**public works
& infrastructure**

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Annexure A: Terms of Reference (ToR)

Appointment of a Professional Entity for Campus/Site Network Design Services

1. Background

The Department of Public Works and Infrastructure (DPWI) seeks to modernise and optimise its ICT infrastructure to support robust connectivity and unified communications across its Head office and Regional offices nationwide. The department intends to acquire the services of a qualified and experienced service provider with proven expertise in campus network design and implementation.

2. Objectives

The primary objective is to design a secure, scalable, and high-performance site network infrastructure that meets the department's current and future business and user needs. The solution must support ICT systems on premise and cloud, unified communications, and ensure optimal security and performance.

3. Scope of Work
The appointed entity will be required to:

a) Collaborate with the DPWI network team to assess existing ICT infrastructure.
b) Conduct a comprehensive needs analysis covering business and user requirements.
c) Benchmark against best practices from similar institutions, focusing on compliance and security.
d) Develop up to three (3) best-fit network design options or alternatives, including migration from existing network.
e) Draft technical specifications for the proposed solutions.
f) Develop scope and cost recommendations.
g) Ensure alignment with government standards and policies.

Sites & Users

DPWI's head office (CGO Building) is in Pretoria CBD. Approximately 4000+ staff members occupy more than 15 sites spread across the nine 9 provinces. Approximately 3600+ are computer users.

The sites are:

1. CGO
2. AVN
3. Workshop
4. Centre Walk
5. Nipillar
6. Johannesburg
7. Kimberley
8. Polokwane(Sanlam & Rabe)
9. Nelspruit
10. Durban (CGO & Liberty)
11. Mthatha
12. East London
13. Mmabatho (DADA and Unit 3)
14. Port Elizabeth
15. Cape Town (DG office, Plein Street, Akasia and Rondebosch)

4. Deliverables

a) Assessment report on current infrastructure and proposed needs.
b) Comparative analysis of benchmarked institutions.
c) Three (3) proposed network design options with pros and cons.
d) Technical specifications for each design option.
e) Recommendations on support models and SLAs.
f) Security and optimization strategy for the proposed infrastructure.

5. Minimum Requirements

Qualifications (Non-Negotiable):

a) Cisco Certified Internetwork Expert (CCIE) or equivalent.
b) ITIL Foundation Certification.
c) Demonstrable portfolio of campus network design projects.
d) Minimum of 3 years' experience in developing network support models and SLAs.
e) Minimum of 3 years proven track record in contracting and vendor management.

Educational Requirements:
Minimum: Matric

Preferred: Degree/Diploma in Computer Science or Information Technology

5. Experience and Expertise

a) 3 years' proven experience in designing and implementing campus networks.
b) Evidence of at least one identifiable network currently operational or under construction.
c) 3 years' experience working with government departments and Network Infrastructure OEMs.
d) Knowledge of current and next-generation network technologies.
e) Expertise in securing campus/site network infrastructure.

7. Duration and Timelines

The engagement is expected to be completed within a period of 3 months, subject to final agreement and project scope.

8. Returnable Documents

a) Proposal based on the scope of work outlined above, including a breakdown of **costs and rates**

To evaluate the submission and ensure thorough and fair evaluation to select the most appropriate entity to do the work, the following documents **must** accompany the proposal:

b) Professional Profile/CV of the respondent including valid certificates
c) Company Experience :
Provide details of relevant work or similar projects completed within the past five (5) years that align with the scope outlined above. Include at least two verifiable references to support the entity's experience and capabilities.

Note: Incomplete submission or failure to provide the above documents will be considered non-responsive and will not be evaluated.

9. Evaluation Criteria

a) Compliance with minimum requirements.
b) Relevant experience and qualifications.
c) Quality and feasibility of proposed network designs.
d) Cost-effectiveness and value for money.
e) Understanding of government procurement processes.