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## ELUNDINI LOCAL MUNICIPALITY TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting Proposals on the following goods and services:

PROJECT NAME	Contract Number	Compulsory Briefing	Closing Date
Supply and Deliver Microsoft 365 E3, Migration, Design, Install, Support and Maintain	ELM-4/013/2022-2023	Not applicable	Friday, 30 September 2022
Supply and Installation of Fibre Link and Network Points	ELM-4/014/2022-2023	Town: Nqanqarhu Venue: Municipal Offices Date: Tuesday, 06 September 2022 Time: 11H30	Wednesday, 28 September 2022

1. The municipality seeks for a service provider to assess the current municipal ICT environment, structures and systems in order to migrate to a fully MS environment that includes migration from MS Exchange On premise (Mimecast) to Exchange Online (M365 E3), Microsoft 365 Apps, OneDrive File Services (FS), and Microsoft System Centre Operations Manager (SCOM), SharePoint scope, design and setup, while ensuring a full implementation of Security covering all aspects of Microsoft to ensure compliance is implemented and maintained. The service provider must also be able to setup, install and maintain the system, provide support and train the staff in the use of systems (ICT Administrators and End-users) for a period of three (3) years.

2. The municipality is looking for a reputable service provider for supply and installation of Fibre Link and 54 network points on the new building for network connectivity for a period of two (2) weeks at Nqanqarhu municipal offices.

### Stage 1 of Evaluation: Eligibility Criteria:

Failure to meet the following eligibility criteria the bidder will not move to the evaluation stage (functionality)

Eligibility Criteria: ELM-4/013/2022-2023	Eligibility Criteria: ELM-4/014/2022-2023
The bidder must attach original certified or a letter from Vendors confirming the Service Provider partnership <ul style="list-style-type: none"> <li>Microsoft partnership letter from Microsoft or Microsoft Distributor</li> <li>Mimecast Elite Partnership</li> </ul>	The bidder must attach original certified certificates <ul style="list-style-type: none"> <li>Company Health and Safety Certificate</li> <li>Company Certified Cabling Certificate</li> </ul>

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000), the Elundini Local Municipality's Supply Chain Management Policy and the regulations pertaining thereto (2017) **PRICE AND B-BBEE:** Price 80, B-BBEE 20

### Stage 1 of Evaluation – Functionality

ELM-4/013/2022-2023		ELM-4/014/2022-2023	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Company Experience	30	Company Experience	30
Team Expertise	50	Team Expertise	50



Vender Partnership	10	Methodology	20
Methodology	10		
<b>Total Points</b>	<b>100</b>	<b>Total Points</b>	<b>100</b>

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids.

The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. [www.elundini.gov.za](http://www.elundini.gov.za) and will be also attached in the tender document.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents form the SCM unit. The tender documents will be available from **Monday, 29 August 2022.**

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown Quality Criteria, Detailed Scheduled with minimum threshold for Local Content, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. [www.elundini.gov.za](http://www.elundini.gov.za) and will be also attached in the tender document.

Technical enquires may be addressed to Ms A. Bantwini, Tel No. 045 932 8135 or email: [athinib@elundini.gov.za](mailto:athinib@elundini.gov.za)  
Queries relating to the issue of these documents may be addressed to Ms H. Mduzulwana, Tel No. 045 932 8125 or email: [hlubikazi@elundini.gov.za](mailto:hlubikazi@elundini.gov.za)

Completed bid documents and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon** on the above mentioned dates for this bids at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



**JACK MDANI**  
**MUNICIPAL MANAGER**

## BID CONDITIONS AND INFORMATION

**1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.**

**2. Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

**3. Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

**4. Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

**5. Signatory**

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

**6. Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Friday, 30 September 2022.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- c) Clearly mark the back of the envelope with your bidder's name and address .

**7. Opening, Recording and Publications of Bids Received.**

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.



- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

#### **8. Tax Clearance Certificate , Tax Matters and VAT**

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

#### **9. Evaluation of Bids**

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

#### **10. Acceptance or Rejection of a Bids**

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

#### **11. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

#### **12. BBBEE Certificate**

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or original or certified completed AFFIDAVIT downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp)

#### **13. Tender offers will only be accepted if:-**

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

#### **14. Requirements for the Joint Venture**

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

#### **15. Site / Information Meetings**

None

#### **16. Procurement Policy**

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: [www.elundini.gov.za](http://www.elundini.gov.za)

#### **17. Expenses Incurred in Preparation of Bid**

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

#### **18. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

#### **19. Validity Period**

Bids shall remain valid for **90 days** after the bid closure date.

#### **20. General and Special Conditions of Contract**

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

#### **21. Municipal Rates, Taxes and Charges**

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

#### **22. Contact with Municipality after Bid Closure Date**

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **23. Vetting Of The Supplier/Due diligence**

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

**SPECIFICATIONS  
& SCHEDULE OF QUANTITIES**



## **Terms of Reference for Supply, Delivery Microsoft 365 E3, Migration, Design, Install, Support and Maintain**

### **Project Description**

The municipality is looking for a reputable Service Provider to migrate, design, install, maintain and train ICT officials and end-users for Elundini local municipality.

#### **1. BACKGROUND**

Elundini Local Municipality's employees use computer tools to achieve municipal goals and provide service delivery to community. These computers need Windows Operating system and Microsoft office licenses in order for them to full operate and without these licenses no one would be able to use them. The municipality has 200 users or computers.

#### **2. SCOPE OF WORK**

- 2.1 The municipality seeks for a service provider to assess the current municipal ICT environment, structures and systems in order to migrate to a fully MS environment that includes migration from MS Exchange On premise to Exchange Online (M365 E3), Microsoft 365 Apps, OneDrive File Services (FS), and Microsoft System Centre Operations Manager (SCOM), SharePoint scope, design and setup, while ensuring a full implementation of Security covering all aspects of Microsoft to ensure compliance is implemented and maintained.
- 2.2 The service provider must also be able to setup, install and maintain the system, provide support and train the staff in the use of systems (ICT Administrators and End-users).
- 2.3 The Service Provider will move ELM from the on-premises licenses (OLV) to the Cloud-Based Platform. The Service Provider must demonstrate the understanding of Microsoft 365 E3 Licenses within an environment similar with Elundini Local Municipality. It is therefore required that a proposal should be submitted by a Service Provider.

#### **3. The municipality is currently having Microsoft license details as per below expiring on October 2022**

Qty	Description and/or Services
180	CoreCAL ALNG Lic/SA Pack OLV D 1Y PLATFORM UsrCAL
180	WINENTperDVC ALNG Upgrade/ SA Pack OLV D 1Y
180	1YPLATFORM OfficeProPlus ALNG Lic/ SA Pack OLV D 1Y PLATFORM
1	SharePointSvr ALNG Lic/SA Pack OLV D 1Y AdditionalProduct
50	PrjctPro ALNG Lic/SA Pack OLV D 1Y Additional Productw1PrjctSvrCAL
20	VisioPro ALNG Lic/SA Pack OLV D 1 Y Additional Product

#### **4. PRODUCT/SERVICE SPECIFICATION**

##### **SPECIFICATIONS**

- Supply and deliver Microsoft 365 E3 Licenses for 200 users
- Implementation of Email Migration from On-premise to Microsoft Exchange Online
- Implementation and configuration of OneDrive and SharePoint
- Project design and planning
- Account Creation - Set up ELM (Tenant) users on MS Portal
- Test and Monitor
- Microsoft 365 Training and orientation of ICT officials and End-users
- Support and Maintenance

#### **5. Duration**

Period of three (3) years

#### **STAGE ONE OF EVALUATION: ELIGIBILITY CRITERIA**

Failure to meet the following eligibility criteria the bidder will not move next evaluation stage (functionality). The bidder must attach original certified or a letter from Vendors confirming the Service Provider partnership.

- Microsoft partnership letter from Microsoft or Microsoft Distributor
- Mimecast Elite Partnership.



Points will be allocated for the Following Criteria	Evidence required	Maximum Score
<b>COMPANY EXPERIENCE</b>		<b>30</b>
	<p>Renewal or Supply &amp; Delivery of Microsoft Office 365 Licenses project that were successfully conducted in public sector.</p> <ul style="list-style-type: none"> <li>3* Appointment and reference letters of similar project = 20 Points</li> <li>2* Appointment and reference letters of similar project = 10 Points</li> <li>Zero to 1 Appointment and reference letters of similar project = 0 Points</li> </ul> <p>In order to claim points, the bidder should attach appointment letters/ Purchase order and reference letter signed off by Client for each successful completed project.</p>	<b>20</b>
	<p><b>E-mail Branding Experience</b></p> <p>The Service Provider must demonstrate the experience of implementing e-mail in a similar environment.</p> <ul style="list-style-type: none"> <li>Microsoft E-mail Branding = 5 points</li> <li>Microsoft and Mimecast Integration E-mail Branding = 5 points</li> </ul> <p>In order to claim points, the bidder reference letters must confirm that the Service Provider has implemented e-mail branding in a Microsoft E-mail Server environment and Mimecast Portal.</p>	<b>10</b>
<b>TEAM EXPERTISE</b>		<b>50</b>
Project team comprising of skilled officials to successfully complete the project.	<p>In order to claim points the bidder attach original certified certificates of the company staff:</p> <p><b>At least one Microsoft Certified Team Member</b></p> <ul style="list-style-type: none"> <li>Microsoft Certified Solution Engineer or Microsoft Certified Solution Expert = 10 points</li> <li>Failure to attach the above certificate = 0 Points</li> <li>Microsoft O365 Certified Solution Associate: Office 365 = 10 points</li> <li>Failure to attach the above certificate = 0 Points</li> <li>Microsoft Azure Certified Administrator = 10 points</li> <li>Failure to attach the above certificate = 0 Points</li> </ul> <p><b>Project Manager:</b></p> <ul style="list-style-type: none"> <li>Project Manager with NQF Level 8 with Prince2, Cobit5 and ITIL Certification = 10 points</li> <li>Failure to attach the above expertise for Project Manager = 0 Points</li> </ul> <p><b>Mimecast Certified Team Member</b></p> <ul style="list-style-type: none"> <li>Mimecast Technical Certification = 10 points</li> <li>Failure to attached the above Mimecast Technical Certification = 0 Points</li> </ul>	
<b>VENDOR PARTNERSHIPS</b>		<b>10 Points</b>
	<ul style="list-style-type: none"> <li>Microsoft Partnership Letter from Microsoft or Microsoft Distributor = 5 points</li> <li>Mimecast Elite Partnership and above = 5 points</li> </ul> <p>In order to claim points, the bidder must attach original certified or a letter from Vendors confirming the Service Provider partnership.</p>	

METHODOLOGY		10
	<p><b>The Service Provider must a clear methodology of implementing the solution</b></p> <ul style="list-style-type: none"> <li>• Implementation Approach and Methodology = <b>5 points</b></li> <li>• Draft Project Implementation Plan = <b>5 points</b></li> </ul>	
<b>Total Points</b>		<b>100</b>

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation.