



ALFRED NZO

DISCTRICT MUNICIPALITY

TERMS OF REFERENCE

BACKUP SOLUTION

2020/2021 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Backups help to ensure that regardless of the current security strategy, the data is secured and clean to keep the municipality running in the case of data loss, a hack attack or even a natural disaster

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The primary objective is to ensure that there is a single access point for managing and protecting all endpoint devices and data; the ability to recover from any failure or data loss within a specified period of time.

Alfred Nzo District Municipality seeks the services of an accredited service provider for Supply and installation of Backup management software to ensure that all municipal data is safe and secured.

2. SCOPE & EXTENT OF WORK

Bids are invited from suitably qualified professional service providers to prepare and submit proposals Supply and installation of Backup Solution as per the specification below.

DESCRIPTION	QUANTITY
Supply and installation of 50 additional data backup software (Cibecs Licences).	50
The appointed service provider will be required to sign 36 months Service Level Agreement with the municipality for Support and Maintenance of 200 Licences. The service provider must be a registered Cibecs Endpoint Data Protection Reseller (Proof of Registration must be submitted)	200

3.

3. PROJECT TIME FRAME

The project time frame will be 2 weeks from the date of appointment of the service provider, which is anticipated to take place in April 2021.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

5. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

6. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "**Project proposal – Backup Management Solution**" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the _____.

7. EVALUATION CRITERIA

Evaluation criteria of the Bids;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	60
• Capacity and Expertise	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable records for successful supply and installation of three Backup Solution projects to the value of R30 000 each.	60
Traceable records for successful supply and installation of two Backup Solution projects to the value of R30 000 each.	50
Traceable records for successful supply and installation of one Backup Solution project to the value of R30 000 each.	40
Maximum Weighting	60
Note COMPULSORY attachments for verifying work done:	
<p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p>- An Appointment Letter or Official Purchase Order.</p>	

Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	[40]

A Project Team with the following areas of expertise:	[40]
The service provider must be Accredited Cibecs Endpoint Data Protection Reseller (Proof of Accreditation must be submitted)	30
One or more personnel must have a minimum of NQF level 4 ICT Qualification.	10
Total Scoring	(30 +10) 40

For any queries regarding this tender, please contact **Ms Luvalo** for project related queries; on (039) 254 5000 or;
Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



MRS U.P MAHLASELA
ACTING SENIOR MANAGER: CORPORATE SERVICES
Approved/Not Approved

Mr. L. Mdutyana

Comments by Chairperson:
