Independent Communications Authority of South Africa
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APPOINTMENT OF A PANEL OF UP TO FIFTEEN (15) SERVICE PROVIDERS TO ASSIST THE INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA (ICASA) WITH THE CALIBRATION, ASSESSMENT AND REPAIR OF ELECTRONIC COMMUNICATION TEST AND MEASUREMENT EQUIPMENTS ACROSS ALL ICASA OFFICES FOR A PERIOD OF THREE (3) YEARS.

1. Purpose

The purpose of the submission is to appoint a panel of up to fifteen (15) service providers that will calibrate, assess and repair a wide range of ICASA's Electronic Communication Test and Measurement Equipment from various Manufacturers for a period of three (3) years.

2. Background

The Authority is empowered to conduct technical inspections, verifications and enforcement of the Electronic Communications Act. The Authority is constantly involved in inspections, measurement and verifications for electronic transmitting equipment of its licensees and or other radio frequency transmissions. It is mandatory that the instruments and test equipments that are utilized to perform technical inspections, measurements and verifications are operating at an optimal level and all test equipments are properly calibrated to ensure that the results produced are credible and authentic.

To have a smooth transition when equipment is to be calibrated or repaired, it is required to have a panel of accredited laboratories and organizations to provide equipment calibration, assessment and repair services to the Authority. The panel of up to fifteen (15) service providers should have various degrees of specialty and experience in the meteorological field, working on numerous brands and models of electronic test and

measurement equipment as indicated in **Annexure A,** detailing the specifications and models of the equipment.

The type of equipment includes amongst others the following:

i) Spectrum Analysers
ii) Microwave Analysers
iii) Radio Communication Test Sets
iv) Power Meters
v) Receivers

3. Scope of Work

The scope of work will cover the following aspects**:**

a) **Calibration of Test and Measurement Equipment**

- The bidder should demonstrate that they have access to a laboratory that is currently SANAS accredited or equivalent accreditation body, where bidders utilises third party laboratories for calibration, the third party laboratories used must be SANAS accredited or poses certificate from an equivalent accreditation body.

- The bidder should demonstrate a proven track record of a legitimate Service Level Agreement (SLA) for calibration with Original Equipment Manufacturers (OEM) for the said test equipment.

- The bidder should provide proof that the company has previously supplied calibration service of similar electronic test and measurement equipments for other organizations in South Africa and beyond its borders.
- The bidder should demonstrate the years of work experience of personnel in the calibration of similar Test and Measurement Equipment as listed in Annexure A.

b) **Assessment and Repairs of Test and Measurement Equipment**

- The bidder should demonstrate that they are OEM for any of the equipment listed in Annexure A. If the bidder is not an OEM, they must provide letter of

Accreditation or certificate of competence from OEM to conduct and perform assessments and repair of any of the items listed on Annexure A.

- The bidder should provide proof that they have previously provided assessment and repair services of similar electronic test and measurement equipment's for other organizations in South Africa and beyond the borders of South Africa.

- The bidder should provide personnel's proof of work experience in the assessment and repair of similar listed Test and Measurement Equipment.

The calibration of equipments will be conducted on a need basis depending on calibration schedule and status of the equipment.

Where the equipments are found to be defective and/or faulty, the bidder shall provide assessment service for the non-functional equipment.

Should the equipment require repairs, the bidder should supply two prices. The first being the cost of repair of the item and the second being the cost of item replacement.

Costing of assessment which should entail the following:

a) Detailed of fault report of the equipment under test.
b) Report with recommendations of what is required for repair.
c) Bill of material and cost of repairs,

Based on the above finding the Authority will determine whether to proceed or not with the recommendation.

In the recommendation report, the bidder should inform to the Authority of the fault if such that the equipment can function (with optimal results) as required without the fault been attended to. The instrument will be calibrated with a limitation imposed on the fault, upon consent from the Authority.

c) Transportation and collection of Equipment from various ICASA Offices across the country.

- Packaging of the Equipments prior collection for calibration or Repair is the responsibility of ICASA and to ensure that proper packaging with foam casings to reduce any damage while transporting the instrument.
- The bidder should use their courier company and resources to collect from the stipulated collection and delivery addresses, across the country, as indicated in **Annexure B.**
- It is the responsibility of the bidder to ensure the equipment is packaged properly after calibration or repair, to ensure no damage during transit.

d) Insurance of the Equipment's in Transit

- ICASA and bidder to ensure that the equipment while in transit and during the calibration or repair period at the laboratories are adequately insured. Bidder should provide proof of insurance liability cover.

e) Issuance of Calibration certificate

- The bidder should provide the calibration certificate together with all necessary technical data, as an addendum that comes with the certificate.
- The Calibration certificate must include the validity period and also indicate the next date of calibration.

f) Frequency of Equipment/Instrument calibration

- The calibration schedule and time will be determined by the Authority, which will be communicated with the bidder. The frequency of calibration maybe done annually, biennially and on an Ad-Hoc basis.

4. Warranties and Guarantee

Written warranties and/ or guarantees will apply to the repaired and calibrated test and measurement equipment. Equipment repaired and calibrated should be covered for a minimum of 1 year for any repair and calibration defects or failures.

5. Software Upgrades

All repairs, service and calibration of equipment are to include the latest firmware and software upgrades for the period of this contract. Where such upgrades are offered at a fee, the bidder should provide the Authority with a quotation for approval.

6. Recommended Work Turn Around Time on Calibration and Repairs

With respect to calibration without repairs, a turnaround time of not more than ten (10) working days upon receipt of the equipment's onsite must be guaranteed for calibration done within the borders of South Africa. Any calibration beyond the borders of South Africa, turnaround times will be communicated and agreed upon by the Authority and the bidder.

The duration of repairs of equipment/instruments will be determined by amongst others the availability of spares and parts.

7. Briefing Session

A non-compulsory virtual briefing session will be conducted/held after the publication of the bid. The Authority will communicate the date and time of the briefing session.

8. Bid Advertisement and Bid Evaluation Criteria

8.1. The bid will be advertised for a minimum of 21 calendar days on the e-Tender Portal and ICASA's website. The bid will be evaluated on an 80/20 procurement principle.

8.2. Bidders will be evaluated on:

8.2.1. Functionality; and

8.2.2. Price and preferential points.

8.3. Only bidders who meet the cut-off score of 70 points out of 100 points for functionality will be considered further for price evaluation. All bid proposals submitted will be evaluated per the 80/20 procurement principle prescribed by National Treasury Regulations.

8.4. Bidders should clearly indicate in their submission which service or services they are bidding for, e.g., **Equipment Calibration** or **Equipment Assessment and Repair** or **Both.**

8.5. Bids will be evaluated for functionality in line with the following criteria:

Calibration Evaluation Criteria Table

Evaluation Criteria	Weight	Rate	Score
1. The Bidder to provide proof of calibration accreditation from an Accreditation Body (e.g. SANAS), to perform the calibration for the applicable metrologies in at least one of the following: - Time and Frequency Metrology, - Radio Frequency Metrology, and any other applicable metrology of equipment's listed in Annexure A. Provide a valid accreditation certificate in good standing. • No proof of accreditation certificate = 1. • Meet the requirements (proof of Accreditation certificate) = 5.	50		
2. The Bidder should demonstrate the capability to calibrate any of the equipment listed in **Annexure A**, undertaken over the last five (5) years by attaching contactable reference letters and/or testimonials on company's letterhead. • One (1) letter or none provided = 1 • Two (2) letters provided =2 • Three (3) letters provided = 3 • Four (4) letters provided = 4 • Five (5) or more letters provided = 5	30		
3. Provide personnel Curriculum Vitae (CV) with experience in Calibration of equipment in	20		

Annexure A or similar,) Please include a list of all equipments that the personnel have worked on and not limited to **Annexure A.** • No CV provided or CV provided with no list of equipment (similar to Annexure A) personnel worked on = 1 • CV provided with relevant with list of one or two equipment personnel worked on= 3 • CV provided with relevant with list of more than three (3) equipment personnel worked on = 5			
Total	100		

Assessment and Repair Evaluation Criteria Table

Evaluation Criteria	Weight	Rate	Score
1. The Bidder to provide certificate of competence from OEM to conduct and perform assessments and repair of list of equipment listed in Annexure A or similar. No proof of competence certificate from OEM = 1 Meet the requirements (proof of competence certificate from OEM) = 5	50		
2. The Bidder's must demonstrate the capability to assess and repair any of the equipment listed in **Annexure A**, undertaken over the last five (5) years by attaching contactable reference letters and/or testimonials on company's letterhead. • One (1) letter or none provided = 1 • Two (2) letters provided =2 • Three (3) letters provided = 3 • Four (4) letters provided = 4	30		

• Five (5) or more letters provided = 5			
3. Provide personnel Curriculum Vitae (CV) with experience in assessment and repair of equipment in Annexure A or similar,) Please include a list of all equipments that the personnel have worked on and not limited to **Annexure A.** • No CV provided or CV provided with no list of equipment (similar to Annexure A) personnel worked on = 1 • CV provided with relevant with list of one or two equipment personnel worked on= 3 • CV provided with relevant with list of more than three (3) equipment personnel worked on = 5	20		
Total	100		

ANNEXURE A

National Inventory of Test Equipment

Regional Office	Make	Type	Model
Centurion	R&S	Spectrum Analyzer	PR 100
Centurion	R&S	Spectrum Analyzer	FSQ 40
Centurion	R&S	Spectrum Analyzer	FSQ 40
Centurion	Tektronix	Spectrum Analyzer	Tektronix 500
Centurion	R&S	Spectrum Analyzer	PR 100
Centurion	R&S	Radio Communication Test Set	CMA180
Centurion	R&S	Radio Communication Test Set	CMA180
Centurion	R&S	Power meter	NAP
Centurion	R&S	Receiver	ESVNV
Centurion	R&S	Receiver	EB200
Centurion	R&S	Power meter	NAP
Centurion	Tektronix	Spectrum Analyzer	RSA306B
Centurion	R&S	Power meter	NAP
Centurion	BIRD	Power meter	5000-XT
Centurion	BIRD	Power meter	5000-XT
Regional Office	Make	Type	Model
Durban	R&S	Spectrum Analyzer	FSQ 40
Durban	Agilent	Spectrum Analyzer	Fieldfox N9918A
Durban	R&S	Portable receiver	PR 100
Durban	R&S	Miniport Receiver	EB 200
Durban	Tektronix	Spectrum Analyzer	H500
Durban	Tektronix	Spectrum Analyzer	H500
Durban	R&S	Radio Communication Test Set	CMA180
Durban	R&S	Power meter	NAP
Durban	R&S	Power meter	NAP
Durban	Tektronix	USB Realtime Spectrum Analyzer	RSA306B
Regional Office	Make	Type	Model
Bloemfontein	R&S	Spectrum Analyzer	FSQ 40
Bloemfontein	Agilent	Spectrum Analyzer	Fieldfox N9918A
Bloemfontein	R&S	Portable receiver	PR 100
Bloemfontein	R&S	Miniport Receiver	EB 200
Bloemfontein	Tektronix	Spectrum Analyzer	H500
Bloemfontein	Tektronix	Spectrum Analyzer	H500
Bloemfontein	R&S	Radio Communication Test Set	CMA180
Bloemfontein	R&S	Power meter	NAP
Bloemfontein	Bird	Digital Power Meter	5000-XT
Bloemfontein	Tektronix	USB Realtime Spectrum Analyzer	RSA306B

Regional Office	Make	Type	Model
Cape Town	Agilent	Spectrum Analyzer	Fieldfox N9918A
Cape Town	R&S	Portable receiver	PR 100
Cape Town	Tektronix	Spectrum Analyzer	H500
Cape Town	Tektronix	Spectrum Analyzer	H500
Cape Town	Tektronix	USB Realtime Spectrum Analyzer	RSA306B
Cape Town	R&S	Power meters	NAP
Cape Town	R&S	Power meters	NAP
Regional Office	Make	Type	Model
Port Elizabeth	Tektronix	USB Realtime Spectrum Analyzer	RSA306B
Port Elizabeth	Agilent	Spectrum Analyzer	Fieldfox N9918A
Port Elizabeth	Tektronix	Spectrum Analyzer	HP500
Port Elizabeth	Bird	Digital Power Meter	5000-XT
Port Elizabeth	R&S	Spectrum Analyzer	FSQ 40
Port Elizabeth	R&S	Miniport Receiver	EB 200
Port Elizabeth	R&S	Radio Communication Test Set	CMA180
Port Elizabeth	R&S	Radio Communication Test Set	CMA180
Port Elizabeth	R&S	Portable receiver	PR 100
Regional Office	Make	Type	Model
Limpopo	Agilent	Spectrum Analyzer	Fieldfox N9918A
Limpopo	R&S	Portable TV Test Receiver	EFL340
Limpopo	Tektronix	USB Realtime Spectrum Analyzer	RSA306B
Limpopo	Bird	Digital Power Meter	5000-XT
Limpopo	R&S	Radio Communication Test Set	CM180
Regional Office	Make	Type	Model
Mabatho	R&S	Radio Communication Test Set	CMA180
Mabatho	Anritsu	Spectrum Analyzer	MS2090A
Regional Office	Make	Type	Model
Kimberley	Anritsu	Field Master Pro Spectrum Analyzer	MS2090A
Kimberley	Anritsu	Microwave Site Master	S820E
Kimberley	R&S	Radio Communication Test Set	CMA180
Kimberley	R&S	Radio Communication Test Set	CMA180
Kimberley	Tektronix	USB Real time sprctrum analyzer	RSA306B
Kimberley	Tektronix	Spectrum Analyzer	H500
Kimberley	Agilent Technology	Spectrum Analyzer	Fieldfox N9918A

Regional Office	Make	Type	Model
Mpumalanga	Tektronix	Spectrum Analyzer	H500
Mpumalanga	Keysight	Fieldfox Microwave Analyser	Fieldfox N9918A

ANNEXURE B

REGIONAL OFFICE	ADDRESS/LOCATION
CENTURION (HEAD OFFICE)	350 Witch-Hazel Ave Eco-Park Estate Eco Park Centurion 0144
CAPE TOWN	Ground floor, Knowledge Park 3 3 Heron Crescent Century City Cape Town 7441
DURBAN	13th floor, Delta Towers 303 Dr Pixley KaSeme (West) Street Durban
PORT ELIZABETH	No address
BLOEMFONTEIN	College Court 184 Nelson Mandela Drive Park West Bloemfontein 9300
LIMPOPO	Ismini Office Park 14 Limassol Street Polokwane Limpopo
MMABATHO	761 DR James Moroka Dr SABC Broadcast Centre Mmabatho Unit 1 Mahikeng 2735

KIMBERLEY	Address TBD
MPUMALANGA	(PROVISIONAL ADDRESS UNTIL OFFICE SPACE BECOMES AVAILABLE) 34 IMVULA – SUMMER RAIN KARINO NELSPRUIT 1200

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