

**TERMS OF REFERENCE FOR
FORTINET FORTIGATE FIREWALL LICENCE RENEWAL FOR MAITENANCE,
SUPPORT AND WARRANT FOR OVER A PERIOD OF 12 - MONTH**

REQ05986

CLOSING DATE **22nd November 2021**

CLOSING TIME 12H00

**SUBMISSION
OF
DOCUMENTS**

All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7.

Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.

**SUPPLIER
ENVELOPES**

The supplier's envelope/s MUST clearly have the description of **“FORTINET FORTIGATE FIREWALL LICENCE RENEWAL FOR MAITANENCE, SUPPORT AND WARRANT FOR OVER A PERIOD OF 12 – MONTH”**

A TWO-ENVELOPE system will be used for the submission of bids:

Commercial Envelope

This envelope must contain price quotations plus all the mandatory documents as listed in section 11 of this document.

Technical Envelope

This envelope must contain all info listed in section 6 of this document.

LATE BIDS

Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for Commercial Queries is Ms Elizabeth Mngabashe 011 018-5546 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to ElizabethM@nda.org.za

Contact person for Technical Queries is Mr Bonga Kondlo on +27 83 331 4827 or BongaN@nda.org.za.



1. OVERVIEW OF NDA

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

1.1 Our mandate

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organizations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

Impact Statement:

Reduced levels of poverty in South Africa.

1.2 Mission:

A premier development agency that coordinates and integrates development initiatives to break the cycle of poverty in the country.

1.3 Vision:

Championing development for a society free from poverty.

1.4 Organisational values:

- Integrity
- Accountability and Responsibility
- Transparency
- Respect
- Ubuntu
- Innovation
- Excellence

2. BACKGROUND

The National Development Agency (NDA) is a public entity entrusted with the mandate to contribute towards eradication of poverty and its causes by providing financial and non-financial assistance to Civil Society Organizations involved in direct service provision to poor communities throughout South Africa.

3. PURPOSE OF THE BID

The purpose of the bid is to solicit proposals from a suitable bidder to renew the current contract, support and maintenance for Fortinet firewalls to the NDA over a period of 12 months:

3.1 Licence renewal

The service provider is expected to renew the NDA Fortinet firewall's which consist of 10 fortigate e60 licence, FortiAnalyzer, FortiManager, and Fortigate_500D for a period of 12 months

4. SCOPE OF WORK

There is no actual physical work, configuration or administration required or expected from the successful bidder as the solution is in place already. All that is required is renewing of the licences

**** Note that any support calls required by NDA will be done direct with Fortinet****

- FortiGate 60E: 10 devices
FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
- FortiGate-100E: 1 device
FG-100E UTM Bundle (24/7 FortiCare plus NGFW, AV, Web Filtering, Botnet IP/ Domain and Antispam Services) Co-Terms
- FortiAnalyzer: 1 device
FortiAnalyzer-VM Support Subscription license for the FortiGuard Indicator of Compromise (IOC) (for 1-6 GB/Day of Logs) Co-term
- FortiManager: 1 device
FMG-VM 24x7 Comprehensive FortiCare (1 - 110 devices) Co-Terms
- Fortigate_500D: 1 Device
FG-500d UTM Bundle (24/7 FortiCare plus NGFW, AV, Web Filtering, Botnet IP/ Domain and Antispam Services) Co-Terms

5. SPECIFICATIONS

The NDA require service provider to renew the Fortinet firewall's support, maintenance and warrant licence for period of 12 Months.

Location	Model	Serail No	Description
Head Office	FortiGate-100E	FG100ETK18012772	FG-100E UTM Bundle (24/7 FortiCare plus NGFW, AV, Web Filtering, Botnet IP/ Domain and Antispam Services) Co-Terms
KZN Provincial Office	FortiGate 60E	FGT60ETK18043392	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
KZN District Office	FortiGate 60E	FGT60ETK18042333	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Eastern Cape Provincial Office	FortiGate 60E	FGT60ETK18039904	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Northern Cape Provincial Office	FortiGate 60E	FGT60ETK18040113	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
George District Office	FortiGate 60E	FGT60ETK18040786	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
North West Provincial Office	FortiGate 60E	FGT60ETK18038235	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Mpumalanga Provincial Office	FortiGate 60E	FGT60ETK18042990	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Limpopo Provincial Office	FortiGate 60E	FGT60ETK18041021	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Limpopo District Office	FortiGate 60E	FGT60ETK18039168	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS,

			AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Free State Provincial Office	FortiGate 60E	FGT60ETK18040544	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
NDA-Fortigate_500D	Fortigate_500D	FGT5HD3915802955	FortiGate-60E 1 Year Unified (UTM) Protection (24/7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam, FortiSandbox Cloud) Renewal
Head Office	FortiAnalyzer	FAZ-VMTM19001853	FortiAnalyzer-VM Support Subscription license for the FortiGuard Indicator of Compromise (IOC) (for 1-6 GB/Day of Logs) Co-term
Head Office	FortiManager	FMG-VMTM19001649	FMG-VM 24x7 Comprehensive FortiCare (1 - 110 devices) Co-Terms

6. TECHNICAL EVALUATION (PHASE 1)

Technical Evaluation will be scored as follows:

Description		Weight
Fortigate Firewall management Service	Ability to renew the contract for 10 e60 Fortigate licences, FortiManager, FortiAnalyzer, 500D Fortigate. The bidder must adhere to all the requirements stated. <i>Failing to adhere to the NDA requirements will result in the scoring of a Zero</i>	70
Bidder/Company Experience	The bidding company should illustrate experience in the Fortinet Management solution. A company profile must be attached indicating years of experience in Fortinet. <ul style="list-style-type: none"> Five (5) or more years' experience in Fortinet Management Solution = 10 points Less than 5 years = 5 points <i>The Bidder's company profile to be attached indicating the years of experience of the company in distributing and providing Fortinet Licences. Failure to attach the company</i>	10

<p>Company Track Record</p>	<p><i>profile indicating years of experience will result in a scoring of zero.</i></p> <p>Bidders are requested to provide contactable reference letters where the Fortinet Management Solution for firewall's was successfully implemented or supported in the last five (5) years. <i>(Each letter must be dated, signed on a client letterhead with contactable details and the Fortinet related service provided in the last 5 years)</i></p> <p>4 reference letters= 20 points 3 reference letters = 15 points 2 reference letters = 10 points Less than two (2) letters =0 points</p>	<p>20</p>
<p>Minimum Qualifying score</p>		<p>70</p>
<p>Total Score</p>		<p>100</p>

Note: Bidders who score less than 70% on technical evaluation will not be evaluated further.

7. COMMERCIAL EVALUATION (PHASE 2)



- 7.1 Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.
- 7.2 The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and on the second phase in accordance with the 80/20 preference points system respectively.
- 7.3 Bid proposal must score a minimum of seventy (70) points or more out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than 70 out of 100 will not be considered for further evaluation and will be disqualified.
- 7.4 Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 7.5 In order to claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agencies such as SANAS or



Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

- 7.6 Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- 7.7 Bidders are requested to complete the preference claim form (SBD 6.1) in order to claim preference points.
- 7.8 A tender will be awarded to the tenderer who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points). It should be noted that the NDA reserves the right not to appoint any bidder and no bidder will be reimbursed for any costs incurred whilst participating in this bid.

8. PRICING

- 8.1 Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT.
- 8.2 Bidders must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be clearly indicated.
- 8.3 Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- 8.4 Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorised person. Should it be established after the submission of



proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

- 8.5 All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.
- 8.6 A two-envelope system will be used for the submission of proposals.

9. TENDER VALIDITY

All submitted bids must be valid for 150-days from the closing date of this bid.

10. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval.

11. MANDATORY DOCUMENTS

- 11.1 Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report.
- 11.2 Company registration documents (CIPC).
- 11.3 A letter/resolution authorising the person signing the bid documents and contracts.
- 11.4 All participating bidders must complete, sign and return ALL the attached SBD forms (SBD1, SBD3.1, SBD4, SBD6.1 SBD 3.1 and relevant Annexure, SBD8 and SBD9) declaration forms, together with their proposals.

Failure to complete and submit any of the attached documents will result in immediate disqualification.

12 CENTRAL SUPPLIER DATABASE

The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017

13 CONTRACT AWARD

A binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as basis to finalise contract terms and conditions.

14 DISCLAIMER

- 14.1 Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA, and its officers and employees will not be liable with respect to any information communicated which is not accurate, current or complete.
- 14.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters); the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).
- 14.3 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 14.4 No representations made by or on behalf of NDA in relation to this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.