



ONDERSTEPSPOORT BIOLOGICAL PRODUCTS

TERMS OF REFERENCE FOR THE PROVISION OF A DISASTER RECOVERY SITE WITH AN ONLINE DATA REPLICATION SOLUTION

1. BACKGROUND

Onderstepoort Biological Products (OBP) is a National Public Entity (Schedule 3B) corporatized in 2000 under the Onderstepoort Biological Products Incorporation Act, 1999 *Act of 1999.

2. REQUIREMENT

Onderstepoort Biological Products requires the services of a supplier with expertise to provide a disaster recovery site within a 20 to 60 km radius, with an encrypted online data backup solution, which complies with all relevant statutory requirements.

The service provider should be able to provide the following services and competencies, at minimum, to OBP:

A. Disaster Recovery Site

- Provide a secure off-site disaster recovery centre within a 20km- 60km radius of the OBP offices with a total of 10 seats for users. The site will be a duplicate of the original site of the organization, with full computer systems as well as near-complete backups of user data, allowing OBP to resume and provide IT services within 24 hours.
- The DR Facilities must have the following, at a minimum:
 - i. Parking facilities
 - ii. Computer (desktops), desks and chairs for up to 10 people (10 seats)
 - iii. Telephone facilities for 10 people
 - iv. Internet connectivity (at least 20 Mb)

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- v. 1 Boardroom for executive meetings (to accommodate at least 10 people)
 - vi. 1x network copier
 - vii. Disaster management meeting room facilities
 - viii. Lists of contact numbers for EMS
 - ix. Access Control
 - x. Environmental monitoring
 - xi. Power and UPS provisioning
 - xii. Fire suppression system
- Provide a server room with dedicated hardware and networking infrastructure required to establish an off-site disaster recovery centre. The server room and infrastructure should be capable and have enough capacity for to host and restore the following servers and equipment:
 - I. 9 x HP (physical) servers
 - II. 2x Virtual Machine Hosts
 - III. 4 x Virtual Machine servers (Ms Windows 2012)
 - IV. 1 x Fortigate firewall
 - Setup, installation and training of running the off-site Centre
 - Provisioning of the best solution link to the off-site centre, as well as a VPN connection for up to 30 users.

B. Online Data Replication to DR site

Minimum requirements:

- Server replication
- Online Data backup to the DR site (once a day)
- 8 hours on site and remote SLA

C. Tape Collection and Storage

- Weekly Collection of data tapes and their safe storage at service provider's site (vault)

D. Desktop Image backups for Notebooks

- install and maintain a fully functional endpoint backup solution, with 50 licences, to backup and keep images of user notebooks and desktops.

E. OUTPUTS

- Provide a disaster recovery site, within a 20km to 60km radius of the OBP offices with 10 seats Online data replication to DR site;
- Offsite backup;
- Weekly data stapes collection; and
- Online data replication to DR site

6. PRICING SCHEDULE

All pricing should be in Rand and exclusive of VAT

Provide a complete Price Schedule with detailed breakdown

| numbers | milestone | Cost |
|---------|---|------|
| 1. | Provision of ICT infrastructure at the DR site | |
| 2. | Monthly cost (including weekly collection of tapes) and DR rehearsals at least once every 3 months) | |

7. ENQUIRIES

Enquiries regarding this Request for Quotation should be submitted via e-mail to lungelwa@obpvaccines.co.za / martin@obpvaccines.co.za. Such queries must be sent at least **three (3)** working days before the closing date. OBP cannot guarantee that queries received after that date can be answered before the closing date.

