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## REQUEST FOR PROPOSAL

<b>Document Type</b>	REQUEST FOR PROPOSAL (RFP)
<b>Service Required</b>	Provision, supply, commissioning, installation and maintenance of Information and Communications Technology (ICT) equipment according to specifications Botshabelo digital Hub site.
<b>Sites</b>	Free State (Botshabelo)
<b>Stage</b>	Final
<b>Issue Date</b>	24 April 2020
<b>Closing Date</b>	22 May 2020
<b>Preferred Supplier selection</b>	01 June 2020
<b>Email EOI to</b>	<a href="mailto:tenders@softstartbti.co.za">tenders@softstartbti.co.za</a>

## 1. Purpose

Softstart Business and Technology Incubator NPC (SBTI) has been appointed by the Small Enterprise Development Agency (SEDA) to establish and implement a digital hubs in Botshabelo (Free State), The partners therefore seek the services of professional service providers to provide, supply, commissioning, installation and maintenance of ICT equipment according to the specifications, stated in this Request For Proposal Information (RFP).

## 2. Background

A Digital Hub is a cluster of technology, digital media and internet companies. Every Digital Hub aims to foster an atmosphere of creativity and support. The main client focus of the hub is to render support to Early-stage and established businesses to thrive in a nurturing community, where synergies are created around every corner. The **Digital Hub** will consist of specialised zones with specific functions and other basic amenities.

### Specialized zones:

- Makerspace
- AI and AR Lab
- Application Lab and Testing and Testing Station
- Boardroom for brainstorming
- Work Stations - (Co-Work and Co-Creation spaces)

### The basic amenities of each hub:

- A reception and waiting room
- A kitchen and optional cafeteria/bistro
- Auditorium
- Innovation Room

The hubs will endeavour to create small digital businesses that can compete in local, regional and international markets whilst remaining locally relevant. The Hubs will render support to young start-ups and innovators with the needed infrastructure, industry collaborations, enterprise supplier development linkages, access to funding investors linkages(or a path to revenue) as well as mentoring and coaching aimed at strong leadership, disruptive business models and scalable businesses poised for rapid growth.

## 3. Scope of work

- a) Supply ICT equipment according to specifications;
- b) Deliver to site;
- c) Install and Commission hardware and software;
- d) Training of technicians and users, 3 days;

e) After-sales support.

#### 4. Design specification

Fig 4.1 Basic Digital Hub Composition

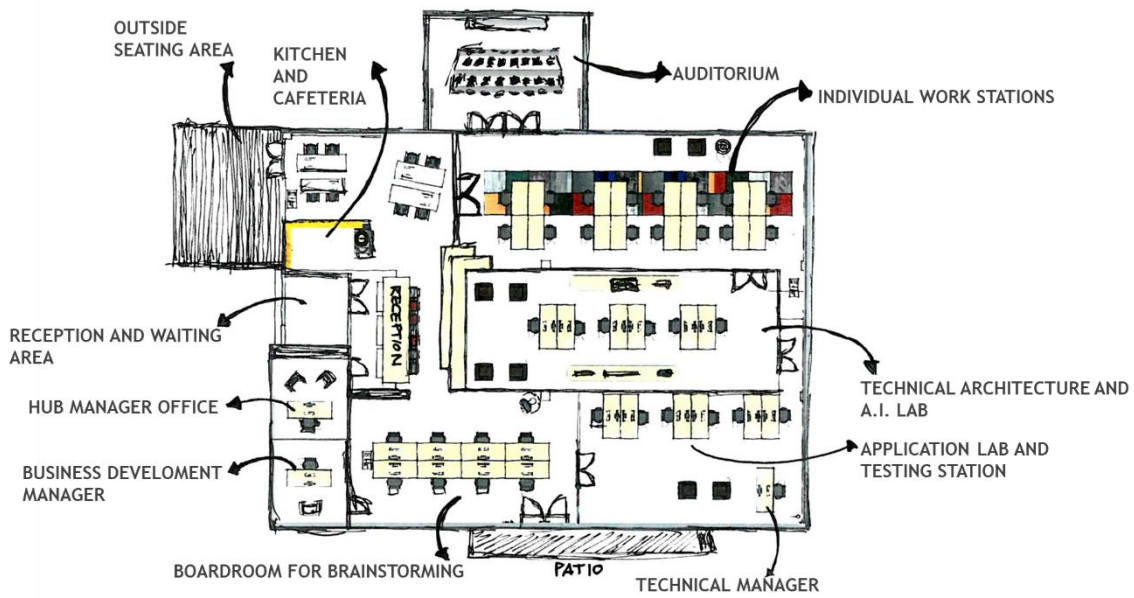
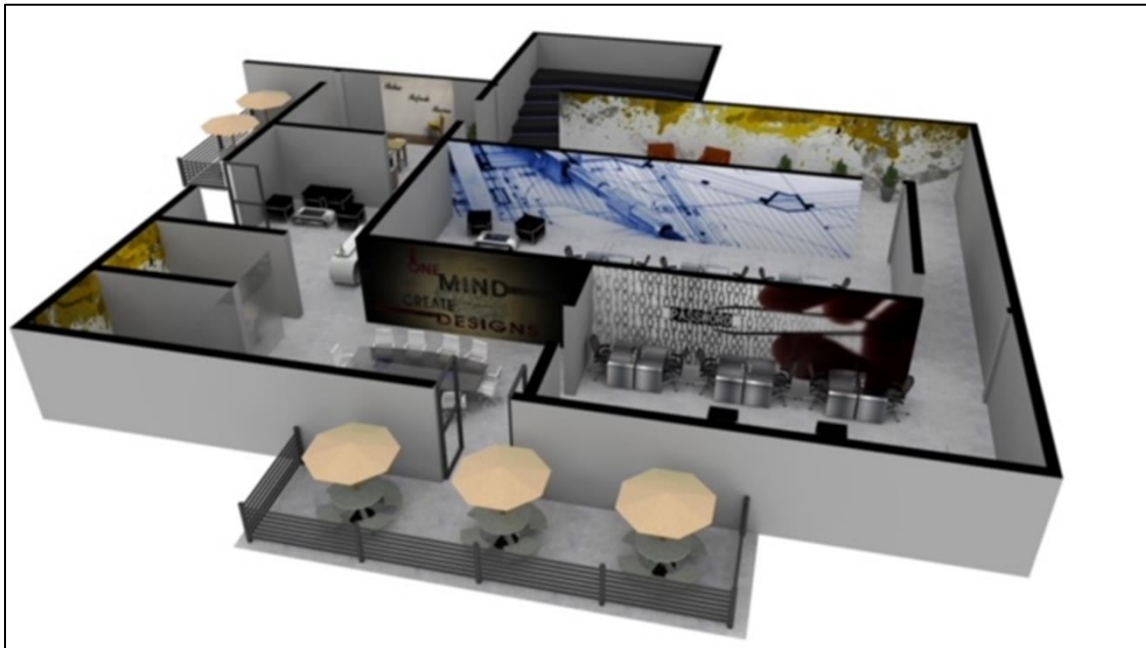


Fig 4.2 Basic Digital Hub Composition Rendering nr 1



*Fig 4.3 Basic Digital Hub Composition Rendering nr 2*



*Fig 4.4 Basic Digital Hub Composition Rendering nr 3*



Figures nr 4.1 to 4.4 illustrate the basic elements and spaces within each one of the proposed digital hubs. Please note that it is merely a basic representation and that at each one of facilities at the respective sites will differ in terms of size and layout.

## The Digital Hub sites and request for additional information

Site inspections can be arranged. Inspections closing date: 15 May 2020, 12pm.

*Table 4.1 Digital Hub Location and contact details*

No	Province	Sites	Address	Contact person	Contact details
1	Free State	Botshabelo	FDC Botshabelo industrial park	Phathu Ratshipethi	011 695 4800 phathu@softstartbti.co.za

## 5. Digital Hub Equipment

Table 5.1 Digital Hub Equipment Specifications

Digital Hub Space	Specifications	Quantity
Reception	27-inch iMac with Retina 5K display 3.0GHz 6-core i5 1TB	X1
	42 inch LCD flat screen with USB and HDMI Ports	X1
	Printer (Business) Multifunctional	X1
Office Space	27-inch iMac with Retina 5K display 3.0GHz 6-core i5 1TB	X4
Co-working space	Hot Desking for phones feature and connecting points	X30
Training Auditorium	Cisco Webex Board 70	X2
Makerspace	Refer to Table 5.2 for the detailed MakerSpace equipment specifications	-
Boardroom	Cisco Webex Board 55	X1
Creative Space / APPLICATION LAB AND TESTING STATION	P27-inch iMac with Retina 5K display 3.0GHz 6-core i5 1TB	X30

	Cisco Webex DX80 - GPL (for registration to VCS and UCM)	x1
	Meraki MX250; Meraki MV Cameras; Meraki MR55 Access Point; Meraki 48 Port Switch Meraki Insight; Webex Teams and Meetings - 50 Users Meraki MX68CW; Peripherals Vodacom Uncapped Fiber Broadband1Gbps Fortigate Firewall D200	As per need

### ***The MakerSpaces***

A MakerSpace is a community operated workspace where people with common interests, often in computers, machining, technology, science, digital art or electronic art, can meet, socialise and collaborate (makerspace.com, 2017).

The establishment of MakerSpaces at the respective Digital Hubs aims to lower the barriers of entry for people to express their creativity in a physical way. It is about people getting together, working creatively, inspiring each other, engaging with new technology, and building a “bottom-up” economy. Fundamentally Seda would like these MakerSpaces to inspire more robust innovation from the clients and provide them with access to specialised software and equipment.

Table 5.2 MakerSpace and AI-AR Platform equipment specifications for each one of the Digital Hubs

Equipment	Specifications	Quantity
<b>Computer</b>	Dell Inspiron Small Desktop and Laptops or Apple iMac, 8th Generation Intel i5 minimum, Core i7 for game and VR development	X5 D and X5 L
	Dell 24-inch monitor OR IMac	X10
	Accessories	X10
<b>Laser Cutter/Engraver</b>	(Epilog Mini/other) Power: 2440W min Workpiece size: 600mm x 300mm min	X1
	<b>Accessories:</b> Floor Stand Air Assist Pump Spare parts kit Rotary Attachment (for etching with round objects) Venting to outside	
	<b>Material and Consumables</b> 2kg Material, e.g. acrylic	

<b>CNC Wood Router / Soft Materials Mill</b>	ShopBot PRSstandard96 (open loop) 96x48x8in Including: 220V 4HP spindle Router Bit Starter Kit Workspace Size: 2400 x 1200mm <b>Material and Consumables</b>	X1
<b>Vinyl Cutter / Flexible Circuit Cutter</b>	Roland GX-24 CAMM-1 Workspace Size: 700mm width Accessories <b>Material and Consumables</b>	X1
<b>Precision Desktop Milling Machine</b>	Roland Monofab SRM-20 Workspace Size: 200 x 150 x 60 mm	X1
<b>3D Scanning</b>	EinScan-Pro handheld 3D scanner with accessories Workspace Size: 200 x 200 x 200 mm <b>Accessories:</b> Tripod Rotary table	X1
<b>3D printing - single extrusion, entry-level</b>	Flashforge or other Mini, including accessories / Skriware provider Package	X3

	<p>Size: 150 x 150 x 150 mm</p> <p><b>Accessories:</b></p> <p>XYZ Filament</p>	
<b>3D printing - single extrusion, mid-range</b>	<p>Makerbot/Flashforge/Skriware other Replicator Mini+ (including accessories)/</p> <p>Size: 100 x 120 x 120 mm</p> <p><b>Accessories:</b></p> <p>Filament 1kg</p>	<b>X3</b>
<b>3D printing - dual extrusion</b>	<p>Ultimaker/Flashforge /Skriware other 3 extended (dual extrusion) Print: Nylon, PLA, ABS, CPE, PVA; SLA, SLS, Polymer.</p> <p>dual-color or water-soluble support material combinations (including accessories)</p> <p>Size: 200 x 200 x 300 mm</p>	<b>X3</b>

**6. Project Deliverables**

- Manufacturing Equipment and Computers
- Software
- User Manuals
- Maintenance Manuals
- Weekly Progress reports

**7. Time Frames**

You will be required to complete the project before 26 June 2020.

**8. Evaluation of the Proposal**

**8.1 Phase 1: Pre- qualification criteria**

The following pre-qualification criteria will form the basis of the evaluation all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- National Treasury CSD Registration and tax compliance on CSD

**8.2 Phase 2: Functionality**

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality where price quotations must score a minimum of (70 points) for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	<b>Functionality Criteria</b>	<b>Points Allocation</b>																				
<b>1</b>	<p><b>Experience/ Track record</b>                      The service provider must provide details of experience and expertise installation and training                      Please provide traceable references on the above: All reference letters must be signed and dated, and be on the respective companys' letterhead. Failure for such the references will not be considered.</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th><b>Engraving, Cutting, Milling</b></th> <th><b>Points</b></th> </tr> </thead> <tbody> <tr> <td>1 Reference = 0</td> <td>0</td> </tr> <tr> <td>2 References = 5</td> <td>5</td> </tr> <tr> <td>3 References = 10</td> <td>10</td> </tr> <tr> <td>4 References = 15</td> <td>15</td> </tr> <tr> <td><b>3D Scanning and Printing</b></td> <td></td> </tr> <tr> <td>1 Reference = 0</td> <td>0</td> </tr> <tr> <td>2 References = 5</td> <td>5</td> </tr> <tr> <td>3 References = 10</td> <td>10</td> </tr> <tr> <td>4 References = 15</td> <td>15</td> </tr> </tbody> </table>	<b>Engraving, Cutting, Milling</b>	<b>Points</b>	1 Reference = 0	0	2 References = 5	5	3 References = 10	10	4 References = 15	15	<b>3D Scanning and Printing</b>		1 Reference = 0	0	2 References = 5	5	3 References = 10	10	4 References = 15	15	<b>30</b>
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4 References = 15	15																					
<b>2</b>	<p><b>Capacity to deliver</b>                      - National footprint - Number and location of branches                      - Stockholding volumes</p>	<b>5</b>																				
<b>3</b>	<b>Capacity to deliver</b>	<b>20</b>																				

	<ul style="list-style-type: none"> <li>- Average order lead times</li> <li>- Delivery and installation times</li> </ul>	
<b>4</b>	<b>Capacity to install and commission</b> <ul style="list-style-type: none"> <li>- Number of technical staff</li> </ul>	<b>20</b>
<b>5</b>	<b>Capacity to train</b> <ul style="list-style-type: none"> <li>- Number of technical trainers</li> </ul>	<b>5</b>
<b>6</b>	<b>Technical Capability</b> <ul style="list-style-type: none"> <li>• Profile of the business, showing years of experience of staff in ICT and digital equipment supply, support and user training.</li> </ul>	<b>20</b>
<b>Total Points</b> <b>A FUNCTIONALITY SCORE OF LESS THAN (80) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION</b>		<b>100</b>

### 8.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations, 2011 as follows:

	<b>Preference Point Criteria</b>	<b>Points Allocation</b>
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution  Level 1 = 20 Level 2 = 15 Level 3 = 10 Level 4 = 5 Level 5 = 0	20
<b>Total Points</b>		<b>100</b>

## 9. TERMS AND CONDITIONS

- a. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid until 30 July 2020.
- b. The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- c. Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- d. No late price quotations will be accepted under any circumstances.

- e. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- f. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.

## **10. Submissions**

Responses should be submitted with all the necessary RFP compliance documents by the **22 May 2020, 12pm.**

Hand delivered at: 136, 2<sup>nd</sup> Street, Randjespark, Midrand

OR

be emailed to: [tenders@softstartbti.co.za](mailto:tenders@softstartbti.co.za)

## **11. Disclaimer**

Softstart Business and Technology Incubator reserves the right not to make an appointment. Parties responding are advised that SBTI will not pay for any information, administrative costs, or any costs incurred in response to this RFP; all costs associated with responding to this RFP will be solely at the interested party's expense and material submitted will not be returned to the applicant.

## **12. Questions**

For any questions regarding this RFP please contact Ayanda Ndinise or Phathu Rachipethi at:

[ayanda@softstartbti.co.za](mailto:ayanda@softstartbti.co.za) or [phathu@softstartbti.co.za](mailto:phathu@softstartbti.co.za) or at 011 695 4800 by the **18th of May 2020**