



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS TO PROVIDE 1100 FORCEPOINT LICENSES FOR A PERIOD OF 3 YEARS

1. AIM

To appoint a suitable service provider or Consortium of Service Providers to provide 1100 ForcePoint Licenses & onsite Support to the Department of Basic Education (DBE) for 3 annual subscriptions.

2. BACKGROUND

The DBE is dealing with a lot of phishing emails and shall undertake necessary and appropriate measures to strengthen web and email security over the internet access for all workstations and servers.

3. SCOPE OF WORK

- 3.1. Supply of 1100 Forcepoint Licenses to the Department of Basic Education for a period of 3 years.
- 3.2. On-site support for 60 hours per annum. Total of 180 hours.

4. DELIVERABLES AND TIME FRAMES

The project will be in deployment of licences and onsite support for a period of 3-years where the Service Provider or Consortium will be expected to deliver the identified deliverables within the DBE environment.

5. DURATION OF THE PROJECT

The licenses & onsite support will be deployed for Three (3) years.

6. NON-BRIEFING SESSION

There will be no briefing session for this project.

7. BIDDING REQUIREMENTS

7.1. Mandatory requirements

The bidders must comply with the following mandatory requirements:

- 7.1.1. The bidders must be accredited resellers of Forcepoint.
- 7.1.2. Bidders must provide a total price inclusive of VAT for the project and the price should be fixed for the full duration of the project.
- 7.1.3. Alteration of the Standard Bidding Documents (SBD forms) will lead to disqualification.
- 7.1.4. The Bidder must submit (a) company profile(s). In the case of a consortium or a joint venture, a profile of each company must be submitted.
- 7.1.5 In the case of a Consortium or joint venture, all the parties to the Consortium or Joint Venture must be accredited Forcepoint Resellers.
- 7.1.6 In the case the bidder intends to subcontract certain tasks, the subcontracted company must be an accredited Forcepoint Reseller.

Bidders who do not comply with all of the above mandatory requirements will be disqualified.

7.2. Administrative Requirements

- 7.2.1. Bidders should return all fully completed and signed attached SBD forms (SBD1, SBD3.1, SBD4, and SBD6.1). Non-submission of the SBD6.1 form will result in non-allocation of specific goals.
- 7.2.2. In case of a Consortium or Joint Venture, Bidders should individually submit the fully completed and signed SBD forms separately.
- 7.2.3. If Bidding as a Consortium or Joint venture, the Consortium or Joint Venture must provide the following information and documents:
 - i. The agreement signed by nominated members of both/ all consortium or joint venture partners;
 - ii. Name of the leading company;

7.2.4. If bidding with the intention of subcontracting certain tasks the bidder must state the name of the subcontract Company and the percentage to be subcontracted.

8. PRICE AND PREFERENCE POINTS (80/20)

Bids will be evaluated in terms of 80/20 preference point system where 80 points will be used for *price only* and 20 points for DBE specific goals. (Refer to attached SBD 6.1 form).

The following formula will be used for the calculation of price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of bid under consideration

P_t = Rand value of acceptable bid under consideration

P_{min} = Rand value of lowest bid

Points Awarded for Specific Goals

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination on the basis of being Black, Women, Living with disability, or Youth.

Note to Bidders:

- The bidder must indicate how they claim points for each preference point system.**
- Allocation of points will be prorated as per percentage of ownership of each goal. In case of a Joint Venture or a Consortium, the points will be averaged**
- DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.**
- Specific goals for the tender and points claimed are indicated per the table below**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the bidder)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	Submit any of the documents below:		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the bidder)	Percentage (%) ownership per specific goals
		- Proof of registration with National Council for Persons with Physical Disability in South Africa registration (NCPDPSA); OR - Medical Certificate		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

9. PAYMENT

Payment shall be affected proportionately of the project **and** within 30 days of receipt of valid original invoices. The payment must be broken down as follows:

- 9.1. Total license cost for a three-year period.
- 9.2. Fixed hourly support fee, to be billed monthly for work completed.

10. CONDITIONS

- 10.1. Material compiled for and by the Department of Basic Education (DBE may not be used in any form or for any purpose other than the purpose stipulated in this agreement. If the service provider wishes to use such material in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to the DBE a written motivation for such use.
- 10.2. The DBE will request approval from the designated officer in who copyright vests. Only once the designated officer has granted written approval will the DBE convey such written approval to the service provider and will the service provider have permission for such usage.
- 10.3. In the case of material compiled, developed, researched, commented on, or evaluated on behalf of the DBE as a result of a contractual agreement with the service provider, or any other form of material, irrespective of whether in a completed form or otherwise, all intellectual property rights relating to such material will vest in the state. The service provider may not use any such material without first having obtained written approval from the DBE.

- 10.4. The Service Provider is expected to demonstrate credibility and perform the services as described in this document.
- 10.5. If bidding with an intention of subcontracting certain tasks the bidder must state the name of the subcontract Company and percentage to be sub-contracted. DBE will confine its contractual dealings with the primary service provider in a case where there is a consortium.
- 10.6. The appointment Service Provider must be an accredited reseller of ForcePoint.
- 10.7. The appointed Service Provider shall undertake to avoid any activity of whatsoever nature that may be detrimental to the Department's interest, goodwill and reputation
- 10.8. The DBE reserves the right to change the Terms of Reference prior to the closing of the bid.
- 10.9. The Department reserves the right not to award the tender and will not be held liable for the preparation of the bid documents by the bidders.
- 10.10. The DBE reserves the right to terminate the contract with the service provider at any point during the contract period should the performance of the service provider not meet the satisfactory requirements of the stipulated deliverables.
- 10.11. TERMINATION FOR DEFAULT: The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier reserves the right to terminate this contract with the appointed service provider, in accordance with clause 23 of the General Conditions of Contract, should challenges be experienced with the service delivery and customer service to the Department.
- 10.12. The Bidder/s must submit proof of registration with the National Treasury's Central Supplier Database (CSD).
- 10.13. Consortiums, who possess all the functional knowledge and experience, will be considered for this proposal but proposals must clearly indicate the organization that will be the lead agency that will take full managerial and technical accountability for the outcomes of this proposal.

11. COMMUNICATION

- 11.1. The DBE Supply Chain Management (SCM) Unit shall communicate with bidders where clarity is sought after the closing date and no other communication to any DBE official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid may be entered into. All communication between the bidder and the DBE must be in writing and addressed to SCM Office at Tenders@dbe.gov.za

CONTACT DETAILS

Bid Enquiries

Department of Basic Education: Supply Chain Management,

Tel: (012) 357 3134

E-mail: Tenders@dbe.gov.za

Enquiries must be made at least seven (12) days before the closing date of the bid.

