



APRM
African Peer Review
Mechanism



African Peer Review Mechanism Secretariat (APRM)
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African Peer Review Mechanism
Africa's Self-Assessment for Good Governance

Standard Bidding Documents

PROCUREMENT OF NON-CONSULTING SERVICES

PURCHASER: AFRICAN PEER REVIEW MECHANISM(APRM)- SOUTH AFRICA

**TITLE OF PROCUREMENT: PROVISION OF ADVANCED INFRASTRUCTURE –
WIFI ACCESS POINT & BACKUP SOLUTION FOR BUSINESS CONTINUITY AND
DISASTER RECOVERY AT THE APRM CONTINENTAL OFFICES, SOUTH
AFRICA**

Procurement Number: RFB/ APRM/AU/Wi-Fi& BCDR/05/2023

SECTION I. BID INVITATION (RFB - REQUEST FOR BID)

PROCUREMENT NUMBER: RFB/ APRM/AU/Wi-Fi& BCDR/05/2023

TITLE OF PROCUREMENT: PROVISION OF ADVANCED INFRASTRUCTURE – WIFI ACCESS POINT & BACKUP SOLUTION FOR BUSINESS CONTINUITY AND DISASTER RECOVERY AT THE APRM CONTINENTAL OFFICES, SOUTH AFRICA

Background

The APRM was initiated in 2002 and established in 2003 by the African Union in the framework of the implementation of the New Partnership for Africa's Development (NEPAD). A voluntary self-assessment tool instituted by African Heads of State in 2003, the APRM was designed to promote more effective governance across four thematic areas: Democracy and Political Governance, Corporate Governance, Economic Governance and Management, and Socio-economic Development.

The African Peer Review Mechanism invites eligible firm/Service Provider services provider to provide a reliable and cost-effective Wi-Fi advance infrastructure that meets APRM business requirement.

The bids shall submit the following documents- Preliminary examination to determine.

- Submit Valid Tax clearance certificate.
- Valid business registration documents – Must be licensed company with valid certificate of incorporation.
- Provide power of attorney must be signed by authorised person.
- The tender shall be valid for a period of 60 days from the date of opening/ closing- A statement indicating so to be provided.
- Past/Current record in providing the similar services to Multinational or International Organization
- Service level agreements and afterhours service
- Record of major corporate clients/ contract details/ estimated contract value
- Certified audited financial statements covering the period of the last three (3) years.
- Statement that they have not been debarred by African Union.

These shall be examined on a PASS/FAIL Criteria

Bidders MUST comply with the above Preliminary Examination Requirements

The selection and contract award procedure shall be done in accordance with the AU Procurement Manual, version 2.0 dated July 2016. Only shortlisted candidates shall be issued with the Request for Proposal (RFB).

Interested Consultants may obtain further information by contacting tenderinfo@aprm-au.org during office hours (8h00 -17h00 SAST). Clarification shall be published on the APRM website (www.aprm-au.org) and MUST be requested not less than seven (7) days prior to the closing date of the bid.

Interested firms may obtain further information from:

The Project Coordinator.

African Peer Review Mechanism, Private Bag x09, Halfway House, 1685,
Physical Address: 230 15th Street, Randjies Park, 1st Floor, Midrand, South Africa ; Tel: +27 11 256 3400/01/29 ; Fax: +27 11 256 3456 during working hours or through Email: tenderinfo@aprm-au.org
copy to Email: info@aprm-au.org

A complete set of the Solicitation documents in English language may be downloaded from the APRM Website.

MODE OF SUBMISSION

Application **MUST** be submitted through email: (tender@aprm-au.org) on or before **13th June 2023 1100hrs South Africa Time**

Project Coordinator
African Peer Review Mechanism
Private Bag x09, Halfway House, 1685
Physical Address: 230 15th Street, Randjies Park, 1st Floor
Midrand, South Africa
Tel: +27 11 256 3400/01/29
Fax: +2711 256 3456
E-mail: tender@aprm-au.org

Submissions to be titled: **PROCUREMENT NUMBER: RFB/ APRM/AU/Wi-Fi& BCDR/05/2023: PROVISION OF ADVANCED INFRASTRUCTURE – WIFI ACCESS POINT & BACKUP SOLUTION FOR BUSINESS CONTINUITY AND DISASTER RECOVERY AT THE APRM CONTINENTAL OFFICES, SOUTH AFRICA**

The submission to be made to the following email. E-mail: tender@aprm-au.org

Project Coordinator
African Peer Review Mechanism
Private Bag x09, Halfway House, 1685
Physical Address: 230 15th Street, Randjies Park, 1st Floor
Midrand, South Africa
Tel: +27 11 256 3400/01/29
Fax: +2711 256 3456

The deadline for submission of proposals is **13th June 2023 at 11:00 hours local time (South Africa Time)**, Late submission shall not be accepted and shall be rejected.

The tender shall be valid for a period of 60 days from the date of opening/ closing.

SECTION II: BID SUBMISSION SHEET

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in this bid document and subsequent contract.

BID ADDRESSED TO EMPLOYER	
DATE OF BID	
PROCUREMENT NUMBER	
SUBJECT OF PROCUREMENT	
FIXED TENDER SUM (STATE CURRENCY)	
STATE CURRENCY IN ZAR	

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within _____ days/weeks/months from date of Contract.

Services will be completed within _____ days/weeks/months from date of Contract.

Dated this _____ day of _____ 20_____.
[signature] [in the capacity of]

Duly authorised to sign Bid for and on behalf of _____
Must have the power of Attorney

SECTION III. SCOPE OF WORKS (SOWs)

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1)BACKGROUND

The APRM was initiated in 2002 and established in 2003 by the African Union in the framework of the implementation of the New Partnership for Africa's Development (NEPAD). A voluntary self-assessment tool instituted by African Heads of State in 2003, the APRM was designed to promote more effective governance across four thematic areas: Democracy and Political Governance, Corporate Governance, Economic Governance and Management, and Socio-economic Development.

2)MANDATE

Its mandate is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development, and accelerated sub-regional and continental economic integration.

3)OBJECTIVES

The main objective is to provide a reliable and cost-effective Wi-Fi advance infrastructure that meets APRM business requirement. The aim is to deploy Wi-Fi advance infrastructure that is secure, robust, scalable, and integrated with Sophos firewall to resolve the present Wi-Fi connectivity challenges and satisfy the escalating necessities for enhanced speed, efficiency, and protection.

4) SUMMARY SCOPE OF WORK

The scope of this project shall cover the acquisition and implementation of the following:

- Acquisition of the Wi-Fi Access Points.
- Installation of WiFi Access Points
- Cisco 2960 VLAN and DHCP configuration.
- Backup Solution for Business Continuity and Disaster Recovery.

5) GENERAL REQUIREMENTS

Qualification Requirements

The desired service provider must have the following to qualify:

- Expertise and at least five years' experience in the business.
- Capacity and ability to provide maintenance services/ technical support.

6)TECHNICAL REQUIREMENTS

PART 1- WIFI - INFRASTRUCTURES

ADVANCE INFRASTRUCTURE

The service provider expected to supply and install the Sophos APX 740 Wi-Fi network Access Points, reconfiguration of Sophos Firewall XG 310, 2960 Cisco switches to dynamically assign IP address to two Video Conferencing equipment (Polycom Centro + Touchpad and RealPresence Group 500 + Touchpad) by using the mac address of the devices. The 1st floor and ground floor will need to be equipped with the following to cater for user's wireless, data video and voice requirement.

- High performance and high-density Wireless access point with 4x4:4 Multi-User, Multiple Input, Multiple Output (MU-MIMO)
- Wireless access point for the entire organization

Based on standard best practice the service provider is required to design the infrastructure to be as resilient as possible, to minimize the effects of failures and ensure business continuity.

6.1) The technical requirements for the Wi-Fi and evaluation criteria are as follows:

SPECIFICATIONS / CONFIGURATION	Description
BRAND	Sophos
MODEL	APX 740
USAGE	High performance & High density
STANDARD	802.11AC WAVE 2 (WI-FI 5)
PERFORMANCE	4x4:4 MU-MIMO
MAX. THROUGHPUT DUAL-BAND MODE	Up to 600 Mbps (2.4 GHz) + 1733 Mbps (5 GHz)
RADIOS	RADIO-0: 2.4 GHz single band RADIO-1: 5 GHz single band
ANTENNAS	4x internal 2.4 GHz antenna for Radio-0 4x internal 5 GHz antenna for Radio-1
MOUNTING	Ceiling mount
MOUNTING KIT	Kits for flat ceiling-mount.
INTERFACES	1x RJ45 connector console serial port 1x RJ45 10/100/1000 Ethernet 1x RJ45 10/100/1000 Ethernet w/PoE+
POWER (MAX.)	22.4 W
POWER-OVER-ETHERNET	PoE+ 802.3at
DIMENSIONS	195x195x43 mm
WEIGHT	1.012 kg
CERTIFICATIONS AND COMPLIANCE	CB, UL, CE, FCC, ISED (IC), RCM, Anatel. EN 60601-1-2 (Medical Equipment Directive) Plenum-rated (UL2043)
WARRANTY	5 years
QUANTITY	6
INSTALLATION AND CONFIGURATION	Service provider is expected to mount the Wi-Fi network Access Points, reconfiguration of Sophos Firewall XG 310, 2960 Cisco switches to dynamically assign IP address to two Video Conferencing equipment (Polycom Centro + Touchpad and RealPresence Group 500 + Touchpad) using the mac address of the devices. The service provider is expected to mount the WIFI devices on the 1st floor and ground floor to cater for end user's wireless, data video and voice requirement.

PART 11: BUSINESS CONTINUITY AND DISASTER RECOVERY (BACKUP SOLUTION)

A full enterprise data protection solution should be provided to protect critical data with full support for endpoint, server and cloud backup and replication. The backup solution should be able to meet all the on-premises backup, online backup, offsite backup / cloud backup needs of the APRM. The backup software should also provide flexible ultra-fast disaster recovery capabilities and off-site copy of the data should also be scoped in the solution, but full encryption needed again. This includes server image level backup and replication, server image and file level restore, and instant recovery.

6.2) The solution must meet the following requirements:

- Capable of restoring individual data elements such as emails, database or other files from any application and provide near continuous data protection.
- Get sub-minute RPO and fail over to the latest state instantly with Veeam CDP.
- Immediate recovery and production data access for VMs, entire NAS shares and other propriety databases with Instant Recovery.
- Capable of running a failed VM from the backup (instant recovery), 1-click site recovery and DR testing with Veeam Disaster Recovery Orchestrator.
- Fast, application-aware, image-based backups for VMware, NAS, Linux, Mac and Windows
- Native backup and recovery for AWS, Azure and Google Cloud.
- Bulletproof ransomware protection with immutable backups functionality.
- Unified monitoring and reporting across on-premises, cloud and remote agents.
- Built-in intelligence to identify and help resolve common misconfigurations and backup problems.
- Effective capacity planning and forecasting to keep your IT needs in check.
- Perform off-site backup, replication and restore from Office 365 (SharePoint, OneDrive, Exchange Emails etc) to on-premises system and vice versa.
- Service providers will be required to supply and install 8 x 2TB SAS drives for Lenovo DS4200 storage to be configured with Lenovo SSD data tier license.

The above features will be used as evaluation criteria for the selection of a service provider.

DOCUMENTATION

The complete installation shall be fully tested and documented in accordance with industry standards. On completion of installation the service provider shall make available a detailed manual.

7)PROJECT DELIVERABLE & TIMELINES

PHASE 1: This covers the preliminary work, installations and provisioning of the systems as specified. This is the installation and configuration aspect of the deployment which covers configuration of software and hardware required for the successful implementation of the proposed setup. At this stage the contractor is expected to do the following:

PRE-INSTALLATION

- Provide detailed work plan with timelines specifying installation design, deployment plan, performance tolerance level and other detailed activities.

ACTUAL INSTALLATION

- Mount all the six Sophos Wi-Fi APX 740
- Configuration of VLAN and DHCP to support a Video conferencing requirement.
- Deploy Veeam Backup and Recovery software to ensure resiliency and minimize downtime in the event of an unexpected failure or disaster thus maintaining business continuity and disaster recovery.
- Complete the delivery, installation and configuration within a month from the award of the contract.

PHASE 2: The final phase of the deployment includes the testing of the equipment as described below.

The period of execution of the entire project will be a maximum of 30 days from the date of signing the contract and the period of contract maintenance and support period starting shall be 30 days from the APRM's acceptance date (i.e. after all the installations, configuration and testing and commissioning)

8)TESTING

The selected service provider shall conduct series of test for at least 2 weeks prior to inspection.

The acceptance test procedure shall be in accordance with the following:

- Must be undertaken for a period of 1 month and ensure that all equipment are in good working condition during the agreed test period.
- The performance tolerance level agreed upon is attained during testing of the Sophos Wi-Fi and Veeam Backup System.
- The Minimum – Maximum throughput of up to 600 Mbps (2.4 GHz) + 1733 Mbps (5 GHz) on the Wi-Fi APs is attained during working hours (i.e. 9:00 a.m. to 5:00 p.m.).

9)TERMS & CONDITIONS

Equipment – Testing and Commissioning

The contractor shall ensure that their experts possess all the necessary tools and are adequately equipped to perform all the tasks described above.

10)WARRANTY

The systems and licenses must be clearly documented. The service provider must also provide a minimum of 5-year warranty for all the IT equipment. During this period the contractor will be fully responsible for any faulty equipment.

11)TRANSFER OF KNOWLEDGE ON USE OF THE INFRASTRUCTURE

Bidders must ensure there is adequate knowledge transfer that would make end-users fully conversant with the infrastructure. All relevant manuals and passwords must be availed to APRM team.

12)QUALIFICATIONS, EXPERIENCE AND COMPETENCIES OF THE FIRM AND EXPERTS

Firm

The firm/Service Provider is required to have the following qualifications:

- a) Minimum of three years (3) relevant experience installation, configuration and Installation of Wi-Fi Infrastructure and business continuity /back-up system.
- b) Portfolio / History of Firms the successful bidder has worked with in past.
- c) Experience in managing project.
- d) Capacity to provide services in term of tools and equipment.
- e) The firm is required to provide detailed description how they will undertake the assignment (proposed workplan).

13)FACILITIES AND SERVICES TO BE PROVIDED BY THE CLIENT

The APRM Secretariat shall provide access to all information for the bidder to carry out the assignment adequately.

14) PAYMENT SCHEDULE

The assignment will be conducted in xxx **days (inclusive weekends & public holidays)** and firm will be paid upon certification of satisfactory work as per work plan and endorsed by APRM Continental Secretariat.

Item	Deliverable	Payment fraction of the contract
	Acceptance	100% upon satisfactory execution of the assignment and clearance by the APRM inspection and Acceptance Committee

15) GENERAL INFORMATION

All consultancies will be advertised on an equal opportunity basis. Applicants should be nationals of AU Member States.

16) EVALUATION CRITERIA

Evaluation of Bids: The evaluation of bids will use the following methodology:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Invitation for Bids on a **pass/fail basis**.
2. Detailed evaluation to determine commercial and technical responsiveness (Clause 6.2 & 6.2)) ; and
3. Financial comparisons to determine the evaluated price of bids and to determine the lowest evaluated cost bid.

Bids failing any stage will be eliminated and not considered for award of contract.

Lowest Evaluated Cost Bid: The lowest evaluated cost bid shall be the lowest priced bid, which is eligible and substantially responsive to the commercial and technical requirements of the Purchaser and shall be recommended for award of contract.

Award of Contract: Award of contract shall be by placement of a contract.

Right to Reject: The Purchaser reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

17) SELECTION PROCESS

Compliance with the minimum requirements

MANDATORY REQUIREMENTS
Compliance with the Preliminary/Mandatory requirements and technical specifications. Only those who have passed the preliminary examination, and satisfied clause 6.1 & 6.2) above shall be subjected to selection process.

TECHNICAL CAPACITY - Evaluation criteria	PASS/FAIL	Score
<p>Experience: (Experience of the firm)</p> <p>Company Profile and Expertise of the company:</p> <ul style="list-style-type: none"> ✓ Expertise and at least five years' experience in the business. ✓ Capacity and ability to provide maintenance services/ technical support for the two services. ✓ Experience in configuring Cisco switches. ✓ Minimum of three years (3) relevant experience installation, configuration and Installation of Wi-Fi Infrastructure and business continuity /back-up system. List of three previous works of similar nature [Provide evidence] ✓ Portfolio / History of Firms the successful bidder has worked with in past. 		

<ul style="list-style-type: none"> ✓ Experience in managing project. ✓ Capacity to provide services in term of tools and equipment. 		
<p>Technical Qualification (Experts) for the proposed team</p> <ul style="list-style-type: none"> ✓ Attach the relevant testimonial (CV, Professional certifications) ✓ Team member's expertise shall not be less than 3 years' experience. <p>The experts must demonstrate the ability to satisfactory carry out the two engagements.</p> <p>Provide CVs and relevant Professional certifications of two key experts relevant to the two assignments.</p>		
<p>Detailed Proposal:</p> <ul style="list-style-type: none"> ✓ Responsiveness to the SoWs, Ability to provide detailed project plan with timelines, methodology to include breakdown of responsibilities of the team, deployment & configuration, testing, maintenance and complete transitioning to the system. ✓ The firm is required to provide detailed description how they will undertake the assignment (proposed workplan) 		
COMPLIED WITH ALL REQUIREMENTS (TECHNICAL & CAPACITY)		

Only bidders who meet the technical requirements/capacity above shall be considered for financial evaluation and subsequent contract award, subject to the lowest evaluated cost bid.

18)REPORTING

The firm shall report directly to the Project Coordinator and will submit all deliverables as per the SoWs.

19) RESERVATIONS AND CONFIDENTIALITY

APRM reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the APRM. The reference group undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The reference group shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

20)CLARIFICATION

Clarification can only be sought through [email: tenderinfo@aprm-au.org](mailto:tenderinfo@aprm-au.org) during working hours- Monday to Friday time 8.00am to 5.00pm hours local time at least seven days before closing. Response shall be published on APRM portal. **DO NOT SUBMIT YOUR BID THROUGH THIS EMAIL**

MODE OF APPLICATION/ SUBMISSION & DOCUMENTS TO BE SUBMITTED BY FIRMS

The consultant should submit an expression of interest, containing a technical proposal and a financial proposal. The technical proposal should, among others, list the profile of the firm, understanding of the Scope of Work (SOW), Understanding of the methodology, detailed workplan and timeline, reference clients and contact persons.

The financial proposal should give a cost breakdown per milestone and take into consideration all expenses.

The proposal should be **in ZAR** and inclusive of all taxes and other statutory obligations as may apply.

The Technical & financial Proposal clearly marked: **PROCUREMENT NUMBER: RFB/ APRM/AU/Wi-Fi& BCDR/05/2023: PROVISION OF ADVANCED INFRASTRUCTURE – WIFI ACCESS POINT & BACKUP SOLUTION FOR BUSINESS CONTINUITY AND DISASTER RECOVERY AT THE APRM CONTINENTAL OFFICES, SOUTH AFRICA** shall be submitted through Email: tender@aprm-au.org on or before **13th June 2023 at 1100hrs South Africa time**. The RFB shall be opened immediately after the closing date and time (**13th June 2023 at 1100hrs**) South Africa time.

All applications in writing should be accompanied by **up-to-date certified Curriculum Vitae and supporting documents (Relevant Academic Certificates & reference letters as prescribed in section 17 above) (Note: do not send originals)** addressed to:

African Peer Review Mechanism
Private Bag XO8, Halfway House
Physical Address: 230 15th Road, 1st Floor,
Randjespark, Midrand, 1685,
South Africa
Tel: +27 11 256 3401

Send Bid to Email: tender@aprm-au.org

Late submission shall not be accepted and shall be rejected.

Section IV. Contract Form

Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between _____ *[insert name and address of Purchaser]* (hereinafter called “the Purchaser”) of the one part and _____ *[insert name and address of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services and Procurement Number]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement in the listed order of precedence, viz.:
 - (a) Agreement;
 - (b) Technical Specifications;
 - (f) Bid Form and the Price Schedule submitted by the Bidder;
 - (g) Purchaser’s Notification of Award of Contract; and
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and ancillary services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed the day and year first above written.

Signed, sealed, delivered by _____ (for the Purchaser)

Signed, sealed, delivered by _____ (for the Supplier)