

TENDER DATA

Project title:	Appointment of a Strategic Partner to provide Asset Management Solution that also provide Tracking and Monitoring Solution, Support & Maintenance for a period of three (3) years.
Bid no:	SENT/030/2022-23

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

SENTECH is currently pursuing a Digital Disruption Strategy and implementing several projects to ensure organisational sustainability and leapfrogging the organisation to leading in the fourth industrial revolution.

Sentech broadband strategy demands more efficient and productive processes that drive efficiencies, implementing non-discretionary business processes and decisions. The current asset base is made up of multiple technologies that operate in a siloed approach resulting in challenges in managing the assets. The current management of assets requires a high cost and effort from Sentech to manage the asset base.

Sentech requires inventory, remote data protection, theft investigation, recovery of the asset and nationwide monitoring of assets.

Financial losses are also experienced through the theft of assets due to a slow response time or lack of insight, Sentech wants a partner to provide an asset management solution that is able to perform the following functions amongst other things

- **Efficient remote monitoring**

Remote monitoring of multiple sites over large geographical area in an easy interface to enable more efficient use of resources.

- **Response times**

Improved response times to sites by giving more intelligence and context about events. This will increase efficiency and productivity of the entire value chain.

- **Maintenance**

Predictive maintenance to minimize down time due equipment failure.

- **Service**

Improved management of Service Level Agreements with suppliers.

- **Asset Management**

Improve utilization and management of assets across the value chain. We will be augmenting existing systems by adding additional visibility into assets

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 two-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).

No Financial Information must be included in Envelope 1.

Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/030/2022-23**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

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 bare 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. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is minimum B-BBEE status level of Level 1- 4 contributor as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of 30% of the value of the contract to EME as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

10. 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.

11. 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

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 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.

13. 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.

14. 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.

15. BID EVALUATION METHOD

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

<p>Two envelope system will be followed for Technical and Price offer</p>	<ol style="list-style-type: none"> 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. 2. Stage 2 –Technical Evaluation Proposals that comply with all the Administrative responsiveness requirements will be evaluated against the Technical Evaluation Criteria asset out in 16.2. Bidders must score 80 points (or more) out of a total 100 points available in the Technical Evaluation Criteria to qualify for further evaluation. Bidders who fail to obtain the minimum points score of 80 pointswill not be evaluated further. 3. Stage 3- Solution Demo The top three Bidders that have qualified based on achieving the highest evaluation score will be required to Demonstrate the solution. 4. Stage 3 – Price and Preference Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.
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16. 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.

16.1 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.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

18. TECHNICAL EVALUATION CRITERIA

18.1 Mandatory Eligibility Criteria

The follow in criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Reference documentation supplied	(Indicate reference page number)
1. The solution must be able to integrate with the SAP enterprise resource planning (ERP) solution and Configuration Management Database (CMDB).	The bidder should provide solution architecture from the OEM/OSM indicating the ability to integrate to the ERP and CMDB. (Detailed solution architecture design document indicating all the required functionalities)	
2. The bidder must provide devicemaintenance and replacement plan for their proposed solution.	The bidder should provide the maintenance and replacement plan for the solution.	
3. Bidder must provide OEM ValidAccreditation.	Valid written proof of accreditation	

Table 1: Mandatory criteria

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

18.2 Functional Criteria

1. The bidder must provide reference letters where the solution was successfully implemented.	a) No customer = 0 points b) 1 – 2 customers in any industry = 05 points c) 3 and more customers in Telecommunicationsector = 15 points (Complete Reference Table 1, below)	15
2. Company experience in deploying Telecommunications assets management solution that has tracking capability. (Provide company profile as proof of evidence)	a) No experience = 0 points b) 1 – 2 years of experience = 03 points c) 3 - 4 years of experience = 05 points d) 5 or more years of experience = 10 points	10
3. The bidder must confirm availability and experience of resources that have knowledge in the asset management and tracking solution. Minimum resources required must have the following: Project Management, Data Analytics, certified asset tracing resources and Private Security Industry Regulatory Authority (PSIRA) certified resources for asset loss tracking and investigations (Provide CV with name, email, contact number, years in the industry and detailed experience)	a) No experience = 0 points b) 1 – 5 years of experience = 05 points c) 6 or more years of experience = 10 points	10

The following Criteria need to substantiate with proof		
1. Asset administration <ul style="list-style-type: none"> Ability to collect accurate and comprehensive information from each device. Provide customizable alerts for notification when change is detected on devices 	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 05 points. c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 10 points	10
2. Data and device/equipment security <ul style="list-style-type: none"> Ability to be accessed remotely to protect data if at risk Audit logs and lifecycle certificates must be available as proof of data purging 	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 10 points c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 15 points	15
3. Geo-technology <ul style="list-style-type: none"> Ability to track and trace Ability to set physical locations to limit movement of moveable assets (geofencing) 	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 10 points c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 15 points	15
4. Device forensics <ul style="list-style-type: none"> Provide forensics for equipment through digital assurance authentication for stolen assets and would need investigation if any criminal activity is associated. Provide advanced forensics for equipment that are stolen and would need investigation if any criminal activity is associated Ability to trace the holder of the equipment 	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 10 points c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 15 points	15
5. Theft recovery <ul style="list-style-type: none"> Ability to aid during criminal investigation action involving theft of an equipment 	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 10 points c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 15 points	15
6. Generate automated inventory and security for all the assets - ensure visibility on any network	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 10 points c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 15 points	15
7. Technical support services and Recovery services	a) No Method and Matrix mentioned = 0 points b) The Method and Matrix proposed is acceptable and in line with the requirements = 10 points c) The Method and Matrix proposed is in line with the requirements and provides enhanced solution = 15 points	15
Total		135

Table 2: Functional Criteria

Total minimum qualifying functional score is **80 points**. A Bidder must score more than 0 points in each criterion to be evaluated further.

18.3: Solution Demo

The Service Provider who successful passed the required threshold will be required to Demo the solution. The demo will be based on the required substantiated proof.

The following Criteria need to substantiate with proof		
1. Asset administration <ul style="list-style-type: none"> Ability to collect accurate and comprehensive information from each device. Provide customizable alerts for notification when change is detected on devices 	YES	NO
2. Data and device/equipment security <ul style="list-style-type: none"> Ability to be accessed remotely to protect data if at risk Audit logs and lifecycle certificates must be available as proof of data purging 	YES	NO
3. Geo-technology <ul style="list-style-type: none"> Ability to track and trace Ability to set physical locations to limit movement of moveable assets (geofencing) 	YES	NO
4. Device forensics <ul style="list-style-type: none"> Provide forensics through digital assurance authentication for equipment that are stolen and would need investigation if any criminal activity is associated Ability to trace the holder of the equipment 	YES	NO
5. Theft recovery <ul style="list-style-type: none"> Ability to aid during criminal investigation action involving theft of an equipment 	YES	NO
6. Generate automated inventory and security for all the assets - ensure visibility on any network	YES	NO
7. Technical support services and Recovery services	YES	NO

Table 3: Demo criteria

Bidders should have a positive score in all the demo criteria

19. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

20. 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)

21. 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

22. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

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