



REQUEST FOR PROPOSAL (RFP)

Terms of Reference

**Appointment of a Service Provider for the 12-month
Renewal of Microsoft OVS Agreement No V8128653.**

SANAS/OVS/2017-18/06

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TERMS OF REFERENCE

1. PURPOSE

The purpose of this document is to invite suitably qualified service providers to submit their tenders to renew the Microsoft Open Value Subscription (OVS) and the Office 365 ProPlus license for South African National Accreditation System (SANAS), to ensure SANAS complies with the licensing requirements of Microsoft.

2. BACKGROUND

The South African National Accreditation System (SANAS), a schedule 3A public entity established in terms of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 and a member of the Department of Trade and Industry “the dti” COTII. SANAS is responsible for promoting accreditation aimed at facilitating international trade and the enhancement of South Africa's economic performance.

SANAS currently provides accreditation services to organisations in the areas of Calibration, Testing (Mechanical & Physical), Testing (Chemical & Microbiological), Verification, Medical, Veterinary, Pharmaceutical, Forensic and Blood Transfusion Laboratories, Inspection Bodies, Certification Bodies and BBBEE Verification Agencies. In addition to our accredited organisations, we have numerous applicants in the process of obtaining accreditation.

The objective of this tender is to appoint suitably qualified service providers to submit their tenders to renew the Microsoft Open Value Subscription (OVS) and the Office 365 ProPlus license for SANAS, to ensure SANAS complies with the licensing requirements of Microsoft.

3. Location

The Microsoft Open Value Subscription (OVS) and Office 365 ProPlus license to be renewed for South African National Accreditation System at **The dti** Campus, Building G, Ground Floor, 77 Meintjies Street, Sunnyside, 0132

4. SCOPE OF SERVICES REQUIRED

In line with SANAS needs, we will require the renewal of our 3rd year OVS Microsoft licenses with the following specifications:

Requirements

Quantity	Item	Price
100	Microsoft Office E3 365 ProPlus	
90	Bridge O365 Core CALS	
4	Windows Server	
3	Device licenses for Windows upgrade	
4 core	SQL Server Standard (2 lic per pack) ie 2 packs as we have 4 cores	
4 core	SQL Server Enterprise (2 lic per pack) ie 2 packs as we have 4 cores	
1	Share point server	
Total Excluding VAT		
VAT		
Total Including VAT		

NB: All software must include software assurance

5. REQUIRED SUBMISSION CONTENT

Bidders are expected to structure their proposals in line with the following format:

5.1 Proposal Submission Format

Please submit each copy of your proposal in the following format:

Title Page:

- Showing RFP title, Supplier's name and address, closing date and time, and Supplier's contact person and telephone number.

5.2 Name and Address of Bidder

The corporate name, street address, mailing address, telephone number, fax number and e-mail address of the Supplier's company, and any branch locations or affiliates that may be applicable.

5.3 Bidder's Contract Administrator/Bidder's Contacts

The name of an individual who would be responsible for assigning and supervising services provided to SANAS pursuant to any agreements entered into following this RFP process.

5.4 Mandatory Requirement

The service providers must adhere to the following Mandatory Checklist by confirming and submitting evidence of confirmation of the below. Please complete the table below by indicating "yes" or "no" to confirm whether this requirement is met and provide explanations / comments to support your answers. Supporting documentation or evidence should be attached to this RFP.

NB: Bids that score NO for any items in the Mandatory requirements section will be disqualified and will not advance to the next stage of evaluation.

Mandatory Checklist	Y / N	Comment / Please reference the page number of the attached evidence.
▪ This agreement will be renewed by no later than the 15 of March 2018.		
▪ Service provider is registered as a Microsoft License reseller.		
▪ All software have Software Assurance		
▪ There will be no auto renewal at the end of this agreement with Microsoft.		

6. NOTES TO BIDDERS

- a) Bid documents should be presented to the SANAS marked “**Bid: Appointment of a Service Provider for the Renewal of Microsoft OVS Agreement and Office 365 ProPlus Office. SANAS/OVS/2017-18/06**”
- b) SANAS will not be liable to reimburse any costs incurred by the bidder during the bidding process.
- c) Bid Evaluation Committee will carry out evaluation of bidders. The SCM Unit will, if necessary, contact bidders to seek clarification of any aspect of the bid.
- d) Bidder acknowledges that the responsibility for a working solution lies solely with them, not with SANAS, and that any additional costs over and above the RFP amount required to arrive at a working solution (i.e. a non-compliant or incomplete solution was offered) will be for the account of the bidder.
- e) Bidder commits to implement and follow all contract conditions and specifications as agreed to in the contract. This includes all technical and solution requirements listed in the bid document, including up-to-date technical specifications.
- f) Service providers should disclose in SBD 6.1 subcontractors partaking in this contract and submit Formal Contractual Agreement. The subcontractors partaking in the actual implementation must be the same as in the tender proposal.
- g) Bidders to include supplier number (MAAA number) and unique code from National Treasury as proof that the supplier is registered on CSD).

7. VALIDITY OF PROPOSALS

The Bidder is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals without significant changes that will affect the provision of the service.

8. TAX CLEARANCE CERTIFICATE REQUIREMENTS

Service providers should provide a valid Tax Clearance Certificate and PIN

9. AUTHORISED DELEGATE(S)

Nothing as stipulated in these terms of reference may be amended without the written confirmation of SANAS.

10. DISCLAIMER

SANAS reserves the right to:

- a) Reject all bids that do not meet the Mandatory requirements.
- b) Decline to consider any bids that do not conform to any aspect of the bidding process.
- c) Request further information from any service provider after the closing date, for clarity purposes.
- d) Cancel this RFP on the basis of operational reasons.

11. EVALUATION

11.1 Evaluation Committee

Proposals will be reviewed and evaluated by a SANAS Bid Evaluation Committee. Bidders may be requested to submit any additional information required by SANAS.

11.2 Evaluation Criteria

Proposals will be evaluated based upon, but not limited to, in no particular order:

- a) Compliance with the RFP document, including provision of all information requested in section 4 the RFP;

Evaluation Process of Bids Received

11.3.1 Stage 1

- a) All proposals received will be examined to determine compliance with RFP requirements and conditions (completion and attachment of compulsory documents). Proposal with obvious deviations from the requirements/conditions will be disqualified from stage 1 (one) of the evaluation process.

11.3.2 Stage 2

- b) SANAS will establish a Bid Evaluation Committee to review all the responses received as per the Mandatory Checklist.
- c) A two-envelope system will be utilised for consideration of proposal received and two separate envelopes must be submitted clearly marked as Functionality and the other one for Price & BBBEE.
- d) All bidders to supply an original proposal plus 3 copies

11.3.3 Stage 3 – Price and BEE (Preference Point System)

Step 1: Calculation of points for price

- Only bids that qualified on Mandatory Requirements will be evaluated further in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act 5 of 2000. The formulae to be used in calculating points scored for price is as follows:

$$P_s = 80 \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

- Points scored will be rounded off to the nearest 2 decimal places.

Step 2: Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

A Bid will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for B-BBEE.

12. CLOSING DATE AND TIMES

Sealed proposal clearly stating the name of this RFP and bid number must be deposited into the tender box located at the reception of SANAS, The DTI Campus, Block G, 77 Meintjies Street, Sunnyside, Pretoria, 0002 during office hours (08h00 to 16h30) on or before **01 December 2017 at 11:00 am.**

13. RESPONSE FORMAT (SUBMISSION OF PROPOSAL)

- a) The proposals must be submitted in the prescribed format. Standard bidding documents attached with terms of reference should be filled in (not re-typed).
- b) The original proposal must be submitted with three (3) copies of the original proposal.
- c) Service providers are required to use the two envelope system, whereby the technical proposal (envelope 1) and the price and preference point system (envelope 2) be placed in two separate envelopes.
- d) Cover Page: (the cover page must clearly indicate the bid reference number, description and the service provider name)
- e) The documents below must be completed and submitted with the bid (Failure to comply with this requirement will result in your bid being disqualified):

Stage 1 (Compliance Proposal)	Stage 2 (Mandatory Requirement Proposal)
<p>Bidding documents, as follows:</p> <ol style="list-style-type: none"> a) SBD 1 Invitation to Bid b) SBD 3.3 Pricing Schedule including proposed total cost of the contract (for each option). c) SBD 4 Declaration of Interest d) SBD 6.1 Preference Points Claim Form e) SBD 7.2 Contract Form (to be completed in duplicate) f) SBD 8 Declaration of Bidder's past supply chain management practices. g) SBD 9 Independent Bid Determination Certification h) General Condition of Contracts (all pages initialed) i) Terms of references (all pages initialed) j) Original or certified copy of BEE Certificate. (if applicable) 	<p>The service providers must adhere to the Mandatory Checklist (refer to page 5 of 10) by confirming and submitting evidence of the mandatory requirements as addendum. Please complete the table by indicating "yes" or "no" to confirm whether this requirement is met and provide explanations / comments to support your answers. Supporting documentation or evidence should be attached to this RFP as an addendum.</p> <p>NB: Bids that score NO for any items in the Mandatory requirements section will be disqualified and will not advance to the next stage of evaluation.</p>