

Address of Registered Office:

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Vulindlela Heights
Mthatha
5100

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E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations.**Notification date: 31/10/2019**

**ADVERTISEMENT: RFQ NO - 09/10/2019
(ONLINE OFFSITE BACKUP)
NTINGA HEAD OFFICE**

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced Service Providers to submit detailed quotations for the provision of the following:

- **ONLINE OFFSITE BACKUP SERVICES WITH 4TB OF DATA STORAGE FOR A PERIOD OF 12 MONTHS,**

Below are minimum specifications/Features:

- Fully Automated
- Backup windows- All backups must occur such that production environment is not impacted.
- Secure hosting
- Data must be encrypted
- Data must be Retrieved and Restored at anytime.
- Daily notification
- Data Storage-4TB
- Must use Veeam because we already have Veeam backup and replication.
- Request to backup 2 Servers(1Physical and 1 Virtual)
- Be able to backup Pastel Evolution, VIP Payroll, ESS.

NB!!!

Responses will be evaluated on two stages i.e Functionality & Price and Preference.

Stage 1: functionality

Stage 2: Price and Preference

FUNCTIONALITY (Only bidders who score a minimum of **70 points** on Functionality will be evaluated further on Price and Preference.

CRITERIA	DESCRIPTION OF CRITERIA	POINTS
1. Experience	Minimum of three years in online offsite data storage, (please provide letters from 3 organisations that you are servicing)	30 points
2. Certificate	Service Provider should have Veeam Backup and Replication compatible software as basis as the organisation uses Veeam for back and replication on offsite backup domain controller server, (please provide proof).	50 points
3. Approach and Methodology	The approach is specifically tailored to address the online offsite backup services and project objectives and is sufficiently flexible to accommodate changes that may occur during execution. The work plan fits the approach paper well; it is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan	20 Points
TOTAL		100

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
 Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M.Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;
 Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. P. Pongwana (CEO)
 Company Secretary: Ms. N. Mningiswa

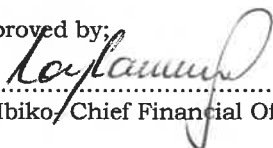
Note: Quotation must include a detailed breakdown of all costs involved in the provision of the goods/service.

Terms and conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.

Quotations clearly marked "RFQ 09/10/2019 ONLINE BACKUP" may be emailed to rfq@ntinga.org.za or may be deposited in a Bid Box located outside Ntinga Reception. Address: Old Government Printers, No.05 Textile Road, Southernwood, Mthatha 5099. Late quotations will not be considered. **Closing Date: Friday, 08 November 2019 at 12:00. For enquiries please contact Ms Nondumiso Majokweni at 047 495 0555 (office hours) or by email at nondumisom@ntinga.org.za**

Approved by;


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L.Mbiko/Chief Financial Officer

30 October 2019
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Date