

City of Johannesburg
Johannesburg Development Agency

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09 March 2011

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FROM IT HARDWARE VENDORS

Kindly furnish me with a written quotation for the supply of the following:

DELL POWEREDGE R 905 RACK SERVERS

The Johannesburg Development Agency (Pty) Ltd (JDA) wishes to purchase 3 Dell PowerEdge Rack Servers to replace current old servers for its growing IT & Systems requirements. The servers must be designed for architected performance and streamlined virtualisation performance, focussed on eliminating unnecessary steps in managing a virtual environment. They must emphasize energy efficiency at every level of its infrastructure. It must deliver a history of engineering performance, increased flexibility and enterprise uptime.

BRIEF DESCRIPTION OF SERVER SPECIFICATIONS:

The site is located in The Bus Factory, No.3 President Street, Newtown. The deliverable is comprised of the following sub-projects:

1. Project proposal for 3 servers
2. Detailed Server implementation Project plan
3. Post server implementation plan
4. Proposed Server Maintenance Plan

SCOPE OF SERVICES

The main scope of work for the **Hardware vendor** is to develop an upscale server solution that will adequately address current I.T & Systems architecture profile as well as address the future growth and technology needs of the JDA IT & Systems environment. The Hardware Vendor will therefore be further required to install and monitor the solution within a period of three(3) weeks from the date of appointment. The

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maintenance contract for the server solution is envisaged to be six (6) months commencing in April 2011. It is anticipated that six audits will be performed.

The full scope of the I.T & Systems service required is as follows:

- Undertake an I.T & Systems risk identification assessment of the project site. This assessment will also include the identification and collection of all relevant information required for the project.
- Develop a comprehensive project specification for the project as required by I.T & Systems Regulations. This specification will form the benchmark and basis to evaluate the appointed Hardware Vendor's server implementation plan.
- Provide the JDA and professional team with an comprehensive and detailed Server implementation Project plan for the project to ensure that it is responsive to JDA's generic I.T & Systems needs specification as well as the project specification, and considerations that the Hardware vendor has among others allowed sufficient budgetary provision for compliance with I.T & Systems server requirements tendered amounts as is required by JDA .
- Undertake monthly compliance assessment on of the JDA IT and Systems environment so as to ensure that the solution is implemented and maintained as per agreed project scope and plan. The output assessments would include reports that comprise detailed overview of the operational and legal risks identified substantiation of the risks, photographs to support the findings as well as proposed risk

The quotation must be submitted on the letterhead of your business and **delivered by hand** not later than **12h00 on Wednesday 18 March 2011** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

The following conditions will apply:

- Tenderers are to submit quotations per the requirements outlined under "Presentation of Quotations" below
- Latest Business Municipal Account must be submitted
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.

- If the price quoted is above R 30 000 inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Precious Betshwana
I.T & Systems Manager
011 688 7866
pbetshwana@jda.org.za

¹ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature

PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (not to exceed 30 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out :

1. Company Background, lists of projects including projects executed for an organ of state for the last five years, including client name, contact person, telephone number, value of the works, and fee value.
2. Provide an organogram for the company and note designations, as well as qualifications and the number of years experience in the field of Information Technology. Attach detailed résumé's of **key individuals**.
3. Applicants are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project.
4. Applicants are required to submit detailed quotations based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be **included** in the quotations. Tenderers are to provide a detailed summary of their proposed services.

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5. The deliverables are to include the following :
 - Assessment and the analysis of the potential risk attached to the project
 - Development of a server project implementation specification
 - Evaluation and approval the server implementation plan
 - Visits to JDA IT site to conduct regular monitoring audits
 - Attend one technical meeting for presentation of the audit report per month x 7 months
 - Conduct a final compliance audit on completion of the project
 6. The applicant's SMME status.
 7. Proof of registration with the appropriate authority.
 8. An original valid Tax Clearance Certificate.
 9. A copy of the tenderer's municipal rates account
 10. The Declaration of Interest and the BEE Forms as found on the JDA website, must be scrutinized, completed and submitted together with your quotation.

Note for joint ventures

- The items above are to be addressed and completed by **EACH** member of the joint venture
- An agreement between all parties of the joint venture is to accompany the tender submission
- A lead consultant is to be appointed and noted in the submission
- BEE status is to be based on a profit sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the tenderers cost.