



University of Fort Hare
Together in Excellence

UNIVERSITY OF FORT HARE

INVITATION TO BID

**BID REFERENCE: UFH-SCM-03/2013:
SUPPLY, DELIVERY AND INSTALLATION
(INCLUDING ALL CABLING) OF CISCO
WIRELESS ACCESS POINTS IN ALICE,
BHISHO AND EAST LONDON.**

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PART 1 – Invitation to Bid Instructions

1.1 Background

The University of Fort Hare (UFH) is one of South Africa's, and indeed Africa's, oldest universities. Established in 1916 it became a major training ground for intellectuals throughout South Africa and the wider African continent. It has spawned generations of leaders both in South Africa and beyond its northern borders.

The University of Fort Hare currently houses 5 academic Faculties, namely:

- Social Sciences and Humanities
- Science and Agriculture
- Management and Commerce
- Education
- Law

Through its Strategic Plan 2009 to 2016 the University is responding to the new demands being made on all tertiary institutions throughout South Africa, both in terms of consolidating its position as one of the leading tertiary institutions within the Eastern Cape, and in its aim to provide a niche and core service in this environment. Furthermore, in responding to the policy imperatives of the higher education sector, a pivotal thrust of SP2009 to 2016 is the provision of appropriate knowledge and relevant competencies and skills required for the social, economic and cultural development of South Africa's emerging democracy.

1.2 Introduction

The Information and Communication Technology Division is responsible for designing, implementing and maintaining all ICT infrastructure with a high level of availability.

The following units within this division are charged with these responsibilities at different levels:

- Web and Development Services
- Support Services
- Networks and Enterprise Services
- Service Desk
- ITS Support Services

1.3 Purpose

One of the goals of the ICT department at the University of Fort Hare is to create a single virtual campus where staff and students have unlimited access to all resources at any given moment from anywhere on any campus using any device.

In order to achieve this goal, the University of Fort Hare seeks to appoint a contractor(s) for the **SUPPLY, DELIVERY AND INSTALLATION (INCLUDING ALL CABLING) OF CISCO WIRELESS ACCESS POINTS IN ALICE, BHISHO AND EAST LONDON.**

1.4 Instructions for Responding to the Invitation to Bid

1.4.1 Submission

Two (2) copies (one full original set for Finance and one certified copy set for ICT) of the INVITATION TO BID (ITB) must be sealed and addressed to:

The Supply Chain Manager
BID REFERENCE: UFH-SCM-03/2013
University of Fort Hare
50 Church Street
East London
5201

All INVITATION TO BID (ITB) documents to be submitted **no later than 11:00 on Monday the 24th of June 2013** and should be marked "BID REFERENCE: UFH-SCM-03/2013"

All INVITATION TO BID (ITB) documents to be placed into a tender box at the information desk situated at the East London Campus main entrance. ***Any bid offer received after the deadline for submission will be rejected.***

1.4.2 Pack composition

Your bid offer should comprise the following documents:

- Form of ITB - Offer letter
- Appendix A - Suppliers submission
- Appendix B - Other information required by the University of Fort Hare
- Appendix C - Alternative bid offers
- Appendix D - Qualification of the contract
- Appendix E - Schedule of Quantities

1.4.3 Consideration

The INVITATION TO BID (ITB) is to be made strictly in accordance with:

- The requirements of this invitation, including hardware, configurations, support services, warranty, etc.
- Where goods are not fully specified by the University of Fort Hare and an alternative offer is made, it is essential that a comprehensive specification in respect of the goods be submitted and the alternate is fully compatible with the existing systems of the University of Fort Hare at the suppliers cost.

1.4.4 Currency

The offer must be given in South African Rand (ZAR) only, including the following:

- Cost of the equipment as per specifications on an itemized basis.
- Warranty and maintenance where specified covering all the parts and labor of new equipment. The warranty will start from the date of the acceptance of goods by the purchaser, following successful installation.
- Price sheets must include costs per line item with a pricing subtotal per section and a pricing summary at the end. **VAT needs to be included per line item.**
- All product and model codes need to be included.

1.4.5 Duties

The Contractor is expected to:

- Examine all instructions, forms, terms, conditions, and specifications in the INVITATION TO BID (ITB) documents. **Failure to furnish all information required by the INVITATION TO BID (ITB) documents will be at the Contractor's risk and may result in the rejection of its offer.**

1.5 Acceptance of INVITATION TO BID (ITB)

The University of Fort Hare Tender Committee reserves the right to:

- Accept the INVITATION TO BID (ITB) in part or in whole and is not under any obligation to accept the lowest or any INVITATION TO BID (ITB).
- Conduct a survey of any contractor's facilities, technical abilities, and financial status and company credentials to determine adequacy for the proper performance of the proposed contract.
- The University of Fort Hare is not under any obligation to submit reasons for acceptance or non-acceptance of any bid offer.
- The Contractor will be notified of acceptance in writing.

1.6 Requests for Information

Contractors should send any questions in writing to the University of Fort Hare, addressed to:

The Supply Chain Manager
BID REFERENCE: UFH-SCM-03/2013
University of Fort Hare
50 Church Street
East London
5201

1.7 Costs

There shall be no payment by the University of Fort Hare for costs incurred in the preparation and submission of quotations or preparation and conduct of presentations in response to this request.

PART 2 – Requirements and Specifications

2.1 Objectives

The university's principal objective regarding this invitation to bid is to:

- Supply, install and commission Cisco wireless access points as indicated in the list of quantities in APPENDIX "E"
- The Cisco wireless access points will be deployed across all three campuses of the University of Fort Hare to create an environment where staff and students have access to all network services from any device anywhere.

2.2 Requirements

The Service Provider is required to adhere to the following:

- Acquire hardware on behalf of the University of Fort Hare as indicated in Appendix E.
- Deliver hardware as indicated in Appendix E to the East London, Bhisho and Alice campuses of the University of Fort Hare.
- Install, configure and commission all hardware and associated software/systems on site.
- Provide warranties and/or next business day maintenance contracts on all hardware as indicated in Appendix E. **The University of Fort Hare must not incur any costs associated with warranty repairs.**
- Supply the test results of every installation of both cabling and each of the Wireless Access Devices.

2.3 INVITATION TO BID (ITB) Deliverables

The following are the minimum criteria which need to be included in the response to the INVITATION TO BID (ITB).

- All quantities are indicated in the schedule of quantities attached in Appendix E.
- Quotations for the supply, delivery installation and commissioning of all equipment/services as indicated in Appendix E.

2.4 Delivery and Payment

Payments will be made within 30 days of the **satisfactory completion** of the work described in this document and the invoice being received by the University of Fort Hare.

2.5 Warranty

The offer must include a "free from manufacturers' defect" warranty as specified from the date of commissioning and acceptance by University of Fort Hare.

2.6 Insurance

Appropriate insurance to cover the equipment for the transit period and until the time of the installation at the site is to be taken by the Contractor. The Contractor shall bear the insurance costs.

2.7 Corporate Citizenship Role

Bidders are required to indicate how they will contribute to this project as a corporate citizenship (social responsibility) initiative.

2.8 Economic Empowerment

The Supply Chain Management policy seeks to regularize the tendering process and all other supply chain management issues by taking into consideration the Preferential Procurement Policy Framework Act No 5 of 2000 and the Broad Based Black Economic Empowerment Act No 53 of 2003 and other related regulations that seeks to use the procurement policy to maximize the involvement of historically disadvantaged groups in the economy of the country. The University of Fort Hare fully supports economic empowerment and in this regard, companies are required to indicate their involvement, current and planned joint ventures with black businesses and professionals as detailed hereunder and as referred to in the above documents.

- The extent of black shareholding in your company
- Use of black businesses as sub-contractors for this and other work
- Outsourcing of work to black businesses
- Any existing or planned joint ventures with black businesses to execute this or other contracts
- Procurement of supplies regarding this and other work from black businesses
- Your detailed affirmative action policy clearly indicating achievements and future plans
- Your company's social responsibility program
- **The 90/10 principle of adjudication will apply, where 10 percent of the points will be awarded to in terms of BBBEE achievements, 90 percent for price**
- **Current BBBEE verification certificates need to be submitted along with the Tender submission.**

This will form an important part of the evaluation criteria to be used. University of Fort Hare reserves the right to verify information supplied in response hereto.

2.9 Time to completion

The tenderer must complete the entire installation of all equipment within 120 days of the Tender Award notification. The CISCO wireless access points must be connected to the existing wireless controller installed in the Alice server room. Software upgrades will be required for the wireless controller and should be completed before the installation of the wireless access points. The details on these devices are available from the universities Enterprise Architect, Mr. Jean Basson. Two teams must be deployed concurrently, one installing in Alice and the other focusing on the Bisho and East London installations.

2.10 Pre-qualifications required for this Tender

The qualifications and/or technical certifications required in terms of this Tender are detailed in Annexure E.

Certified copies of the certificates, as well as certified copies of identity documents and proof of employment certificates must be included in the tender submissions.

Failure to submit the required qualifications and/or certifications will preclude a Tender from being considered.

PART 3 – Terms and Conditions

3.1 Price adjustments

- The University of Fort Hare wishes to invite suppliers to offer their products and equipment on an educational costing model. The supplier can thereby ensure exposure to their products and equipment to the future work force.
- Contract prices shall be firm for the period of the contract or to be adjusted downward if the prices change downward in the market.
- Any amendment to an agreed upon price must be requested and accepted in writing by both parties.
- The basis, on which a price increase may be claimed, where applicable, must be submitted with the INVITATION TO BID (ITB).
- Application for a price increase will only be considered when submitted with written proof that it is due to circumstances beyond the control of the Contractor, as well as an explanation of how the new prices have been arrived at. A price increase brought about within the sole control of the Contractor will not be considered.
- The University of Fort Hare reserves the right to accept price increases or to terminate the contract in part or in whole.
- Increased prices will be paid only after they have been agreed to by University of Fort Hare. Any invoice reflecting price increases not agreed to by the University of Fort Hare will only be paid at the agreed price.

3.2 Property loss or damage

- The Contractor shall bear the risk of loss or damage to the products to be supplied under this agreement until delivered and installed.
- The Contractor shall be responsible for any loss or damage to University of Fort Hare property during installation of equipment.

3.3 Invoicing

- The Contractor will invoice the University of Fort Hare for goods and services rendered in accordance with this agreement.
- Invoices must itemize the goods and services supplied and include unit pricing in accordance with the agreement.
- Invoices not showing the University of Fort Hare purchase order/agreement number will not be considered for payment.

3.4 Payment

- **Unless otherwise indicated, invoices will be payable at thirty (30) days of receipt of invoice from the Contractor, as well as receipt of goods and services, installation and commissioning and receipt of proof of full functionality, as well as signed off Tender Project Documentation, whichever is latest.**

3.5 Status of Capacity

- The contractor has represented and does hereby warrant that it has the personnel, experience, equipment, facilities and all other skills and resources necessary to provide the goods and services to the University of Fort Hare required herein in an efficient and timely manner.

3.6 Insolvency

- If the Contractor's estate is sequestrated as insolvent, or if, being a company, it is placed in voluntary or compulsory liquidation, University of Fort Hare may, without prejudice to any other rights herein contained by written and registered notice terminate any contract that has been awarded to the Contractor by University of Fort Hare.

3.7 Indemnity

- The Contractor shall indemnify the University of Fort Hare against all claims, losses, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights or such other statutory infringements in respect of all hardware and software supplied.
- The Contractor shall indemnify the University of Fort Hare against all loss, actions, costs, claims, demands, expenses and liabilities whatsoever (if any) which the University of Fort Hare may incur either at common law or by statute in respect of personal injury to or death of any person or in respect of any loss or destruction of or damage to property (other than as a result of any default or neglect of ourselves or of any person for whom we are responsible) which shall have occurred in connection with any work executed by the Contractor under this contract or shall be alleged to be attributable to some defect in the goods.

3.8 Breach of contract

- Should the Contractor fail to deliver the goods and services according to the agreed upon specifications, terms and conditions, and fail to rectify the breach within two days after written notice to the effect, the University of Fort Hare reserves the right to obtain goods from another Contractor and furthermore reserves the right to hold the Contractor responsible for any differences in cost that may occur in such an event.

3.9 Resolution of Disputes

- The University of Fort Hare and the Contractor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract.
- If after 14 (fourteen) days from the commencement of such informal negotiation, a mutual agreement cannot be reached, both parties agree to arbitration in accordance with the Arbitration Act, by an arbitrator acceptable to both parties.

3.10 Variations

- Should any changes be required by the University of Fort Hare to the works once this agreement has been entered into, he shall prior to such work being commenced, agree with the Contractor as to the cost and time implications of the desired change and the contract sum and the date for completion of the works shall be adjusted accordingly.
- Any variances with negative cost implications that have been executed by the Contractor, without a written instruction by the University of Fort Hare, will be for the account of the Contractor. The applicable amount will be deducted from any payment due to the Contractor.

3.11 Termination

- This agreement may be terminated by University of Fort Hare if the Contractor is, for any reason, unable to provide goods or services required under the agreement.
- Should either party hereto make default in respect of, or contravene any obligation incumbent on it hereunder, the other party may serve written notice thereof to the party alleged to be in default.

- If, within five (5) days of the date of receipt of such notification, the party so notified does not make good the default, or cease the contravention, as the case may be, the party not in default may terminate the contract by giving ten (10) days notice, in writing, to that effect to the party after the expiration of such five (5) days. Upon such termination all accounts shall be settled between the parties to the contract forthwith.

3.12 Acceptance Criteria

The criteria of the Preferential Procurement Policy Framework (PPPF) in adjudication of the Tender include the following:

- Local support base
- Financial standing
- Global player
- Total cost - (It is envisaged that the pricing should be for the total solution, with a clear breakdown for each requirement, as per 2.3 INVITATION TO BID (ITB) Deliverables)
- Service and support levels.
- Successful track record in the IT industry
- What added value can the supplier bring to the University in terms of Corporate Social Responsibility

PART 4 – Forms & Agreements

OFFER BY SUPPLIER

INVITATION TO BID (ITB) DESCRIPTION: BID REFERENCE: UFH-SCM-03/2013

Project Manager

UFH Project Committee

Sir/Madam,

Having examined the General and Special Conditions of the Contract, Specifications and all other relevant data from the execution of the above-mentioned works, **I/we offer to complete the said Works in conformity with the General and the Special Conditions of Contract, Specifications and Price Schedule, save as amended by the Alterations by the supplier (if any), for the remuneration as detailed in the cost schedule attached.

I/We agree to supply the goods [and services] as specified in the Conditions of INVITATION TO BID (ITB).

Unless and until a formal Agreement is prepared and executed, this offer together with the written acceptance thereof by you shall constitute a binding Contract between us.

I/We understand that you are not bound to accept the lowest or any INVITATION TO BID (ITB) you may receive and further agree that this offer will be binding for a period of 30 days.

Yours faithfully,

SIGNATURE : _____

**** Duly authorized to sign on behalf of**

ADDRESS : _____

TEL NO : _____ **FAX NO** : _____

NOW THIS AGREEMENT WITNESSES THAT:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of the Contract.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - 1) The said INVITATION TO BID (ITB)
 - 2) The General and Special Conditions of Contract
 - 3) The Specifications
 - 4) The Letter of Acceptance
 - 5) Other (Stipulate)
3. In consideration of the payments to be made by the UNIVERSITY OF FORT HARE to the CONTRACTOR as hereinafter mentioned the CONTRACTOR undertakes to the UNIVERSITY OF FORT HARE to complete the Works and remedy defects in the Works, in conformity in all respects with the provision of the contract.
4. The UNIVERSITY OF FORT HARE hereby undertakes to pay the CONTRACTOR in consideration of the completion the works and defects correction of the Works, the Contract Price at the times and in the manner prescribed by the Contract.
5. Date for possession of site

Signed in the presence of the subscribing witnesses:

At _____ for and on behalf of the
UNIVERSITY OF FORT HARE

on _____ day, of the month _____ of the year
20 _____

Signature (UNIVERSITY OF FORT HARE)

Print full names

Signature (Witness)

Print full names

At _____ for and on behalf of the
CONTRACTOR

On _____ day, of the month _____ of the year 20 _____

Signature (CONTRACTOR)

Print full names

Signature (Witness)

Print full names

APPENDIX A TO THE FORM OF INVITATION TO BID (ITB)

INVITATION TO BID (ITB) SUBMISSION

Please attach an itemized price schedule that includes the following:

- Cost of the equipment proposed to meet the requirement set out in the Specification.
- Delivery and installation costs.

The supplier is required to submit time estimates for supply and commissioning of the goods as detailed above. Such schedule may be modified after mutual consultation.

[Note: Prices for any alternative bid offers you wish to make should be included in Appendix C.]

APPENDIX B TO THE FORM OF INVITATION TO BID (ITB)

Additional Information Required by the Institution

Section I: Information Required for Inclusion in the Contract.

- You are required to fill in fully and provide information requested on the attached Appraisal Form, which forms part of this Appendix.

Section II: Other Information required by the Institution:

- If you wish to supply any other information in support of your INVITATION TO BID (ITB) it should be included here. If the information is contained in separate papers a list of the papers should be given here.

APPENDIX C TO THE FORM OF INVITATION TO BID (ITB)

ALTERNATIVE BID OFFERS

- Include here or on separate sheet, any alternative bid offers you wish to submit for consideration, together with their costing and, or where the goods are not fully specified by the UNIVERSITY OF FORT HARE, it is essential that a comprehensive specification in respect of goods offered be submitted.
- Alternative bid offers are considered at the sole discretion of the University of Fort Hare.

APPENDIX D TO THE FORM OF INVITATION TO BID (ITB)

QUALIFICATION OF THE CONTRACT

- The supplier should submit details under this heading only if unable to comply with the Terms and Conditions of the Invitation to INVITATION TO BID (ITB).

SUPPLIER APPRAISAL FORM

1. GENERAL INFORMATION

- A. Name of Company
- B. Registered Business Address
- C. Telephone Number
- D. Facsimile Number
- E. Address for Correspondence (If different to B.)
- F. Type of Company, e.g. Private/Public/Partnership/Subsidiary/Sole Trader

2. DETAILS OF STAFF AND ORGANISATION

- A. Managing Director
- B. Associate Director
- C. General Manager
- D. Sales Manager
- E. Total number of staff employed

3. TRANSPORT AND LOGISTICAL DATA

- A. Company Owned Transport Fleet. YES/NO
- B. If yes, Number of Vehicles in Fleet.
- C. If no, Name of usual Carrier used.
- D. Delivery lead time from receipt of order.

4. REFERENCES

Please give details of three companies or organizations using equipment of the type offered in response to this INVITATION TO BID (ITB), who may be contacted to obtain references.

- 4.1 A. Name of Organization
- B. Address
- C. Contact
- D. Telephone Number
- E. Facsimile Number

- 4.2 A. Name of Organization
- B. Address
- C. Contact
- D. Telephone Number
- E. Facsimile Number

- 4.3 A. Name of Organization
- B. Address
- C. Contact
- D. Telephone Number
- E. Facsimile Number

5. FINANCIAL INFORMATION

- A. Name of Bankers
- B. Bank's Address
- C. Bank Account Number
- D. Bank Sort Code
- E. Certified copy Registered VAT Number
- F. Certified copy of your CIPC Business Registration Number
- H. Current and original SARS Tax Clearance Certificate
- G. Est. Gross Turnover (Based on last financial year)

6. TERMS AND CONDITIONS OF PURCHASE

I hereby agree to abide by the attached terms and conditions of the INVITATION TO BID (ITB) and confirm that all details provided above are accurate to the best of my knowledge.

Signed: _____

Position: _____

On behalf of: _____ **Date:** _____

APPENDIX E

SCHEDULE OF QUANTITIES UFH-ICT-01/2013

No site visit is required for this INVITATION TO BID (ITB). The number of access points indicated below in the Bill of Materials is based on estimates after a previous site walkthrough that was done by the University of Fort Hare.

The purpose of the project is to have wireless everywhere. The general approach to be used with this tender once awarded, is to conduct a wireless site survey to determine the location for additional devices to be installed such that there are no dead zones in designated areas on campuses. This will enable the installer to determine the next best location for the next device.

Tenderers are to note that costing is based on an average cable run of 70 meters. The final testing of all cable runs prior to commissioning must indicate the length of each cable run. Should the cable length deviate from the estimate, the actual length of cabling will be used for payment purposes. The price quoted for 70 meters of cabling per point will be used to calculate the cost per meter which will then be used to calculate the cost variance in the cabling component. This variance will be applied irrespective of whether the result is an increase or a decrease in the value.

CISCO WIRELESS EQUIPMENT			
Item Code:	Item Description:	Qty:	Y/N
AIR-CAP1602I-x-K9	Cisco Aironet 1602 – Dual-band controller-based 802.11a/g/n http://www.cisco.com/en/US/prod/collateral/wireless/ps5678/ps12555/data_sheet_c78-715702.html install 300 units only	330	
AIR-PWRINJ5=	Cisco AP1600 Power Injectors http://www.cisco.com/en/US/docs/wireless/power/quick/guide/pwrinj5.html install 150 units only	180	
AIR-CAP1522E-E-K9	Cisco Aironet 1152E – 802.11a/g/n External AP http://www.cisco.com/en/US/prod/collateral/wireless/ps5679/ps11451/data_sheet_c78-641373.html install 70 units only	80	
SOFTWARE	Include software (firmware) upgrade of the Cisco 5508 Wireless Controller in Alice	1	
WARRANTY	1 Year Co-Brand warranty – Supplier repairs/replaces faulty hardware within the stipulated Tender Contract/SLA period. (Please note the University of Fort Hare operates a maintenance contract. This contract will be reviewed in January 2014. The value of this Co-Brand Warranty will be transferred to the existing contractor.)	410	
CABLING	CAT6 cabling calculated on an average of 70m per cable run. Trunking, wall boxes RJ45 connectors, fly leads, and patch leads should be included in this item. An itemized list of the components and their cost is to be provided. http://www.binbert.com/blog/2010/05/differences-between-cat5-cat5e-cat6-and-cat6e-cables/	450	
LABOUR	Project Management, Delivery, Installation & Configuration of Equipment in Alice, Bhisho and East London.	1	
CERTIFICATION	The relevant CISCO CCNP, CUWSS and/or IUWMS certifications are required by the person engineering the design and at least one staff member that will lead the installation team. Certified copies of the certificates, as well as certified copies of identity documents and proof of employment certificates must be included in the tender submissions. (See para 2.10)	-	