proposal in full or in part at the discretion of the project team. In addition, the client also reserves the right subsequent to the submission of the Tender response by you to request for any clarification on any representation made by yourselves within your response.

2 Background

The University of Pretoria was founded in 1903. The University has 44 934 contact, as well as 17 544 distance students, numbering 62 487 students in total. The University offers more than 1600 academic programmes and comprises of 140 academic departments, 85 academic centres/institutes/bureaus and 28 support units/departments.

The vision at the University of Pretoria is to be the premier university of choice in South Africa, internationally recognized for academic excellence and locally relevant through innovation. Information Technology plays a big role as an enabler to fulfil the tasks of the University of Pretoria, i.e. education, research and community.

3 Evaluation Process & Stages

All enquiries can be submitted to Mr Vian Krüger.

Should you wish to reply, please return at least one (1) hard copy and one (1) soft copy your proposal not later than **22-09-2017 at 12:00 noon** to Mr Vian Krüger, Administration Building, Room 5-29, Hatfield Campus, Lynnwood Road.

An information session will be held at NW 2 room 5-13 on Wednesday 13 September 11:00-12:00 which is compulsory.

Service Providers should note that the University operates a preferential procurement system:

- The University follows the prescribed scorecard applicable to Universities as set out in Act 53/2003.
- The PPPFA Act 5/2000 is applicable when tenders are adjudicated.

After closure of the tender, the University will run the evaluation process described below. The University may arrange meetings, presentations, site walk inspections etc. if deemed necessary. The University reserves the right to make the selection solely on the information received, or to negotiate further with none, one or more vendors. The vendor will be selected on the basis of the greatest perceived benefit to the University, and not necessarily on the response to any particular factor.

After the closure of the tender, the client will run an evaluation process. Each vendor will be evaluated against a wide range of competencies. Your responses to the different questions will enable the client to objectively assess the vendor's ability to meet these criteria. The client may arrange meetings, presentations, and/or site visits, if deemed necessary. The client reserves the right to make the selection solely on the information received, or to negotiate further with none, one or more vendors. The vendor will be selected based on greatest perceived benefit to the client, and not necessarily on the response to any particular factor.

The successful vendor will be notified that the client wishes to negotiate further with them during October 2017.

3.1 Vendor Requirements

The vendor must comply with the following requirements:

- The vendor must have been in existence for a minimum of three (3) years;
- The vendor's South African head office or support site must be in the Gauteng area;
- Vendors should note that the University operates a preferential procurement system:
- The University follows the prescribed scorecard applicable to Universities as set out in Act 53/2003.
- The PPPFA Act 5/2000 is applicable when tenders are adjudicated.
- The precise basis for evaluation can be made available to vendors on request.
- The vendor must have a history of installations at a Higher Education institution, e.g. a tertiary institution
- Quality & license certificates
 - ISO certification for Equipment (eg. ISO11801, EN50173, ISO9001 & ISO14001 as applicable for what is being proposed)
 - Occupational Health & Safety (OHS)
 - Valid iCNS license for Tenderers of the Fibre Component
- **Proof of insurance**
 - Public liability
 - Property (goods) transit and loss / damage liability up to stage of Purchaser acceptance of goods

3.2 Pre-Qualification

Pre-qualification stage based on the Procurement Policy. The following documents are mandatory for pre-qualification:

- Completed Tender form, signed by authorised signatories
- Brief Company Profile (basic details relevant to this tender)
- Proposal with specific requirements indicated herein (See section 3)
- Registration document of the enterprise (CK1/CK2 or CM29/CM22)
- Valid tax clearance certificate
- VAT registration certificate
- Valid B-BBEE certificate from SANAS/IRBA accredited verification agency
- Proxy: Attach a director's resolution or proxy, authorising the signatory on the tender documents on behalf of the Service Provider if applicable
- Proof of bank account
- Completed questionnaire (see section 5)

3.3 Scoring and Evaluation Stages

Pre-Qualification Stage

All submissions are reviewed to ensure that all mandatory documentation and requirements (see 3.1) have been submitted in order to be considered in Stage 1 of the evaluation process.

Functional Assessment

The pre-qualified submissions will be evaluated and rated against each criterion.

Pricing, Questionnaire and B-BBEE Evaluation

The qualifying submissions will be considered in stage 2. Each submission will be evaluated on pricing, the questionnaire as well as on the company's B-BEE level

Pre-Final Stage

Successful vendors will be negotiated further with to progress to the final stage

3.4 Technical Requirements

Network Requirements

In the Tenderer's response, the following details should be provided:

Fibre

- Propose the routes where the fibre will be deployed, redundant routes required e.g. dual entries to each site.
- Obtain wayleaves for the installation of the fibre on public roads and other spaces
- Procure the specified unlit fibre
- Install and test the fibre
- Commission the fibre, including site inspection, and obtain approvals / sign-offs after equipment connection
- Conduct appropriate tests and produce test results including OTDR & power meter test results

Solution Specific Equipment

- Determine environmental (including housing) requirements during site visits
- Propose Solution Specific equipment
- Source and supply Solution Specific equipment
- Install new equipment and ensure integration with existing equipment (including cabling, leads and VLAN requirements) after fibre installation is complete

- Provide IPv6 readiness and enablement

3.5 Service Level Agreement (SLA) requirements

Service Levels will be negotiated with the successful tenderer and will apply once the contract has been concluded.

The Tenderer should provide a problem resolution procedure, where warranted, for high priority calls. This should include escalation to the manufacturer if required. Please include details on the agreement that is in place with the relevant manufacturers. The Tenderer should also provide its call logging and management process including response and resolution times.

The Purchaser retains the option to review the qualifications and suitability of onsite engineers both before and during placement at the University.

A transfer of skills to University technical staff is required including the right for University staff to observe installations to enable such staff to provide Tier 1 support.

The Tenderer must provide accurate reporting information against the Service Levels with particular attention to:

- Monthly/quarterly usage reports by equipment, device and campus
- Trend reports on usage
- Downtime
- Performance against agreed Service Levels (**SLs**)
- Regular service summary for all Equipment and devices
- Regular report on all issues and service calls dealt with
- Regular reports on incident trends
- Customer satisfaction measures to be agreed as part of the contract
- Monthly SLA review meetings will take place at the University

The delivery of all proposed technical support and training requirements should be clearly and comprehensively described.

The successful Tenderer should proactively manage its component portion of the project including continuous guidance to the Purchaser on the most efficient and cost-effective use of the equipment and solution, as well as initiatives to provide cost reductions and to promote eco-friendly use and awareness.

Specification standards, compliance measurements and associated penalties will form part of the final contract concluded.

4 PROBLEM / SCOPE

4.1 The Problem

The purpose of this Tender is to enable the fibre optic connectivity needed across the two campuses below to increase capacity as required for internet and inter-campus traffic.

4.2 The University will require :

- Various fibre installation teams to enable a speedy installation
 - The team should be substituted in case of leave, sickness, etc.
 - The team should provide their own tools, for e.g. crimping tools, cable testers, fibre splicing tools etc.
 - The team should provide their own transport in between campuses;
- Have the flexibility to enlarge the team for shorter periods on an ad hoc basis;
- Have an account manager to co-ordinate and escalate activities.
- Have a dedicated project manager included for the project working closely with the University to ensure that the installation is on time
- Have the service provided in accordance with the University of Pretoria Safety, Health & Environmental Quality (SHEQ) policy.

4.3 Campuses

Campus Name (alphabetically)	Global positioning (GPS) co-ordinates to campus
Groenkloof Campus and residences	-25.768872, 28.207372
Prinshof Campus and residences	-25.731861, 28.201450
Hatfield Campus and residences	-25.754881, 28.231577

The University requires a dedicated fibre from our main data centre at the Hatfield campus to the main network room at Prinshof Campus as well as to the main network room at the Groenkloof Campus.

4.4 Goals

The University will require pricing as follow:

Option 1:

- Supply, installation (including laying and splicing) and commissioning of unlit fibre optic cable (**Fibre Component**)
- Ensuring integration with the existing network as well as interoperability and interface functionality as applicable between the above current network equipment and the proposed equipment needed for the fibre to operate.
- Maintenance and relevant SLA

Option 2:

- Rent-to-own model including maintenance and relevant SLA

Option 3:

- Long-term lease including maintenance and relevant SLA

5 VENDOR QUESTIONS

5.1 Questions pertaining to fibre tender

Kindly indicate in respect of each item, whether you concur or not. Each appropriate space must be clearly marked “yes” or “no”, with further elaboration or explanations where applicable or deemed necessary. In cases where you really need to refer to a separate document / attachment, clearly state the reference in the applicable column.

<i>A. Pricing</i>	Response
A1 The vendor must complete the pricing as per requirement at 4.2 Option 1, option 2 & option 3 for both sites	
Provide detail costs for maintenance and SLA for year 1 – 5 on all 3 options	
<i>B. The Vendor</i>	Comply: Yes / No / How
B1 Did you do any projects for the Higher Education sector before?	
B2 The vendor must state what will be expected of the client .	
B3 A timeframe for the installation needs to be provided	
B4 The vendor must supply a description of the fault reporting procedure; including helpdesk hours.	
B5 The vendor's B-BBEE status must be stated.	
B6 Does the vendor deliver such services to other clients, please give examples?	
B7 The vendor's South African head office or support site must be in the Gauteng area	
B8 The vendor must provide a dedicated project manager for the installation	
B9 A health and safety file is needed before project kicks off	
<i>C. Governance</i>	Comply: Yes / No / How
C1 A penalty clause will be enforced if the work is not done on the agreed time frame between the University of Pretoria and the successful vendor	
C2 The vendor must explain how the transport between the different campuses will take place	
C3 The vendor must be in a position to attend a 2 weekly project meeting	
<i>D. Additional Requirements</i>	Comply: Yes / No / How
D1 The vendor must attach a current Tax Clearance certificate from the SARS.	
D2 The vendor must attach a certified copy of its VAT registration .	

Document elements

Title Tender Specification for their ICT fibre connectivity installation at the University of Pretoria.
 Synopsis The purpose of this Tender is to enable the university to decide upon which vendor to partner with to provide:

Inter campus fibre connectivity

Audience All qualifying cabling vendors
 Compliance Compulsory tender specifications for qualifying cable vendors
 Keywords Tender, ICT fibre connectivity, ITS
 Owner R Botha
 Author(s) R Botha
 Contributor(s) Y.Roets, S.Pey
 Editor(s) S.Pey
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 (012) 420 3312

Synopsis of roles and responsibilities

Name	Post held	E-mail address	Role / Responsibility
Botha,R	Network Manager	Rupert.Botha@up.ac.za	Once off responsibility to evaluate and appoint a vendor

Approval list

Name	Post held
Management	ITS Management Committee.
Sven Pey	Infrastructure Manager
Yzelle Roets	Technology Architect
Thabo Sakasa	Deputy director ITS
Xolani Hadebe	Director & CIO

Record of changes

Date	Edited by	Description
All documents should be reviewed within six months of ratification, or earlier where necessary.		

List of abbreviations and acronyms

B-BBEE..... Broad-Based Black Economic Empowerment
 ICTInformation and Communication Technology
 IP..... Internet Protocol
 IRBA.....Independent Regulatory Board for Auditors
 ITS Information Technology Services
 OTDR..... Optical Time-Domain Reflectometer
 PPPFA Preferential Procurement Policy Framework Act
 SANAS.....South African National Accreditation System
 SHEQ..... Safety, Health and Environmental Quality
 SLA Service Level Agreement
 UTPUnshielded Twisted Pair
 VATValue-Added Tax
 VLAN.....Virtual Local Area Network