



## **National Empowerment Fund**

**RFP No: NEF 02/2020/21**

**REQUEST FOR PROPOSAL: PROVISION OF  
RELIABLE AND SECURED INTERNET  
CONNECTIVITY**

**CLOSING DATE: 01 September 2020**

**TIME: 15H00**

## **INSTRUCTIONS TO BIDDERS**

### **1. Submission of the Proposals**

**1.1.** N.B In view of the levels of lockdown and to comply with the COVID-19 Regulations, particularly on movement and social distancing, only properly filled and signed documents in line with the tender requirements must be submitted on PDF format via email to the email address, [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za) on or before 01 September 2020 at 15H00. No tenders will be accepted after cut-off time

**NB:** All enquiries regarding this RFP should also be directed to the following email addresses, [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za); [mohlabengm@nefcorp.co.za](mailto:mohlabengm@nefcorp.co.za); [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za) and [tofilex@nefcorp.co.za](mailto:tofilex@nefcorp.co.za). All questions will be responded to bidders within seven working (07) days from the date of issue, no questions will be responded after this cut-off time.

**1.2.** NEF is encouraging bidders to submit tenders electronically on the email provided. Should bidders experience challenges with emailing documents, tenders should be submitted to NEF. The NEF physical address is 187 Rivonia Road, Morningside, Sandton, 2057, South Africa. The proposals should be neatly bound and presentable, concise and be accompanied by all Mandatory Documents and Required Documents in an orderly manner.

**1.3.** The email submission procedures or protocols should be adhered to ensure safe and secure submission of the tender documents and supporting documents;

- a.** The tender document, including the supporting or returnable documents should be submitted via email on PDF format.
- b.** If the PDF tender document, including the supporting or returnable documents is less than 20 Megabytes (MB), it should be submitted as one document.
- c.** If the electronic bid document is more than 20MB, the electronic tender document should be split in order to adhere to the 20MB email capacity

**1.4.** Any proposal received after the closing date and time will not be accepted.

**1.5.** All proposals and all subsequent information received from respondents will not be returned. The proposals should be addressed to the Head of Procurement NEF.

## **2. Confidentiality**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. In submitting a response, a service provider agrees that it shall not be entitled to any information disclosed by another respondent to NEF, which NEF has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to NEF.

## **3. Conflict of interest**

The service provider must complete and submit a declaration of interest form stating that none of NEF personnel have any involvement or interest in their business with the response to this RFP.

## **4. NEF's Rights of the RFP**

- 4.1 The service provider should kindly note that the NEF is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. Such amendments will be posted on the NEF's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

## **5. Proprietary Information:**

The National Empowerment Fund (NEF) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NEF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

## **6. Enquiries**

All communication and attempts to solicit information of any kind relative to this Tender should be channelled to the officials named below:

**Contact persons (all questions should be in writing)**

**Technical**

Name: Mr. Moyahabo Mohlabeng

Manager: Information, Systems  
and Technology Department

Email address: [mohlabengm@nefcorp.co.za](mailto:mohlabengm@nefcorp.co.za)

Telephone Number Office: +27 11 305 8000 or [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za)

**Commercial**

Name: Ms Kedibone Mboweni

Head: Supply Chain Management

Email address: [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za)

**7. Medium of Communication**

All the documentation submitted in response to this tender must be in English.

**8. Verification of Documents**

Tenderers should check the numbers of pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the NEF in regard to anything arising from the fact that pages are missing or duplicated.

**9. Validity Period**

Responses to this tender received from tenderers will be valid for a period of **150** days counted from the closing date of the tender.

**10. Submission of Tenders**

10.1. Tenders should be submitted in duplicate in a sealed envelope endorsed, **“(TENDER RFP NEF 02/2021/21, Provision of Reliable and Secured Internet Connectivity)”**. The sealed envelope must be placed in the tender box at the Main Reception area of the NEF West Block, 187 Rivonia Road, Morningside by no later than **15h00** on **01 September 2020**.

- 10.2. The RFP number, closing date, firm name and return address must also be endorsed on the envelope.
- 10.3. If a courier service company is used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- 10.4. No tender received by telegram, telex, facsimile or similar medium will be considered.
- 10.5. Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
- 10.6. Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time.
- 10.7. The tenderer is responsible for all the costs that shall be incurred in relation to the preparation and submission of the tender document.
- 10.8. A list of all references (minimum 3) with contact details must be included in the tender document.
- 10.9. Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this tender should the tenderer be successful must be attached to the proposal.
- 10.10. The following information also needs to be provided with the tender document:
- Names and details of senior management
  - Employment equity details of employees at an operational level
  - Percentage of ownership by number of:
    - Black ownership
    - Black women ownership
    - White women ownership

- 10.11. An original valid Tax Clearance certificate must be included in the tender document. Failure to submit a certificate would render your tender invalid.
- 10.12. Copy/ies of any affiliations that you may have must be attached to the response to this tender.
- 10.13. Kindly note that the NEF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.
- 10.14. The NEF reserves the right not to accept the lowest tender or any tender in part or in whole.
- 10.15. The NEF reserves the right to award this tender to a black empowered firm.
- 10.16. The NEF also reserves the right to award this tender to any party whom it decides as a whole or in part without furnishing reasons. The NEF reserves the right to withdraw this tender at any stage with or without giving reasons.
- 10.17. The tenderer hereby offers to render all or any of the services described in this tender document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this tender document. This tender document and the tenderer's response thereto shall form part of any service level agreement that may be concluded between the NEF and the tenderer. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.
- 10.18. Tenders submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the tender.
- 10.19. The tenderer shall prepare for a possible presentation should NEF require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.

10.20. The tenderer hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NEF during the validity period indicated herein.

10.21. The tenderer furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her tender response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

10.22. The tenderer hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this tender as the principal(s) liable for the due fulfillment of this tender and any contract that might be concluded pursuant hereto.

10.23. The NEF will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NEF will only process your information (which involves but is not limited to collecting, collating, organising, disseminating and destroying) in the following circumstances:

- where you have granted the necessary consent;
- where we are required to do so by law;
- where processing is necessary to protect our legitimate interests;
- where it is necessary for the conclusion or performance of a contract to which you are party; or
- where it is in the public interest to do so.

By signing this tender document (RFP), the bidder hereby consents to the use of their personal information which forms part of the tender process and as may be discovered by the NEF and confirm that the information is supplied voluntarily without undue influence from any party. Tenderers acknowledge that they are

aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

- 6.24. **Bidders are required to register on the National Treasury Database as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database (CSD).**



**CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER**

|  |  |
|--|--|
| Name of your Company (in block letters)  |  |
| Signature(s) of the Bidders  |  |
| Name of person signing (in block letters)  |  |
| Capacity   |  |
| Are you duly authorized to sign this tender?   |  |
| Company Registration Number  |  |
| VAT Registration Number  |  |
| Postal address (in block letters)  |  |
| Physical address (in block letters)  |  |
| <i>Domicillium citandi et executandi</i> in RSA (full) street address (in block letters) |  |
| Contact Person   |  |
| Telephone Number   |  |
| Fax Number   |  |
| Cell Number  |  |
| E-mail   |  |

**\*Failure to comply with any of the terms and conditions as set out above will invalidate the tender.**



|                    |   |    |
|--------------------|---|----|
|                    | <ul style="list-style-type: none"> <li>• 3 x letters of reference – 15 points</li> <li>• x letters of reference – 10 points</li> <li>• 1 x letter of reference – 5 points</li> <li>• No letter of reference – 0 points</li> </ul> <p><b>NOTE: NEF may verify the information provided, and if your referee does not confirm the information provided, the reference will not be considered</b></p>  |    |
| Solutions Approach | <ul style="list-style-type: none"> <li>• Bidders must provide full details of the proposed installation for the provision of Internet Connectivity Services and fail over line for NEF:</li> <li>• Detailed methodology which include not limited to tasks, timeframe from placing an order to NEF receiving the fibre data line, fibre internet connectivity and fail over solution diagram - <b>15 points</b></li> <li>• Provide a work plan how to take over the current services from the current service provider without affecting operations – <b>10 points</b></li> <li>• Proposed Quality Assurance Approach which include not limited to testing, bandwidth quality– <b>5 points</b></li> </ul> | 30 |
| Transition Plan    | <p>NEF expects the installation of the new system to have little or no impact to on-going operations. Bidder is expected to have experience in this area and to provide NEF with a plan to accomplish this as follows:</p> <ul style="list-style-type: none"> <li>• Respondent to create a design to move the units off the old system to the new system with minimized disruption to staff and to create a pre- planned schedule for notification purposes. – <b>10 points</b></li> <li>• Respondent to provide how (and validate procedure) the parallel process will migrate old to new. – <b>10 points</b></li> <li>• All documentation, installation, reports and materials</li> </ul>               | 25 |

|              |  |            |
|--------------|--|------------|
|              | must be provided to NEF prior to commencement of installation, followed by submission of any Moves, Adds, Changes (MAC). – <b>5 points</b> |            |
| <b>TOTAL</b> |  | <b>100</b> |

**Phase 2: 80/20 Preference Point System**

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

| <b>CRITERIA</b> | <b>POINTS</b>     |
|-----------------|-------------------|
| Price           | 80                |
| BEE             | 20                |
| <b>TOTAL</b>    | <b>100 points</b> |

**SECTION: 2**

**TERMS OF REFERENCE /**

**SCOPE OF SERVICE**

## 2.1 Preamble

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Fund Trust (NEF), for the purpose of promoting and facilitating economic equality and transformation, by providing development finance for Black Empowered South African businesses and by designing investment products in promoting savings and investment activity amongst Black South Africans. The NEF is an agency of the Department of Trade and Industry (**the Dti**) and is committed to the implementation of the Broad Based Black Economic Empowerment Act, Act 55 of 2003, and the Codes of Good Practice.

## 2.2 Scope

The scope of work covers the provision of reliable Internet connectivity not limited to:

- Internet connectivity for Head-Office with 100Mbit/s bandwidth, eight (x8) Regional offices with 10Mbit/s bandwidth and redundant fibre link or failover fibre link with 50Mbit/s through Software Defined Wide Area Network (SDWAN) solutions.
- Service Provider is required to provide internet connectivity of 99,99% uptime availability.
- Provision of firewall service which screens all inbound and outbound traffic (internet breaks-outs).
- Guarantee of response time of no more than two (2) hours and resolution of no more than 4 hours on any fault of all links for head office and regional offices.
- Access to a 24/7/365 call centre.
- 24/7/365 monitoring of all services supplied to NEF.
- SMS and email notifications to alert NEF IT staff on any errors, faults, warnings and alarms.
- The duration of the contract is 05 Years.

## **SECTION: 3**

### **PRICING**

**Pricing (Attach a price schedule,  
stating all pricing information)**

## **SECTION: 4**

# **BROAD-BASED BLACK ECONOMIC EMPOWERMENT**



**B-BBEE Supplier Assessment Form**

Trading name of entity

Contact person

Physical Address

Contact telephone number

Fax number

Cell phone

Email address

Percentage black shareholding

Percentage black women shareholding

Percentage white women shareholding

Do you fall within a gazetted industry charter?

Are you a Qualifying Small Enterprise?  
(Annual turnover between R10 million and R50 million)

Are you an Exempt Micro Enterprise?  
(Annual turnover less than R10 million)

**If you are in possession of a B-BBEE rating or scorecard, please attach the certificate.**

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for all representations in this document and am aware of the repercussions that may arise as a result of any misrepresentation.

Name: \_\_\_\_\_ ID/Passport Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**LIST OF TENDER RETURNABLES**

- Original valid Tax Clearance Certificate
- Declaration of Interest form
- Declaration of tenderer's past supply chain management practices
- BEE credentials / rating certificate
- Completed and signed tender document
- The following information also needs to be provided with the tender document:
  - Names and details of Senior Management.
  - Shareholders Certificate.
  - Details of employees at an Operational Level.
  - Percentage of ownership by:
    - Black Shareholders
    - Black Women
    - White Women

**Failure to submit the required documents will result in the proposal being non-compliant and will be disqualified.**

## **SUBCONTRACTING**

- NEF fully endorses Government's transformation and empowerment objectives and in awarding the tender or contract, preference may be given to bidders (Generics) who are willing to subcontract at least not less than 30% of the contract to a company which is Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, an EMEs and QSE. EME's and QSE's can bid without subcontracting.
- If contemplating subcontracting, please note that a bidder will not be awarded points for B-BBEE if it is indicated in its proposal that such bidder intends subcontracting more than 30% (thirty percent) of the value of the contract to an entity/entity that do not qualify for at least the same points that the bidder qualifies for, unless the intended subcontractor is a company which is Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, an EME and QSE, with the capability to execute the subcontract.
- A person awarded a contract may not subcontract more than 25% (twenty five) of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s on the SBD6.1.

**BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES.**

- Bidders are required submit proof of their B-BBEE Status as stipulated in the bidding form in order to obtain preference points for their B-BBEE status.
- Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof included original and valid B-BBEE status level verification certificates or certified copies thereof together with their tenders, to substantiate their B-BBEE rating claims.
- A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification.

## Declaration of tenderer's past supply chain management practices

- 1 This tender may be disregarded if the tenderer, or any of its directors have:
  - Abused the institutions supply chain management systems;
  - Committed fraud or any other improper conduct in relation to such a system; or
  - Failed to perform on any previous contract
  
- 2 In order to give effect to the above, the following questionnaire may be completed and submitted with the tender

| Item  | Question   | Yes | No |
|-------|--|-----|----|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).  |     |    |
| 4.1.1 | If so, furnish particulars   |     |    |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>To access this Register enter the National Treasury's website, <a href="http://www.treasuy.gov.za">www.treasuy.gov.za</a> . click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445 |     |    |
| 4.2.1 | If so, furnish particulars   |     |    |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?   |     |    |
| 4.3.1 | If so, furnish particulars   |     |    |
| 4.4.  | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?  |     |    |
| 4.4.1 | If so, furnish particulars   |     |    |

|  |  |
|--|--|
|  |  |
|--|--|

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:  
.....

2.2 Identity ..... Number:  
.....

2.3 Position occupied in the Firm (director, shareholder etc):  
.....

2.4 Firm ..... Registration ..... Number:  
.....

2.5 Tax ..... Reference ..... Number:  
.....

2.6 VAT ..... Registration ..... Number:  
.....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

- 2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?
- 2.7.1 If so, furnish the following particulars:  
Name of person / director / shareholder/ member:  
.....  
Name of state institution to which the person is connected:  
.....  
Position occupied in the state institution:  
.....  
Any other particulars:  
.....  
.....  
.....
- 2.8 Did you or your spouse, or any of the firm's directors / **YES / NO**  
shareholders / members or their spouses conduct business  
with the state in the previous twelve months?
- 2.8.1 If so, furnish particulars:  
.....  
.....  
.....
- 2.9 Do you, or any person connected with the bidder, have any relationship (family,  
friend, other) with a person employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?
- 2.9.1 If so, furnish particulars.  
.....  
.....
- 2.10 Are you, or any person connected with the bidder,



aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars

.....  
.....

2.11 Do you or any of the directors /shareholders/ members of the firm have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars

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