



Pan African Parliament

Procurement of Services

PROCUREMENT OF FIBER INTERNET SERVICES AT THE PAN-AFRICAN PARLIAMENT (PAP)

Procurement Number: PAP/PROC/008/25

Date of Issue: 09 April 2025

Section I. Invitation for Bids

Procurement of fiber Internet services at the Pan African Parliament (PAP)

Procurement Number: PAP/PROC/008/25

The Pan African Parliament has allocated funds for the procurement of fiber Internet connection services and now invites sealed bids from eligible bidders for the Provision of a firm to provide fiber Internet services at Pan African Parliament as per attached Terms of Reference. Contractors shall be selected under **Least Cost Selection criteria**. Bids that are responsive, qualified, technically compliant will be ranked according to price.

Interested bidders may obtain further information and download the bidding document at <http://www.panafricanparliament.org>

Bids must be delivered to the address below on Friday, 09 May 2025 at 10.00 hours. All bids must be accompanied by:

- ❑ Valid Tax clearance certificate;
- ❑ Valid business registration documents – Must be licensed company.
- ❑ Proof of references (minimum 3).
- ❑ Audited financial statement (Last TWO years)
- ❑ ONE (1) Original and ONE Copy of the Technical and financial proposal
- ❑ Other relevant information indicated in the TOR (Refer to TORs attached for details)

Bid Validity: Bids should be valid for at 60 Calendar days from the closing date.

Bid Opening: Bids will be opened immediately after the bid closing hours, in the presence of bidders or bidders' representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Bid Submission: Bidders should ensure that the technical and financial proposals are enclosed in TWO separate envelopes sealed and both should be enclosed in one Outer envelope clearly indicating the title and Procurement number.

Address for Bid submission:

The Chairperson of the Internal Procurement Commission
Pan-African Parliament
19, Richards Drive, Midrand, South Africa
Tel+27115455000; Email; tender@panafricanparliament.org

Clarification Requests: Clarification requests should be addressed to tender@panafricanparliament.org

SECTION II: Bid Submission Sheet

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

Bid Addressed to:	
Date of Bid:	
Procurement Number:	
Subject of Procurement:	

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in the Invitation for Bids.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorised to sign Bid for and on behalf of _____

Section III: Terms of Reference/Statement of Requirements

BACKGROUND

The Pan-African Parliament (PAP) is an African Union institution based at Gallagher Estate in Midrand. The PAP would like to upgrade its current Internet services to cater for increased needs.

The Pan-African Parliament is currently serviced by a fiber internet line through Seacom Ltd with the following features:

- 200Mb capacity
- Synchronous Up down
- Dedicated with no contention
- Managed on-site router
- 4 static publicly routable IP addresses.

SCOPE OF SERVICES REQUIRED

The PAP is looking for a service provider who will be able to provide 500 Mbps dedicated and synchronous Internet connectivity. The service **MUST** be unshaped and with no contention. The technical specifications are outlined below:

- 500 Mbps dedicated fiber-based internet access.
- No contention and **NO FAIR USE POLICY**
- Subnet of at least 4 static publicly routable IP addresses.
- No limitations on traffic/ports, or traffic scanning, manipulation, throttling and filtering; no mandatory proxy servers and firewalls.
- 1:1 ratio (Synchronous up down)
- The service is expected to be highly stable and reliable, with overall uptime of no less than 99%
- Internet service should not have additional payment or limitation by traffic amount or time.
- Supply and manage the network connectivity equipment (router) excluding LAN.

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SERVICE LEVEL AGREEMENT

The service provider shall be expected to provide a 24/7/365 support and Service Level Agreement with a minimum of the following provisions:

	Description	Response Time	Resolution Time
1	Any fault that impacts on connectivity services	4 hrs	8 hrs
2	Any non-emergency change request (excluding network design related changes)	8 hrs	24 hrs
3	Account related queries	12 hrs	5 days

REPORTING ARRANGEMENTS

The firm will report directly to the Secretary General (Clerk of Parliament) while technical advice and support will be provided by the IT Administrator Officer.

TECHNICAL PROPOSAL

Contractor’s Experience/expertise and track record: The Service Provider must be a well-established and reputable organization and is expected to have a minimum of 5 years proven experience in providing fiber internet services.

Client References: List of current and previous clients for similar services as those required by the Pan African Parliament, indicating description of contract scope, contract duration, contract value, contact references.

Staff Capabilities: Total number of key staff and their experience.

- certificates in Networking and or Information Technology
- Minimum 5 years’ experience in networking

Methodology: The Firm must demonstrate the following:

- Understanding of the assignment: the firm to provide a description of how they will provide the services.
- Firm to provide connectivity map to the Internet.

AWARD CRITERIA

The **Technical evaluation criterion** is made up of the following sub-criteria:

Breakdown of Evaluation Criteria		
A	Expertise of Service Provider	50 Marks
A1	Specific Experience in implementing similar connectivity (min of 3 references)	30
A2	Customer communication and quality of support services (24hours)	20
B	Qualifications and experience of Key staff	10 Marks
B1	Engineers / Technician	10
C	Full compliance with the TOR	40 Marks
	Internet	40
	Total	100 Marks

The Pass Mark for the technical evaluation will be 70 points.

FINANCIAL PROPOSAL/OFFER

The Contractor shall submit a detailed financial proposal in a separately sealed envelope as per the table below.

Internet Connectivity cost breakdown				
Item	quantity	Unit price	plus vat	total
Installation	1			
Router lease	24 months			
Bandwidth cost (500mbps) (No contention, dedicated fibre line)	24 months			
Static IP addresses	24 months			
SLA	24 months			
TOTAL				