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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INTERNET SERVICES AND CONNECTIVITY FOR THE NATIONAL AGRICULTURAL MARKETING COUNCIL FOR A PERIOD OF THREE (3) YEARS**

**RFQ NUMBER: NAMC RFQ 729**

**CLOSING DATE: 14 NOVEMBER 2023 AT 11H00**

**VALIDITY PERIOD: 60 DAYS**

**NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.**

**Faxed and/or emailed bids will not be accepted, only hand delivered, and couriered original proposals will be accepted.**

## **1. INVITATION**

The National Agricultural Marketing Council (NAMC) is inviting service providers to submit proposal for the appointment of a service provider to provide internet and connectivity services for a period of three (3) years.

## **2. INTRODUCTION**

The National Agricultural Marketing Council (NAMC) is a statutory body established in terms of the Marketing of Agricultural Products Act, 1996. The main function of the council is to advise the Minister of Agriculture, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

## **3. PROJECT SCOPE AND DELIVERABLES**

### **3.1 Project scope**

The NAMC invites reputable service providers to submit proposals for the business Fibre access, internet access, Wi-Fi internet access and managed services. The NAMC is currently utilizing fibre access liquid 50M and Internet access 50M.

The service provider will ensure that NAMC has internet access at all times. This will include monitoring of the internet, maintenance and 24-hour access in case of emergency.

The internet as well as fibre lines are currently available, and the successful service provider will need to supply the necessary infrastructure to support the internet lines and provide connectivity to the NAMC local area network.

The successful service provider will work hand in hand with NAMC IT support as well as the telephone management service provider.

The service provider should provide reliable internet services which will enhance stakeholder interactions and improve business performance.

The following are the specific objectives:

- a) Secure, fast and reliable connectivity for WAN
- b) Increased access to critical business applications
- c) Increased capacity to handle large volumes of traffic.
- d) Improved access to cloud services
- e) Increased access to internal resources remotely through VPN services
- f) Improved monitoring and management of web access by employees and applications
- g) Installation of access points for Wi-Fi Connectivity in the building.

### **3.2 Project deliverables**

3.2.1 The service provider is expected to offer efficient and effective services to NAMC. A hands-on specialist who will ensure that NAMC has internet services at all times, report timeously if there are challenges and have a dedicated call centre to assist to calls and emergency calls.

3.2.2 A detailed project execution plan outlining the implementation processes, approach, resource tools and allocation, timelines and deliverables.

3.2.3 Submit a maintenance plan which clearly shows the turnaround times for support calls as well as uptime commitment on all services.

3.2.4 Quarterly and annual reporting of statuses and activities related to internet services provisioning.

## **4. EVALUATION PROCESS**

The evaluation process will follow the stages detailed below:

- Administrative compliance (Stage 1); and

- Functionality (Stage 2)
- Pricing and Specific goals (Stage 3)

#### 4.1 Stage 1: Mandatory requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirement and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

Pre-Qualification Requirements	Check list √ Tick each box
SBD 1: Completed, attached, and signed	
SBD 3.1 Completed, attached, and signed	
SBD 4: Completed, attached, and signed	
SBD 6.1: Completed, attached, and signed	
Terms of Reference document: Completed, attached, and signed	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a <b>report not older than a month at the time of submitting</b> this proposal must be submitted reflecting Tax compliant status	
The equipment deployed must be ICASA certified	
Proof that the bidder is a certified optical fibre installer	

**Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the**

**reasons must be attached.**

Failure to adhere to the above conditions will invalidate the proposal.

Bidders must also supply the following documents (where applicable).

Other Requirements	<b>Check list</b> √ <b>Tick each box</b>
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

#### **4.2 Stage 2: Elimination of proposals on grounds of functionality**

Proposals that score less than 70 points of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 3).

Proposals will be evaluated for functionality as follows:

#### **Stage 2 Technical (Functionality) proposal**

<b>Technical (Functionality) proposal</b>		<b>Maximum points to be awarded</b>
<b>1. Company Information and relevant experience</b>		
<b>1.1</b>	<b>A minimum number of years in operation:</b>	<b>20</b>

<b>Technical (Functionality) proposal</b>		<b>Maximum points to be awarded</b>
	<p><b>The bidder must submit a detailed company profile.</b></p> <ul style="list-style-type: none"> <li>• 3-5 years in operation – 10 points</li> <li>• 6 to 8 years in operation – 15 points</li> <li>• Over 8 years in operation – 20 points</li> </ul>	
<b>2. Technical requirement</b>		
<b>2.1</b>	<b>Detailed Approach and Methodology which is in line with the scope of work as mentioned under point 3 above.</b>	<b>20</b>
<b>3. Human Resources</b>		
<b>3.1</b>	<p><b>Human resources i.e. The bidder must provide an organogram with personnel to be allocated to NAMC’s account. Detailed curriculum vitae of the key personnel</b></p> <ul style="list-style-type: none"> <li>• Relevant experience as the Network Specialists</li> <li>• Relevant experience as Account manager managing public service clients.</li> </ul> <p>(Certified copies of qualifications to be attached not older than 6 months.).</p> <p><b><u>Network Engineer qualifications</u></b></p> <ul style="list-style-type: none"> <li>• National Diploma and/or Certificate in Network</li> </ul>	<b>30</b>

<b>Technical (Functionality) proposal</b>		<b>Maximum points to be awarded</b>
	<p>– 2 points</p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree IT – 5 points</li> <li>• Postgraduate/Honours IT –10 points</li> </ul> <p><b>Network Engineer experience with public sector clients</b></p> <ul style="list-style-type: none"> <li>• 3 -5 years of experience – 2 points</li> <li>• 6 to 8 years of experience – 5 points</li> <li>• Over 8 years of experience – 10 points</li> </ul> <p><b>Accounts Manager experience in managing similar account with public sector clients.</b></p> <ul style="list-style-type: none"> <li>• 3 -5 years of experience – 2 points</li> <li>• 6 to 8 years of experience – 5 points</li> <li>• Over 8 years of experience – 10 points</li> </ul>	
<b>3.2</b>	<p>Affiliation with a professional body</p> <ul style="list-style-type: none"> <li>• No affiliation=0 points</li> <li>• Internet service provider association =10 points</li> </ul>	<b>10</b>
<b>4. Reference</b>		
<b>4.1</b>	<p>The company’s proven track record in handling assignments of a similar nature.</p> <p>A minimum of three written reference letters from clients where a similar service is/ was being</p>	<b>20</b>

<b>Technical (Functionality) proposal</b>		<b>Maximum points to be awarded</b>
	rendered. Letters should not be older than three <b>(3)</b> years. 3-5 letters submitted = 10 points 6 or more letters submitted= 20 points	
<b>Total technical points</b>		<b>100</b>
<b>Minimum threshold for technical (functionality)</b>		<b>70</b>

**Note: The minimum qualifying score for functionality is 70 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on pricing.**

A point scoring system for evaluation criterion above would be utilized as follows: Table A

<b>Score</b>	<b>Description</b>
1	Does not meet requirements, or no information supplied
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements



### 4.3 Stage 3 (three): Price and Specific goals

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
- **NB** - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points, but they will not be disqualified from the bidding process.
- The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Percentage (%)</b> <b>Black Ownership</b>	<b>Points (10)</b>
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1
0	0

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Percentage (%) Ownership By Women</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%) Ownership By Youth</b>	<b>Points (6)</b>
81-100	6
51-80	4
31-50	2
1-30	1
0	0

**5. PRICING**

All prices should be fixed and inclusive of taxes, disbursements and escalations if any.

Description	Year 1	Year 2	Year 3
Installation for Fibre 50 or more Mbps			
Installation for Access Points			
Support and Maintenance			

Description	Year 1	Year 2	Year 3
Any other disbursements			
Total			

## 6. VALIDITY OF PROPOSAL

- The Service Provider is required to confirm that it will hold its proposal valid for 60 days from the closing date of the submission of proposals.
- In exceptional circumstances, NAMC may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

## 7. PROPOSAL SUBMISSION REQUIREMENTS

- All compulsory documents as stated under point 4 above.
- The bid proposal as per point 3 above
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit 1 x original RFQ document, and 1 x copy of the original.
- No late bids will be considered. It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that this is received by the NAMC before the closing date and time in NAMC's dedicated tender box or physical address. The office hours are Monday to Friday expect public holidays from 08h00 to16h00.

Proposals must be submitted or delivered at NAMC at the following address:

**National Agricultural Marketing Council**

**Old Mutual Building, Block A, 4th Floor**


**536 Francis Baard Street**

**Meintjiesplein, Arcadia, Pretoria, 0001**

**8. ENQUIRIES**

- **SCM and Technical Enquiries:** Nomathemba Dlodla at: [scm@namc.co.za](mailto:scm@namc.co.za)

**9. APPROVAL**

Approval			
	Name & Title	Signature	Date
Approved by:	Manager: Financial Accounting		31 October 2023

**10. DECLARATION BY THE BIDDER**

I, ..... (Full name)  
the undersigned certify that the information provided is true and correct, and understood  
the contents of the document in full.

SIGNATURE :

DATE: