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REQUEST FOR QUOTATION (RFQ)
APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTERNET AND MANAGED FIREWALL SERVICES FOR 12 MONTHS

RFQ	RFQ/2021/22/20
RFQ ISSUE DATE	30 April 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF PROTECTION OF PERSONAL INFORMATION (POPI) AND CYBERSERURITY ASSESSMENT
CLOSING DATE & TIME	05 May 2021 @ 11h00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTERNET AND MANAGED FIREWALL SERVICES FOR 12 MONTHS

1. BACKGROUND

- 1.1. The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2. INSETA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999, as amended (PFMA). This therefore implies that the INSETA must fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework.
- 1.3. The objective of this request is to appoint a credible service provider to **Provide Internet and Managed Firewall Services for the Period of 12 Months.**

2. PURPOSE

- 2.1 INSETA is currently using **Fortigate 60 E Firewall with the 360 Bundle protection Bundle.** The firewall was only used for web filtering since there was an outsourced Security Management service that covered Managed firewall services.
- 2.2 The positive bidder will be required to reconfigure the **FortiGate 60 E, in accordance with INSETA's firewall policy and security requirements.**

3. SCOPE OF WORK

3.1 Internet Services

The bidder shall provide the necessary hardware and other services required to set up the internet connection as follows:

- 3.1.1 A dedicated, leased line of a minimum bandwidth of 100 Mbps internet breakout from bidder's network. This connection will primarily be used for hosting of corporate applications, data replication requirements to connect to the cloud, sending and receiving of emails, hosted VoIP PBX solution calling, video conferencing, and internet browsing.
- 3.1.2 The demarcation point is in the server room, as an RJ-45 Ethernet port on to the existing INSETA firewall with IP Layer 3 termination.
- 3.1.3 No limitations on traffic/ports; bandwidth capacity should be ensured through direct IP connection; no mandatory cloud proxy servers and firewalls.

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- 3.1.4 The provided bandwidth should be dedicated uncontended, if contended please specify ratios.
- 3.1.5 Internet service should not have additional payment or limitation by (a) traffic amount or (b) time.
- 3.1.6 The bidder must supply and manage the network connectivity equipment (excluding LAN equipment for Head office).
- 3.1.7 Subnet of at least 5 static publicly routable IP addresses is required.
- 3.1.8 Service reliability must be ensured.

3.2 Firewall Management

- 3.2.1 Provision for network security review and design.
- 3.2.2 Deployment and management of detective and preventative security controls; examples include, but are not limited to:
 - a) Next generation firewall
 - b) Antivirus
 - c) Web filtering
 - d) Intrusion prevention and detection services
 - e) Sandboxing
 - f) Antispam
- 3.2.3 Provides management of secure VPN services access for 100 users.
- 3.2.4 Perform quarterly firewall audits and assessments in alignment with INSETA policies and industry best practices.
- 3.2.5 Develop recommendations for improved security methods, Implement, approved recommendations and Knowledge and skills transfer.
- 3.2.6 Perform ad-hoc requests/investigations as requested by INSETA and submit recommendations for consideration.
- 3.2.7 Renewal/replacement of existing device licenses
- 3.2.8 Perform regular patch or OS upgrades for new feature release or remediation of bugs/vulnerabilities.
- 3.2.9 Reporting and threat intelligence services.

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4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 4.2 Bidder must submit proof and must be an EME, QSE, Generic (**level 1 or level 2 BBBEE contributor**) status will be considered.

Note: noncompliance with the prequalification criteria will result in automatic disqualification.

5. MANDATORY REQUIREMENT

- 5.1 The bidder must provide **three (3) reference letters for proving the Internet and Managed Firewall services**, reference letters must be on client's letterhead, dated and signed.
- 5.2 Provide valid **Certificates of the Network support resources certified to Manage FortiGate and related firewalls.**

Note: noncompliance with the mandatory criteria will result in automatic disqualification.

6. PRICING CONSIDERATIONS:

- 6.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise of all the relevant services proposed in the bidder's submission. (But not limited)

Items	Description Unit	Quantity	Unit Price	Total Cost
1	Once-off Internet and Firewall Configuration	1	R	R
2	Monthly Internet Services	12	R	R
3	Monthly Managed Firewall Services	12	R	R
Sub - Total				R
VAT @ 15%				R
Total				R



7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

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

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 9.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 9.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 9.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

10. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

11. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

INSETA reserves the right to:

- 11.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2 Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 11.4 Award a contract to one or more bidder(s).
- 11.5 Accept any RFQ in part or full at its own discretion.
- 11.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

12. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

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Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)
- Bidders bank confirmation letter reflecting company registration number.

Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.

