

Guidelines on Specification for Procuring Services

Project Name:	APPOINTMENT OF A SERVICE PROVIDER FOR UPGRADE AND SERVICE OF HEAD OFFICE SERVER ROOM INFRASTRUCTURE
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GUIDELINE FOR TERMS OF REFERENCE

This tender is for the appointment of a service provider for upgrading and servicing of the head office Server Room.

A. BACKGROUND

The Moqhaka Local Municipality requires the appointment of a service provider for the annual servicing of the server rooms.

B. SCOPE OF WORK / TERMS OF REFERENCE

1. Upgrade / Replacement

- Supply and Install server room environment monitoring system
 - Features:
 - Main Power Failure
 - Server Room Temperature
 - Water detection
 - Door sensor
 - UPS monitoring
 - Fire Monitoring
 - Humidity monitoring
- Supply and Install a fire suppression system for the server room
 - Supply and Install a fire suppression system for the room
 - Dimensions of room (H – 2.7M, L – 5M, W – 4.1M)

2. Assessment and service of equipment

- Air-conditioning System
 - Clean and test units
 - Re-gas
- UPS (Un-Interruptible Power Supply)
 - Model SUVT 20KVA
 - Serial PS1105340393
 - Testing of batteries

C. Expected outputs / Outcomes (Returnable)

- Once-off pricing for upgrading and servicing of the head office server room.
- Proof of previous work done.
- After service guarantee.
- Project plan, project reports, and close-out report.
- Detailed proposal, with brochures for proposed systems.

D. PERFORMANCE MANAGEMENT

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of the appointed service provider will be done on a monthly basis.

E. PREFERENTIAL POINTS SYSTEM

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. See attached table that sets out the specific goals for this tender.

(a) the promotion of SMMEs located in the local area: 10 Points

(b) the promotion of enterprises owned by youth: 10 points

F. DURATION OF THE CONTRACT

State how long the contract will take

Once Off

G. APPLICABLE FUNCTIONAL OR TECHNICAL EVALUATION CRITERIA

See examples of Functional Evaluation Criteria below in Annexure A

The bidder must be authorized to provide the required services. The following must be provided as part of the bid submission;

1. The bidder must provide proof of technical certifications and accreditation from Original Equipment Manufacturers (OEM).
2. Project Methodology and Project Management (Detailed)

Pre-Qualification Scoring Sheet (The bidder must complete this table and attach proof)

ITEM	DESCRIPTION	YES	NO
1.	Confirmation of two (02) year on-site warranty		

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Demonstrate the company experience in similar projects: Upgrading Or Installation/Build Of Server Room Infrastructure			
5 or more Projects	5	45	For the Bidder(s) to be considered, the bidder(s) must provide written and signed references on a letterhead from clients. Reference letters of similar projects (upgrading or installation/build of server room infrastructure) with contact details for references that can be contacted by the Municipality to confirm that letter is valid.
4 Projects	4		
3 Projects	3		
2 Projects	2		
1 Project	1		
No Reference letter	0		
Demonstrate the company experience in similar projects: Service Of Server Room Infrastructure			
5 or more Projects	5	35	For the Bidder(s) to be considered, the bidder(s) must provide written and signed references on a letterhead from clients. Reference letters of similar projects (service of server room infrastructure) with contact details for references that can be contacted by the Municipality to confirm that letter is valid.
4 Projects	4		
3 Projects	3		
2 Projects	2		
1 Project	1		
No Reference letter	0		
Project Methodology.			
<u>Project plan is clear and aligned</u> to the deliverables, has detailed work breakdown structure (WBS), project schedule, milestones, project risks, and mitigation plan, and in accordance with the scope of work.	5	20	
<u>Project plan is NOT clear and aligned</u> to the deliverables, has detailed work breakdown structure (WBS), project schedule, milestones, project risks, and mitigation plan, and in accordance with the scope of work.	0		
MAXIMUM POSSIBLE SCORE		100	

Pricing Schedule

Upgrade / Replacement	Once-off Price
Supply and Install server room environment monitoring system	R
Supply and Install a fire suppression system for the server room	R
	R
Assessment and service of equipment	Once-off Price
Air-conditioning System	R
UPS (Un-Interruptible Power Supply)	R
	R