



# UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. Lwana

Date: 15 AUGUST 2013

## Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation  
**FOR FAX TO E- MAIL FOR UMZIMVUBU LOCAL MUNICIPALITY**

Closing Date for submissions is 23/08/2013 @12:00

For any enquiries & specification, please contact Supply Chain Management Office @ tell:  
039 255 8555.

***NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE.***

  
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Mr. GPT Nota

Municipal Manager

## **UMZIMVUBU LOCAL MUNICIPALITY**

### **NAME OF THE PROJECT:**

#### **A PAPERLESS Fax to Email FOR UMZIMVUBU USERS**

### **INTRODUCTION OF THE PROJECT**

To acquire services of a suitable service provider for the fax server, email numbers and synchronize the incoming faxes with umzimvubu Document management system and route them to the relevant Emails.

### **PROJECT BACKGROUND**

ULM users have a centralized fax machine that is situated at registry, SCM and MM's office. These three faxes uses a lot of paper and ICT is in a process of using paperless environment which will reduce the cost of using paper. ICT is looking for a fax server that will distribute incoming and outgoing faxes to the relevant Email address reducing lost faxes and people using faxes to make calls.

### **AIMS OF THE PROJECT**

- To have a reliable, secured and dedicated fax number for each user.
- To synchronize umzimvubu electronic document management system with fax to Email so as to keep the institutional information.
- To reduce paper costs.

### **SPECIFICATIONS**

- a. Configuration of a Fax server to distribute fax numbers.
- b. Assign fax numbers to umzimvubu users Emails.
- c. must use assign the fax numbers to Microsoft Exchange Email addresses.
- d. must synchronize incoming faxes to Umzimvubu Electronic Document management systems (Orbit)

## **SCOPE OF WORK**

### **Phase 1**

- i. .

### **Phase 2**

- i. Procure combination keys USB that are US DOD approved.

### **Phase 3**

- i. Register the Encryption with the South African National intelligence Agency
- ii. Install and configure the Encryptions to the critically identified computers with sensitive institutional information.
- iii. Testing the software of all known hacking methods and slavery.
- iv. Decryption of Two-Fish and Sapphire back to windows.
- v. Program keys and assign them to users.

### **Phase 4**

- i. Transfer skills to appointed ICT staff in order to roll out and maintain the Encryption.

## **KEY DELIVERABLES**

- a. Project lay-out.
- b. configuration of a fax server.
- c. assignment of Fax numbers to Emails.
- d. Configuration of fax machine to Electronic document management system.
- e. Compilation and submission of a close out report

## **EXPECTED OUTCOMES**

- a. A service level agreement shall be signed with the appointed Service provider.
- b. Effective implementation of the Fax to Email system.

## **KEY COMPETENCIES**

The Service provider appointed to undertake this project should demonstrate the following key competencies:-

- Proven track record as a registered company
- Technical ability to interpret the requirements in the Terms of references;
- A sound approach and methodology towards delivering on this assignment; and
- Availability, accessibility and dedication of expertise.

## **PROJECT MANAGEMENT**

The Service Provider will work very closely with Umzimvubu Local Municipality who has commissioned this bid

## **PROJECT TIMEFRAME**

The stipulated timeframe for this project is one (15) days from 15 August 2013 up to 31 August 2013.

## **PROJECT BUDGET**

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".