



Umkhandlu wakwa - **NONGOMA** - Local Municipality

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**TERMS OF REFERENCE**

**PROPOSAL NUMBER: SCM RFP 08/2017/18**

**Development of the ICT Network Infrastructure**

**Nongoma Local Municipality invites contractors to bid on a tender, to provide the following:**

1. Study the existing ICT network infrastructure.
2. Propose the conducive technology infrastructure to be used.
3. Draw the network infrastructure.
4. Install the new network infrastructure without disturbing the existing network connections.
5. Test the newly installed network infrastructure and, if the newly installed network infrastructure works properly, the contractor shall remove the old network infrastructure.
6. Transfer skills to ICT staff.
7. Render maintenance and support for a period of 3 years, where Nongoma Local Municipality will be billed on the service rendered.

**Specification**

**Scope:**

Nongoma Local Municipality operates in four remote office (Main building, Technical Services, Auditors Section, and Social Services)

1. Installation and maintenance of all network cabling, points, and patch panels.
2. Installation and maintenance of all ICT electrical connections.
3. Installation and maintenance of all switches, routers, servers, and cabinets.

**Contractor requirements:**

1. The contractor shall provide only skilled labour to complete work within the agreed-upon timeframe. NB: attach CV with contactable references.
2. The contractor is responsible for the provision of all tools required to fulfil their installation obligation in accordance with task at hand and at his cost.

**EXECUTIVE COMMITTEE** : (Cllr M.A. Mncwango – Hon. Mayor ; Cllr A.N. Xulu – Hon. Deputy Mayor; Cllr B.W. Zulu- Hon. Speaker (**Ex –Officio**) ; Mr B.ENTanzi –Municipal Manager (**Ex- Officio**) ; Cllr. B.J Ntshangase ; Cllr N.G. Xaba ; Cllr N.M. Mthembu ; Cllr R.Z. Buthelezi ; Cllr A.N. Ndabandaba ; Cllr S.A. Hlongwane ).

3. By means of submission of a quotation and acceptance of the relevant order number, the contractor is solely responsible for the successful delivery of all documentation pertaining to installed components (E.g. Floor plans, test results) to the over strand ICT staff member responsible for the project, and no other person unless such an agreement has been made with the aforementioned responsible person.
4. In the event that work has been commissioned by Nongoma Local Municipality Departments other than ICT staff, contractors are reminded that the technical requirements of Nongoma Local Municipality ICT network still apply and that contractors will be required to conform, irrespective of whether other departments or their representatives have accepted work as completed.
5. The contractor is solely responsible for the thorough pre-quotation inspection and installation evaluation of any given project for which a quotation is submitted. Any oversight on the part of the contractor are for his account.

**General products conformance requirements:**

1. All installed components shall be new, complete and in good condition.
2. All cable reels are to be visually inspected for damage incurred during shipping and transit prior to installation.
3. Cables and connecting components found to be damaged or defective prior and during installation process are to be removed immediately and returned to the supplier at no conditional cost to the municipality.
4. All products to comply to minimum international standards as follows:
  - 4.1 ISO 11801
  - 4.2 EN 50174
  - 4.3 EIA/ IFA 568 B
  - 4.4 contractor should have a minimum of 5 years' experience in installation network points
  - 4.5 contractor should have minimum of three clear reference for related work done in networking installation
  - 4.6 contractor should submit CV's and Certificates (i.e. CCNA, MSCE, N+) of workers who will be responsible for installation
5. As part of the tender documentation, all bidders must submit proof of accreditation from its supplier to certify compliance to the above minimum technical requirements, failure to do so will disqualify the tenderer from the evaluation process.

**Post-installation test**

1. Every cabling link is to be tested and must meet with the requirements of ISO 11801 Class E (2002) across the full length of the link.
2. Nongoma ICT staff reserves the right to insist on being present during the self-calibration of the test unit and the instruments initial configuration prior to test and during the test process itself.

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3. Nongoma ICT staff further reserves the right to decline acceptance of marginal performing cables irrespective of their having passed testing based on risk of future degradation over the life span of the installed product.

**Additional comments:**

1. Contractor shall provide the maintenance or support plan.
2. History of the previous projects provided on the same service required by Nongoma Municipality.

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