



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTING DATE: 28 July 2017**

**UMZ/2017-18/CORPORATE (IT-CELLPHONE AUTOBACK-UP)/009**

**SERVICE PROVIDER TO SUPPLY, DELIVER AND CONFIGURE CELLPHONE AUTOBACKUP APPLICATION**

Bidders are hereby invited to submit proposals/Quotations for supply, delivery and configure cellphone auto backup application.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 7813 Main Street, Mt Frere** not later than **12h00 noon on 08 August 02017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Mr .S. Cwati / Mr Mbukushe (SCM Manager) 039 255 8556

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

  
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**GPT NOTA (MUNICIPAL MANAGER)**

# UMZIMVUBU LOCAL MUNICIPALITY



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— LOCAL MUNICIPALITY —

## TERMS OF REFERENCE

**NAME OF THE PROJECT: PROVISION OF  
CELLPHONE AUTO BACKUP**

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## **NAME OF THE PROJECT: PROVISION OF CELLPHONE AUTO BACKUP**

### **1. INTRODUCTION OF THE PROJECT**

To obtain services of prospective service providers to supply, install, configure, test and provide training on cellphone auto data archive solution.

### **2. AIMS OF THE PROJECT**

The Objectives of the project is to ensure that the following:

- To safeguard all municipal cellphone data
- To extend the disaster recovery plan to cellphone level. (data recovery)

### **3. SPECIFICATIONS**

- a) Cellphone auto backups application
- b) 32G expanded space of data backups
- c) Data backups to be stored on a cloud
- d) Each cellphone device to have its own backup account
- e) 150 auto data backups accounts
- f) Backup and restore (call logs, sms, contacts, file documents, notes, and mobile apps)
- g) Installation pack (installation file) compatible with
  - Android 2.1 to Android 8.x
  - iOS 5, iOS 6, iOS 7, iOS 8, iOS 9, iOS 10 & iOS 11 beta
  - windows 10 mobile
  - Nokia Mobile
  - blackberry 10 mobile
- h) Training on how to manage the application in its entirety.

### **4. SCOPE OF WORK**

- Supply and deliver a cellphone auto backup solution.
- Install and configure all 150 municipal cellphones with backup accounts.
- Test by Creating a disaster and recover data, testing all (5) mobile operating system platforms.
- After testing, provide training on how to manage the application.

## **5. KEY DELIVERABLES**

- a) 150 auto backup accounts
- b) Installation pack (installation file)

## **6. REQUIREMENTS**

- a) A service provider must be registered in the municipal data base of the suppliers and service providers.
- b) A service provider must quote for work to be done
- c) A service provider must submit a valid tax clearance certificate
- d) Engineer must be experienced in all cellphone mobile platforms and in data recovery.
- e) Attach proof of similar work done before, with at least two (2) referrals.
- (e) A service provider must undertake to provide the required service from the date of appointment to the end date.

## **7. PROJECT MANAGEMENT**

The Service Provider will work very closely with the Umzimvubu Local Municipality Assistant Manager: ICT is designated as the Project Manager.

## **8. PROJECT TIMEFRAME**

The contract is for a period of one (1) month, but can be terminated when there is proof of underperformance or sub-standard.

## **9. PROJECT BUDGET**

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

## 10. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must cover the following aspects of importance:

### 10.1 **Brief Company Profile**

Including brief history, field of expertise, staff resources, where the main office is based as well as any other offices and a list of recently completed projects.

### 10.2 **Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.

### 10.3 **Proposed Cost Structure (Business Plan)**

Detailed Breakdown of Proposed Fee Structure

### 10.4 **Expertise Required:**

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

## **10.5 Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below.

- Proof Ownership
- Declaration of Interests
- Tax Certificate
- MBD 4, MBD 8 and MBD 9

10.5.1 The consortium submitting the proposal must declare any conflict of interests that it may have.

10.5.2 The ULM reserve the rights, not to accept any proposals in part or in whole

10.5.3 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

10.5.4 The awarding of proposals will be valid for 80 days after the closing date.

10.5.5 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

10.5.6 Successful bidders will need to be prepared to commence work within 7 working days of being informed of the awarding of the tender.

10.5.7 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

10.5.8 Successful bidder will be required to submit weekly progress reports.

10.5.9 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

**10.6 Adjudication.**

10.6.1 The 80/20 Preference Point System will be used as per the PPPFA and ULM SCM policy where 40% of the 80 points will be for functionality and other 30% will be for price.

**10.7 Submission Format**

All proposals must be in the form of an A4 bound documents, which is sealed in an envelope, clearly marked with the project name and contract number.

**10.8 Where to Submit:**

10.8.1 All submissions must be clearly marked:

**"PROVISION OF CELLPHONE AUTO BACKUP"**

And be addressed for the attention of Mr. G.P.T. Nota

10.8.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in the quotation box situated at SCM offices at 813 Main Street, KwaBhaca.

**10.8.3 Due date for the submission of proposal 20 August 2017 at 12H00.  
NO LATE SUBMISSIONS WILL BE CONSIDERED.**

## 11 INFORMATION AND ENQUIRIES

### 11.1 TECHNICAL ENQUIRIES

To the attention of Mr. T Funani

Phone : +2739 255 8568

Fax : +2739 255 0167

Email: Tozamile.Funani@umzimvubu.gov.za

### 11.2 OTHER ENQUIRIES

Any other queries related to the bid must be addressed to the attention of Mr.

G.P.T. Nota - Municipal Manager

813 Main Street

Private Bag X 9020

MOUNT FRERE

5090

Phone : +2739 255 0166

Fax : +2739 255 0167



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Mrs. N. Kubone  
Manager: Corporate Services