

**Embassy of the United States of America
Pretoria, South Africa**

Solicitation for **three (3) separate Internet Networks Services to U.S. Embassy, Pretoria, South Africa as well as the U.S. Consulates in Johannesburg, Durban and Cape Town**

Pre-Proposal Conference Agenda

**Wednesday 6 May 2015
10:00 AM- 12:00 AM**

U.S. Embassy
Multipurpose Room
877 Pretorius St.
Arcadia, Pretoria 0001

MINUTES

ATTENDANCE

USG Employees Present:

Embassy: Information Resources Management (IRM) department---Waran Ravindranath; Shannon Lankford; Rainer Ulbrich
Embassy: Financial Management Office (FMO)---Zelda Schubart
Embassy Procurement: Jerome Fields; Lezanda Prinsloo; Jenny Kriek; Johann Baasden

All attendees are as per scanned and attached .pdf register

Started the conference at 10:10

OPENING

Mr. Fields declared the meeting open and handed out (i) the agenda and (ii) the sign-in sheet to all attendees (both documents are attached in .pdf format).

All participants introduced themselves.

AGENDA

- I. Welcome and Introductions – Jerome Fields, Contracting Officer
 - U.S. Government Representatives
 - Vendor Community
- II. Purpose and Agenda of the Pre-Proposal Conference – Jerome Fields
 - Objective of Request for Proposals
 - Issuing Office

- Questions and responses to be posted on FedBizOpps and emailed
 - Closing Date, Place, Time for Proposal Submission
- III. Issuing Office Requirements for Proposal—Warran Ravindranath, IMS
- Review of all technical aspects of SOW for all three solicitations
- IV. Review of Solicitation Section-by-Section— Jerome Fields
- Review Solicitation contents
- V. Evaluation Procedures – Jerome Fields
- Technical Evaluation
 - Price Evaluation
 - Overall Evaluation
- VI. Post-Award Requirements – Jerome Fields
- Compulsory Registration for DUNS number (www.dnb.com) and also registration in SAM/CCR (www.sam.gov)
- VII. Invoicing and Payments – Zelda Schubart, FMO
- Submission of Invoices to SAInvoice@state.gov
 - Tax Invoice
 - VAT Numbers
 - Copy of Contract
 - 30 Days after receipt of PROPER Tax Invoice
- VIII. Questions and Answers
1. How many copies of the tender packages have to be submitted on (or before) Friday 29 May 2015? **Answer:** Two (2) sets of copies. One (1) full complete set that has the technical and the pricing in one package. The second package has to have the technical requirements and the pricing separated.
 2. Is the Embassy asking for plain Internet Lines only? Or for a full VPN service? **Answer:** The Embassy is asking for plain Internet Lines only. The Embassy will manage and distribute internally the VPN as necessary. Purely dedicated internet service.
 3. For the back-ups – does the Embassy want 2 separate links? For Active Passive or for Active Active? **Answer:** Active service with a Passive back-up that can be readily available should the Active link go down.
 4. Should the proposals only meet your solicitation requirements or can it exceed your solicitation requirements? **Answer:** All proposals and quotes should meet the solicitation requirements. If any vendor has any suggestions that can exceed our requirements, that should be identified in a separate “proposal to suggest” packet.
 5. Up to where should the vendor provide the internet service? **Answer:** The D-mark point is within the Embassy building. The vendor is responsible to provide the internet service up to this D-mark point only.
 6. The sub total column in each solicitation package does not make sense to add each line item if the Embassy will still select only one option of these line items. How do we price and add a final total per contract period? **Answer:** Please see the attached pricing tables that have been adapted to make it easier to understand the per line item option plus

separate VAT charges. It is a suggestion that these pricing tables may be used for your proposal and quote packages.

7. Where do we drop off the quote and proposal packages? **Answer:** Here at the entrance of the US Embassy Pretoria. Mark all packages for the attention of Jerome Fields and Lezanda Bruwer.
8. May we email our proposals to you for electronic submissions? **Answer:** No. No electronic submissions will be accepted.

VIIV. CLOSURE

Mr. Fields reiterated the need for complete packages that are timely submitted by or before Friday 29 May 2015 at local time 15:00.

The meeting was closed at 11:35 with no more matters to be discussed.

ATTACHMENTS To This Document:

- Sign-In Attendance Sheets
- Suggested Pricing Tables

BASE YEAR: 1 September 2015 – 31 August 2016

Pricing quoted below are value added tax (VAT) exclusive. VAT, as applicable, to be invoiced at 14% as a separate line item.

Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price South African Rands
	DTS (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	Initial Installation (once off)			
	DTS (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	Initial Installation (once off)			

OPTION YEAR 1: 1 September 2016 – 31 August 2017

Pricing quoted below are value added tax (VAT) exclusive. VAT, as applicable, to be invoiced at 14% as a separate line item.

Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price South African Rands
	DTS (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			

	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	DTS (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			

OPTION YEAR 2: 1 September 2017 – 31 August 2018

Pricing quoted below are value added tax (VAT) exclusive. VAT, as applicable, to be invoiced at 14% as a separate line item.

Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price South African Rands
	DTS (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	DTS (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			

OPTION YEAR 3: 1 September 2018 – 31 August 2019

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price South African Rands
	DTS (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	DTS (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			

OPTION YEAR 4: 1 September 2019 – 31 August 2020

Pricing quoted below are value added tax (VAT) exclusive. VAT, as applicable, to be invoiced at 14% as a separate line item.

Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price South African Rands
	DTS (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			

	DTS (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	2 Mbps Circuit Fiber			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			

GRAND TOTAL CONTRACT PRICE, INCLUDING ALL OPTION YEARS				
Price for:	8 Mbps Fiber	10 Mbps Fiber	12 Mbps Fiber	14 Mbps Fiber
Base Period				
Base Period VAT				
Option Year One				
Option Year One VAT				
Option Year Two				
Option Year Two VAT				
Option Year Three				
Option Year Three VAT				
Option Year Four				
Option Year Four VAT				
INITIAL INSTALLATION				
INSTALLATION VAT				
GRAND TOTAL				

BASE YEAR: 1 September 2015 – 31 August 2016

Pricing quoted below are value added tax (VAT) exclusive. VAT, as applicable, to be invoiced at 14% as a separate line item.

Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	OpenNet Plus (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	Initial Installation (once off)			
	OpenNet Plus (VPN through the Internet) at US Consulate Johannesburg One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	Initial Installation (once off)			
	OpenNet Plus (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	Initial Installation (once off)			

	OpenNet Plus (VPN through the Internet) at US Consulate Durban One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	Initial Installation (once off)			

OPTION YEAR 1: 1 September 2016 – 31 August 2017

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	OpenNet Plus (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Johannesburg One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			

	OpenNet Plus (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Durban One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			

OPTION YEAR 2: 1 September 2017 – 31 August 2018

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	OpenNet Plus (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Johannesburg One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			

	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Durban One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			

OPTION YEAR 3: 1 September 2018 – 31 August 2019

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	OpenNet Plus (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			

	OpenNet Plus (VPN through the Internet) at US Consulate Johannesburg One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Durban One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			

OPTION YEAR 4: 1 September 2019 – 31 August 2020

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	OpenNet Plus (VPN through the Internet) at US Embassy Pretoria One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			

	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Johannesburg One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Cape Town One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			
	OpenNet Plus (VPN through the Internet) at US Consulate Durban One (1) dedicated Internet channel providing fault tolerance in the last mile. HSRP protocol is required.			
	4 Mbps Circuit Fiber			
	6 Mbps Circuit Fiber			
	10 Mbps Circuit Fiber			
	12 Mbps Circuit Fiber			

GRAND TOTAL CONTRACT PRICE, INCLUDING ALL OPTION YEARS				
Price for:	8 Mbps Fiber	10 Mbps Fiber	12 Mbps Fiber	14 Mbps Fiber
Base Period				
Base Period VAT				
Option Year One				
Option Year One VAT				
Option Year Two				
Option Year Two VAT				
Option Year Three				
Option Year Three VAT				
Option Year Four				
Option Year Four VAT				
INITIAL INSTALLATION				
INSTALLATION VAT				
GRAND TOTAL				

BASE YEAR: 1 September 2015 – 31 August 2016

Pricing quoted below are value added tax (VAT) exclusive. VAT, as applicable, to be invoiced at 14% as a separate line item.

Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Annual Firm-Fixed Price
	Internet Pretoria Dedicated Internet Channel for U.S. Embassy Pretoria. One (1) dedicated Internet Chanel. Digital bandwidth must be at a minimum of:			
	8 Mbps Fiber			
	10 Mbps Fiber			
	12 Mbps Fiber			
	14 Mbps Fiber			
	Initial Installation (once off)			

OPTION YEAR 1: 1 September 2016 – 31 August 2017

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	Internet Pretoria Dedicated Internet Channel for U.S. Embassy Pretoria. One (1) dedicated Internet Chanel. Digital bandwidth must be at a minimum of:			
	8 Mbps Fiber			
	10 Mbps Fiber			
	12 Mbps Fiber			
	14 Mbps Fiber			

OPTION YEAR 2: 1 September 2017 – 31 August 2018

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	Internet Pretoria Dedicated Internet Channel for U.S. Embassy Pretoria. One (1) dedicated Internet Chanel. Digital bandwidth must be at a minimum of:			
	8 Mbps Fiber			
	10 Mbps Fiber			
	12 Mbps Fiber			
	14 Mbps Fiber			

OPTION YEAR 3: 1 September 2018 – 31 August 2019

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	Internet Pretoria Dedicated Internet Channel for U.S. Embassy Pretoria. One (1) dedicated Internet Chanel. Digital bandwidth must be at a minimum of:			
	8 Mbps Fiber			
	10 Mbps Fiber			
	12 Mbps Fiber			
	14 Mbps Fiber			

OPTION YEAR 4: 1 September 2019 – 31 August 2020

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Contract Line Item #	Description of Services	Annual Price (for 12 months)	VAT	Total Firm-Fixed Price
	Internet Pretoria Dedicated Internet Channel for U.S. Embassy Pretoria. One (1) dedicated Internet Chanel. Digital bandwidth must be at a minimum of:			
	8 Mbps Fiber			
	10 Mbps Fiber			
	12 Mbps Fiber			
	14 Mbps Fiber			

GRAND TOTAL CONTRACT PRICE, INCLUDING ALL OPTION YEARS				
Price for:	8 Mbps Fiber	10 Mbps Fiber	12 Mbps Fiber	14 Mbps Fiber
Base Period				
Base Period VAT				
Option Year One				
Option Year One VAT				
Option Year Two				
Option Year Two VAT				
Option Year Three				
Option Year Three VAT				
Option Year Four				
Option Year Four VAT				
INITIAL INSTALLATION				
INSTALLATION VAT				
GRAND TOTAL				