

TENDER DATA

Project title:	Framework agreement for the appointment of a panel Network Operators to provision Best Effort Layer 2 services on an as and when required basis, for a period of three (3) years with an option of renewal for a further three (3) years.
Bid no:	SENT/011/2021-21

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in Africa. Sentech is a licensed Electronic Communications Network Service (ECNS) and Electronic Communications Service (ECS) provider in South Africa.

One of Sentech principal commercial business is providing Broadband services. Sentech plans to extend its terrestrial Broadband Network by integrating with Layer 2 network operators in order to expand its broadband connectivity solutions to new and existing clients. Sentech therefore seeks to appoint a panel of **Best Effort** Layer 2 Network Operators that will enable Sentech to respond to its current and future business needs timeously with a very cost effective linking solutions where required. The panel will enable Sentech to effectively deploy services making use Layer 2 Ethernet, Metro Ethernet, Fibre, Fixed Wireless etc.

Sentech intends to implement a framework agreement with Best Effort Layer 2 Network Operators. Sentech therefore does not promise successful registered National Network Service provider(s) any quantum of work. The Framework agreement will work on the quotation basis, on an “as and when” required basis.

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder’s responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a one-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One “Original Technical Proposal” and one “Copy of Technical Proposal” together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/011/2021-22**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

9. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

10. EVALUATION CRITERIA

The evaluation criteria are stipulated in 16 below. It is the Bidder’s responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

11. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

12. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

13. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p>A one-envelope system will be followed for Technical and Price offer</p>	<p>1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents.</p> <p>2. Stage 2 –Mandatory Technical Criteria Section: All Proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria. Bidders must COMPLY with ALL the Mandatory Evaluation Criteria to qualify for further evaluation.</p> <p>3. Stage 3 –Functional Criteria Section: – Functional requirements has a minimum qualifying score of 45 points out of 55 points. Bidder who fail to obtain this minimum score will not be evaluated further.</p> <p>4. Stage 4- Risk Assessment Following the evaluation process of these sections Sentech reserves the right to conduct a Risk Assessment on all qualifying bidders as part of the request for quote process.</p> <p>5. Stage 5 – Contracting and Compliance Contracting and Compliance to terms and conditions of the Framework Agreement and this Tender Data. After the award of this tender Sentech will sign a Contract that contains the terms and conditions of the Framework Agreement and this Tender Data.</p>
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14. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6,1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

14.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

15. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass bidders responding to:

- o Mandatory Evaluation Criteria
- o Functional Evaluation Criteria

To be compliant Bidders must comply with the Mandatory Evaluation Criteria before they are evaluated further. They must meet or exceed minimum score in the Functional Criteria

Following the evaluation process, Sentech reserves the right to conduct a Risk Assessment on all qualifying bidders as part of the request for quote process.

16. TECHNICAL EVALUATION CRITERIA

The scope of the required Services are as follows:

- Providing Best Effort Layer 2 Connectivity services as determined from time to time.
- The minimum Bandwidth of 50mbps is required, and additional Bandwidth may be required depending on the Site classification and size. The capacity will be from 50mbps to 10 Gbps.
- This solution may include or incorporate multi Data Transmission Services such as Microwave, Fibre, Copper or any technology that Sentech will allow and agree to.
- Maintenance and Support on the total solution;
- SLA and Contract Management.

16.1 Ethernet Layer 2 Best Effort Services

Bidders must supply proof of their capability and capacity to do the required work and be included on the Framework Agreement of Pre-qualified service providers. Bidders will score points as indicated in the table below, based on proof supplied on the minimum criteria.

MANDATORY CRITERIA

<i>Mandatory Evaluation Criteria</i>		<i>Attach Proof of Compliance (Reference: File name, section, page, paragraph)</i>
16,1.1	I-ECNS or I-ECS Telecommunication license.	Provide copy of license
16.1.2	Submit 3 reference letters / emails from contactable client(s). Provide Name and Contact numbers	Provide letter / emails
16.1.3	Technology support >= 3 years	Provide statement of compliance on company letterhead
16.1.4	Complete escalation matrix – Service Delivery Enquiries	Provide matrix
16.1.5	Complete escalation matrix – Fault Reporting	Provide statement of compliance on company letterhead including additional information on higher SLA's
16.1.6	Bidder to accept that Penalties would be applied in all cases where the required Service Level Agreement are not met. The agreed upon penalties would be stated in the master services agreement.	Provide statement of compliance on company letterhead including a detailed description of proposed penalty structure / formula to be negotiated as part of the MSA
16.1.7	Annual price increases on new linking service must not exceed CPI.	Provide statement of compliance on company letterhead
16.1.8	If a service is provisioned over multiple network operator networks it should be stipulated in the quotes.	Provide statement of compliance on company letterhead
16.1.9	Maximum allowed time to restore service - Mean Time To Repair a fault not to be longer than 24 Hours after which penalties will apply	Provide statement of compliance on company letterhead

FUNCTIONAL CRITERIA

Tender Specifications		Points	Compliance (Yes/No)	Proof of Compliance (Reference: File name, section, page, paragraph)
16.2.1	Quality of Service (QoS)	1		<i>Provide Details</i>
16.2.2	Class of Service (CoS)	Best Effort	1	<i>Provide Details</i>
		Business Data	3	
		Realtime	5	
16.2.3	Best Effort Ethernet Layer 2 services	1		<i>Provide Details</i>
16.2.4	Support Multicast traffic over the Layer 2 Ethernet link for all	3		<i>Provide Details</i>
16.2.5	Access port	1		<i>Provide Details</i>
16.2.6	Trunk port (802.1Q)	1		<i>Provide Details</i>
16.2.7	MTU Support (State sizes min/max)	1		(State sizes min/max)
16.2.8	Provide detail diagram for fault logging process	1		<i>Provide Details</i>
16.2.9	Interfaces	10/100/1000 Base-TX (Electrical)	1	<i>Provide Details</i>
		10/100/1000 Base-FX (Optical)	1	
16.2.10	Scalable	50Mbps – 100Mbps	1	<i>Provide Details</i>
		1000Mbps – 1Gbps	3	
		1 Gbps – 10Gbps	5	
16.2.11	End-to-end management	Network Operations Centre (24/7)	1	
		Performance and faults reports	1	Provide copy
		Provide an MSÄ (Master Services	1	Provide Copy
16.2.12	Specify Mean Time to respond (MTTr)	20 Minutes after fault reported	5	<i>Provide statement of commitment</i>
		40 Minutes after fault reported	3	<i>Provide statement of commitment</i>
		60 Minutes after fault reported	1	<i>Provide statement of commitment</i>
16.2.13	Specify Mean Time To Repair (MTTR)	5 Hours after fault reported	5	<i>Provide statement of commitment</i>
		12 Hours after fault reported	3	<i>Provide statement of commitment</i>
		Max - 24 Hours after fault reported	1	<i>Provide statement of commitment</i>
16.2.14	Network footprint must be submitted.	Provincial in RSA	1	<i>Provide Details</i>
		National	3	<i>Provide Details</i>
16.2.15	Describe quote process / Matrix	Provide quote template	1	Template and description of process and when customer specific solutions will be required.
MAXIMUM TOTAL		55		
Minimum threshold		45		

17. Evaluation of Price and Preference

This Bid will not be evaluated on price and preference. Pricing provided will be used as part of a schedule of rates that will be discussed during contracting phase. The pricing schedule must be fixed for 12 months and open for re-negotiation every 12 months.

- The cost of installation, delivery, site preparation etc. to be included in this proposal.
- All the linking service costs to be clearly indicated where applicable.
- Pricelist to be included indicated by 100mbps increments.
- Price elements that are based on foreign currency to be clearly indicated and not include South African based costs.
- Sentech reserves the right to use the prevailing exchange rate as at the time of issuing any purchase order with forex components.
- All additional costs to be clearly specified.
- All costs for the establishment of additional infrastructure required to provide the requested service, must be carried by the Service Provider. Sentech can only be billed for the agreed once-off installation costs and a monthly rental cost.
- Bidders must cost using the costing model provided in the table below. *(Please indicate cost of year 1,3 and year 5 in separate columns. If a service provider supplies These must be done on separate tables).*

18. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
Total must equal:			100% (of 80)

19. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[\frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

- P_s = Points scored for price of bid under consideration
- P_t = Rand value of bid under consideration
- P_{min} = Rand value of lowest acceptable bid

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer	Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1						
2						
3						
4						
5						

Name of Tenderer	Signature	Date