



**BID FOR THE RENTAL OF AN OFFSITE BACKUP ROOM
FOR 3 (THREE) YEARS**

NOTICE No: 88/2019-2020

1. PURPOSE

The purpose of this bid is to obtain suitable premises for an Offsite Backup Facility for Senqu Local Municipality for a period of 3 years (36 months).

2. BACKGROUND AND OBJECTIVE

Senqu Municipality requires Offsite premises for offsite backup purposes. The premises therefore needs to comply with specifications that would make the environment safe and suitable for IT Equipment to be running without interruption. It also needs to be close enough to the Senqu main buildings to comply with our connectivity and speed requirements.

3. SPECIFICATIONS

Please tick to acknowledge compliance with the specifications.

If you do not tick all of these boxes, your tender will not be accepted. If your specification deviates slightly, please tick and make a note in order for the deviation to be considered for acceptance.

Please note:

Senqu Municipality will install:

- It's own dedicated electricity supply to the premises;
- It's own dedicated network connectivity to the premises.
- It's own cameras inside the room as well as outside the room at all entrances and windows.

The rental fee must therefore not include any charges for water or electricity as this is not a requirement of the lease contract. The Extractor Fan and Air Conditioner mentioned in the specifications below will be linked up to use the Municipality's own power supply. Specific equipment (for connectivity) will be installed at a point on the outside wall, inside wall or on the roof and the tender must allow for fixing and drilling to be done.

Required Services	Please mark with X to indicate that you agree with the requirements.
Specifications of the off-site back-up facility	
<ul style="list-style-type: none"> • Must be further than 10m but closer than 500m (line of sight) from the Senqu Main Building or Senqu Technical Building at Senqu Municipality in Lady Grey. 	
<ul style="list-style-type: none"> • The property must be zoned as a business property. 	
<ul style="list-style-type: none"> • The property must be insured and proof of this must be supplied submitted to the municipality with this tender. 	
<ul style="list-style-type: none"> • The space must be 2m to 4m wide, 3m to 5m long and 2.5m to 4m high in order to allow for the necessary equipment and sufficient working space. 	
<ul style="list-style-type: none"> • The room may be part of a building with another purpose but it must be accessible by the Senqu IT Team at all times (day and night). 	
<ul style="list-style-type: none"> • The room must have one door with a security gate. 	
<ul style="list-style-type: none"> • All windows in the room must be blocked up with brick and mortar or with burglar proofing and super wood. 	
<ul style="list-style-type: none"> • No clutter/equipment that does not belong to Senqu Municipality standing around inside the allocated room or in front of the entrance of the room. 	
<ul style="list-style-type: none"> • No long grass/rubble around the premises. The property owner will be responsible for keeping the outside of the premises clean and neat. 	
<ul style="list-style-type: none"> • The room must have a concrete ceiling or a proper ceiling below the roof truss. In the case of a normal household ceiling, it must be insulated and have burglar proofing above or below the ceiling. 	
<ul style="list-style-type: none"> • The floor of the room must be tiled. (No wood or carpets) 	
<ul style="list-style-type: none"> • The room must be newly painted and clean in all aspects before occupation is taken. 	
<ul style="list-style-type: none"> • The room must have an Extractor Fan 	
<ul style="list-style-type: none"> • The room must have a suitable fixed Air Conditioner (BTU for the size of the room) that could maintain a temperature of Maximin 18 °C and Minimum 10 °C. • Note: The ideal temperature would be 17 °C. Keep in mind that the equipment that will be running inside the premises will generate heat which the air conditioner must be able to cope with. 	
<ul style="list-style-type: none"> • The owner of the premises must ensure that the air conditioner is serviced annually and proof of the service must be attached to the air conditioner. Any issues with the Air Conditioner must be resolved by the owner of the premises. 	
<ul style="list-style-type: none"> • The premises must be available and ready within one month of the tender being awarded and is subject to inspection. The owner will be responsible for maintenance of the building and it will be subject to inspection on a regular basis. This may affect the conditions of the tender. 	
<ul style="list-style-type: none"> • The quote must include any additional monthly costs (maintenance, cutting of lawn etc.) for a period of three years. 	

The Service Provider hereby declares that it agrees with the above requirements\services to be delivered to Senqu Municipality.

Signature

8. PRICING – It is compulsory to complete the table below

Invoices will be paid monthly but for the purpose of bid comparison, please calculate and complete the prices as required below. Note that the amounts quoted must include VAT, be fixed and must hold firm for the 3 year period of the contract.

RENTAL CHARGES	Total for Year 1	Total for Year 2	Total for Year 3	Total for 3 Years Rental
Provision of off-site back-up facility	R	R	R	R

Please use the Total for 3 Years Rental when completing the Total Bid amount on MBD1 or any bidding documentation that requires the Bid amount to be entered.

9. CONTRACT CONDITIONS

The winning bidder will be expected to sign an SLA (Service Level Agreement) with the Municipality.