

SCOPE OF WORK (DRP)

Subject: Request for Quotation for a Disaster Recovery Solution for a period of 24 months.

Date: 16 September 2021

1. BACKGROUND

African Exploration Mining and Finance Corporation (SOC) Ltd ("**AEMFC**") is a South African State-Owned Entity, incorporated on the 26th of October 1944 as a private limited liability company in terms of the Companies Act 26 of 1926 (Reg No: UC/18018). AEMFC was established to secure South Africa's energy supply primarily through the mining and supply of coal for the generation of electricity, as well as securing other resources that will provide energy for the future, including key minerals for beneficiation in the energy and steel value chain.

1.1 OVERVIEW

AEMFC operates an on-premises server environment consisting of 4 Hyper-V hosts in a Cluster and 8 virtual servers hosted. We also have 4 physical server running SAP ERP, File Services, Microsoft SQL Database, Active Directory (AD) and management information systems. These servers need to be readily available in the event of a disaster and hence it is required that the environment be "replicated" to a Disaster Recovery Services partner. In the event of a disaster, all critical servers need to be brought on-line so that AEMFC users may be able to access the systems via a Virtual Private Network (VPN) connection so as to have as little impact on the operations of the business as possible. The solution should enable / support our "Work from Anywhere" business continuity strategy.

Our data centre is located at the Head Office at Waterfall in Midrand and the Vlakfontein Mine office currently connects through our internet service provider's MPLS to access resources at the head office. In the event of a disaster or failure, all offices / locations need to be pointed to the cloud DRP site, via VPN/Routing or alternative protocols. Our employees should also be able to work from home or "Work from Anywhere".

2. SCOPE OF WORK (SOW)

We have an Integrated Business Continuity Plan (IBCP) which requires AEMFC to develop a Disaster Recovery Plan which readily supports our RTOs and RPOs and allow business continuity in the case of a declared disaster. AEMFC seeks to appoint a suitable Disaster Recovery (DR) and continuity (BC) service provider for a period of 24 months. We are also exploring cloud-based failover facilities such as Azure, AWS etc.

AEMFC has two physical sites namely:

1. **Head Office:** 74 Waterfall Drive, Waterfall City (-26.014803, 28.096389)
2. **Vlakfontein Mine:** Klipfontein Farm, N12 Kendal-Balmoral Off-ramp (-26.011456, 28.962530)

Vlakfontein Mine is designated as a remote Business Continuity / Disaster Recovery site for AEMFC and must be able to access the DR servers at any given time.

The following services are required:

- 2.1 Service Provider must have 24-hour support desk.
- 2.2 Network Link between the Head Office and the DR site must be 1:1-point dedicated.
- 2.3 Network Link must be encrypted
- 2.4 Service Provide must be able to review the current Disaster Recovery processes.
- 2.5 Conduct Disaster Recovery tests as and when required by AEMFC – At least two (2) simulated instances of business recovery testing annually or per financial year. (monthly backup synchronization / recovery tests need to be conducted with certificates of those results)
- 2.6 Perform Data restore as and when required by AEMFC.
- 2.7 Perform Server Backups, before replication takes place.
- 2.8 Service Provider must be able to furnish AEMFC with a comprehensive weekly report.
- 2.9 **The following requirements are included in ANNEXURE A of this document:**
 - 2.9.1 Number of Servers to be hosted.
 - 2.9.2 Required Recovery Time Objective (RTO)
 - 2.9.3 Required Recovery Point Objective (RPO)
 - 2.9.4 Total number of CPU's
 - 2.9.5 Total number of RAM's
 - 2.9.6 Total storage capacity
 - 2.9.7 Data Retention Period

Quality Control

The AEMFC will have the right to request a further presentation / demonstration of the DRP solution at their Head office premises at Waterfall City, Johannesburg.

The supplier has the primary responsibility to ensure that the quality and capacity are in accordance with the specification.

3. THE PRICE QUOTATION

- 3.1 Quotation to be in Rands (CAPEX and monthly costs are required).
- 3.2 Price quoted must include **VAT (If applicable)**.
- 3.3 Bids will be valid for 30 days.
- 3.4 Quotation to be submitted in the Company's letter head.
- 3.5 Quotations to be forwarded to fortunen@aemfc.co.za

Deadline for submission of quotation is 30 September 2021. Suppliers are requested to submit the following documents:

- A certified copy of B-BBEE certificate
- Company Profile

4. EVALUATION CRITERIA:

PHASE 1: FUNCTIONALITY

In the first phase (functionality), bidders must meet the minimum threshold of **85** in order to be considered for Price and B-BBEE. Bidders will be evaluated according to the evaluation criteria indicated below:

Evaluation Criteria	Score
1. Company Experience The bidder must demonstrate that they have the capacity to render the required service. Proof of experience of entity in similar project. The bidder must provide reference letters from a public institution and/or private sector confirming that the Bidder has the capacity to deliver at any given time. a. More than 5 reference letters = 50 b. 4 - 5 reference letters = 40 c. 3 reference letters = 30 d. 2 reference letters = 20 e. 1 reference letter = 10 f. No reference letter = 0	50
2. Experience of the Consulting Team Key Personnel Considers the technical and professional skills of the project team. Persons proposed for these positions must be identified and supported by the respective CV's of 1-2 page(s) each to be included in an Appendix. Brief capability statements must be given for each designated team member, emphasizing recent experience relevant to the task envisaged. 2.1 Experience of the Project Manager in managing Disaster Recovery Solution rollout (15 Points) a. More than 5 years = 15 b. More than 3 to 5 years = 10 c. 2 to 3 years = 5 d. Less than 2 years = 0 • <i>NB: Please submit Project Manager's qualifications and CV.</i> • <i>NB: Failure to provide CV and copies of qualifications will lead to the bidder scoring zero points.</i> 2.2 Experience of the Project Technical Lead in implementing the DRP Solution (15 Points) a. More than 5 years = 15 b. More than 3 to 5 years = 10 c. 2 to 3 years = 5 d. Less than 2 years = 0 • <i>NB: Please submit Project Technical Lead CV with copies of related qualifications.</i> • <i>NB: Failure to provide CV and copies of qualifications will lead to the bidder scoring zero points.</i>	30

Evaluation Criteria	Score
(Minimum Score = 20)	
3. Project Plan / Methodology The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames. a. Project Plan with clear deliverables and timeframes = 20 b. No Project Plan = 0	20
Minimum threshold Value	85
Total Points	100

PHASE 2: PRICE AND B-BBEE

Price Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PPPFA), using the 80/20 preference point system, where 80 points will be for price and the remaining 20 will be for B-BBEE Status of Level of contribution.

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