



REQUEST FOR QUOTATION (RFQ)

RFP NUMBER	SS/279/10/2021
DATE ISSUED	04/10/2021
PROJECT NAME	Service Partner for AWS Cloud Computing Services
CLOSING DATE AND TIME	14 October 2021 @16H00
NAME OF PROPOSER/TENDERER	
CSD NUMBER	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number Personal Number

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, SANSA Board members 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 where-

- The bidder is employed by the state;
- SANSA Board member; 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

¹“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

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of bid If no, furnish reasons for non-submission of such proof:.....	YES / NO YES / NO
Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....	YES / NO
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? If so, furnish particulars:.....	YES / NO
Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....	YES / NO

2. Declaration of Bidder's past supply chain management practices (SBD 8)

2.1 This Standard Bidding Document must form part of all bids invited.

2.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system

2.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

2.3.1 Abused the institution's supply chain management system

2.3.2 Committed fraud or any other improper conduct in relation to such system; or

2.3.3 Failed to perform on any previous contract.

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

Item	Question	Yes	No
2.4.1	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).	Yes	No
2.4.1.1	If so, furnish particulars:		
2.4.2	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes	No
2.4.2.1	If so, furnish particulars:		
2.4.3	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?	Yes	No

2.4.3.1	If so, furnish particulars:		
2.4.4	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?	Yes	No
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

- 3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 3.4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 3.5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (i) prices;
- (ii) geographical area where product or service will be rendered (market allocation)
- (iii) methods, factors or formulas used to calculate prices;
- (iv) the intention or decision to submit or not to submit, a bid;
- (v) the submission of a bid which does not meet the specifications and conditions of the

bid; or

- (vi) bidding with the intention not to win the bid.

H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

I. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

J. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

REQUEST FOR QUOTATION FOR Service Partner for AWS Cloud Computing Services

SANSA requires the services of an implementation/service partner for Amazon Web Services (AWS) to assist SANSA in migrating to basic cloud computing services.

BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

4. SCOPE OF WORK (TERMS OF REFERENCE)

The following are required from the service partner:

- Contract period:
 - The contract will be for a 1-year period, with the option to extend with another year.
- Billing:
 - The service provider to handle all billing between SANSA and Amazon Web Services.
 - Amounts to be billed in ZAR currency (please indicate RoE where applicable).
 - Billing will be for monthly AWS services and data transfers used; as well any other adhoc services required from service provider
- Specific Services required:
 - Assist SANSA with setting up a Landing Zone specific for the SANSA Hermanus site
 - Assist with the uptake of an estimated 60TB of on-site scientific data into *AWS S3 Glacier* storage using the most cost-effective option:
 - *Physical location of local storage:* SANSA, Hospital Street, Hermanus, 7200
 - Storage units are connected to 10Gbps (SFP+) network switching, with *rsync* or *NFS* options for data transfer
 - The SANSA Hermanus campus has 1Gbps fiber uplink to the **SANReN** (<https://www.sanren.ac.za>) backbone
 - Assist in the configuration and setup of **AWS Direct Connect** between SANSA Hermanus through the **SANReN** network to **af-south-1** for AWS S3 data transfers.
 - Post migration optimisation
 - Ad-hoc services as and when required will be handled on a case by case basis
- SANSA to have access to all available AWS services (portfolio of services)

5. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R1 000 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of 75 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

Preference

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Eligibility criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 1 below. If the answer is "No" on the Table below, the bidder who didn't submit the required document (s) with their bid, will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 1: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status. Potential suppliers should contact SANSA before the closing date should they require assistance in registering on the CSD.		
AWS Select Partner level or higher (proof to be submitted with proposal)		

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **75 points** and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table1 below:

Table 1:

Criteria	Maximum Points
Company Experience	60
Contactable references	20
Number of AWS certified resources	20
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

Supplier must submit a detailed company profile. The profile to include a portfolio of evidence of projects of similar or more complex nature that clearly demonstrates the company's ability to meet SANSA's scope of work.

Criteria	Maximum Points
Poor (Score 0)	No company profile submitted; no portfolio of evidence provided; less than 3 projects of a similar nature have been demonstrated; any combination of the above will result in a score of zero

Satisfactory (50)	The bidder provided a detailed company profile as well as a portfolio of evidence listing a minimum of 3 projects similar in nature to the scope of work
Good (60)	In addition to “satisfactory” requirements, the bidder has a Partner level higher than “AWS Select”

Evaluation criteria 2: Contactable References

The bidder must provide at least three (3) contactable references to whom services of a similar have been supplied during last 3 years. Please note that SANSA will contact the references as part of the due diligence process for this RFQ.

Criteria	Maximum Points
Poor (Score 0)	No customer references have been provided; or less than 3 contactable references have been provided. Any combination of the above will result in a score of zero
Satisfactory (Score 15)	The supplier submitted three (3) contactable references
Good (Score 20)	The supplier submitted more than three (3) contactable references

References: Please fill in contactable references as per Evaluation Criteria 2

Reference Name	Services Supplied	Contact Details

Evaluation criteria 3: Certified AWS resources available

Description: The bidder must have at least 4 or more AWS certified resources to be able to provide SANSA with the necessary support according to the Scope of Work.

Please state the number of certified AWS resources as well the type of AWS certification of the available resources on a company letterhead.

Criteria	Maximum Points
Poor (Score 0)	The bidder has zero or less than four (4) AWS certified resources
Satisfactory (Score 10)	The bidder has at least four (4) certified AWS resources
Good (Score 20)	The bidder has more than four (4) certified AWS resources

6. PRICING SCHEDULE

- The following items provide a specific scenario that will be used for evaluation purposes only. The service will be acquired from the awarded supplier on an as and when required basis.
- Actual services used on the contract will not be limited to this list

Item Description	Cost per month (incl VAT)	Total Cost for Year (inc VAT)
Standard AWS services:		
Amazon API Gateway		
<ul style="list-style-type: none"> Region: Africa (Cape Town) HTTP APIs: <ul style="list-style-type: none"> Requests: 1million / month; 1024kB avg request size 		
<ul style="list-style-type: none"> REST APIs: <ul style="list-style-type: none"> Requests: 1million / month; 0.5GB Cache memory size 		
S3 Standard storage		
<ul style="list-style-type: none"> Region: Africa (Cape Town) 10TB per month 10 000 PUT, COPY, POST, LIST requests 10 000 GET, SELECT and all other requests 1TB data return by S3 Select per month 10TB data scanned by S3 Select per month 		
50TB S3 Glacier storage		
<ul style="list-style-type: none"> Region: Africa (Cape Town) 50TB per month 10 000 PUT, COPY, POST, LIST requests 1000 Standard Restore Requests 100 Expedited Restore Requests 100GB Standard data retrieval per month 10GB Expedited data retrieval per month 		
Amazon EC2		
<ul style="list-style-type: none"> EC2 instance: t3.xlarge Operating system: Linux vCPUs: 4 Memory: 16GB Nr of instances: 5 50% Utilization / month 50GB General Purpose SSD (gp2) storage per EC2 instance 		
AWS Web Application Firewall (WAF)		
<ul style="list-style-type: none"> Region: EU (London) Nr of Web ACLs per month: 5 Nr of Rules added per Web ACL per month: 20 Nr of web requests received per month: 1 million 		
Additional monthly costs (please specify)		
<ul style="list-style-type: none"> 		
Adhoc- services:		
<ul style="list-style-type: none"> Initial uptake of 60TB data (once off) 		
<ul style="list-style-type: none"> Setup of landing zone 		
<ul style="list-style-type: none"> Any other costs (please list) 		
Total Cost		

7. SPECIAL CONDITIONS

- 7.1 Quotations to be returned to: Mr Siphamandla Oupa (soupa@sansa.org.za) 028 285 0012.
- 7.2 Technical contact: ICT Manager, Herman Theron htheron@sansa.org.za ; 028 285-0030.
- 7.3 Payments will be done within 30 days of receipt of invoice.
- 7.4 Contract will not be awarded unless supplier is registered on the **Central Supplier Database**. A supplier summary indicating valid tax clearance should be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- 7.5 The offices of SANSA are situated at the following address:
 - Hospital Street**
 - Hermanus**
 - Western Cape**

8. TIMELINES

The successful service provider must be in the position to start providing the service as soon as SANSA has issued the Purchase Order.

9. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- b. Evidence of **AWS Partner level**
- c. Official letterhead to declare the number of AWS certified resources and a list of their AWS certification.
- d. The quote must be valid for a period of 30 days
- e. All bids must be accompanied by the following documents if you have not submitted the information before:
 - ❖ Central Supplier Database summary with tax compliance.
 - ❖ Proof of AWS Partner level
- f. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- g. All pages of quotation must be signed by the responsible person
- h. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- i. **SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision**

10. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf>)

Signed

Date

Name

Position

Enterprise
name

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

RFQ Conditions

1. Disqualification

Please note that if a RFP document is not filled in correctly or completely, or is delivered/send after the closing time, or the valid tax clearance certificate is not submitted with the proposal, then unfortunately the proposal will be disqualified. Please return this document with the supporting documents including the valid tax clearance certificate.

2. RFP Document Submission

Faxed and emailed proposal documents will be accepted. However, the onus is on the service provider to ensure that complete faxed or email documents have been received by the SANSA by the due time. Please note that any alterations to the RFP document other than filling in the proposal details and price will automatically be disqualified.

END