

**REQUEST FOR QUOTATION (RFQ)**

**REQUEST FOR A SERVICE PROVIDER TO PROVIDE MICROSOFT TEAMS AND MICROSOFT OFFICE 365 SUBSCRIPTIONS FOR A PERIOD OF 12-MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.**

RFQ No.	RFQ202425/06
RFQ ISSUE DATE	3 <sup>RD</sup> FEBRUARY 2025
COMPULSORY BRIEFING SESSION	N/A
RFQ DESCRIPTION	REQUEST FOR A SERVICE PROVIDER TO PROVIDE MICROSOFT TEAMS AND MICROSOFT OFFICE 365 SUBSCRIPTIONS FOR A PERIOD OF 12-MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL
CLOSING DATE & TIME	07 FEBRUARY 2025 @ 12h00 PM.
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@tikzn.co.za">quotations@tikzn.co.za</a>

**Bidders must submit responses via e-mail at: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Trade & Investment KwaZulu-Natal requests your quotation on the service listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO) \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

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**DIRECTORS:** R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

## DETAILED SPECIFICATION

### REQUEST FOR A SERVICE PROVIDER TO PROVIDE MICROSOFT TEAMS AND MICROSOFT OFFICE 365 SUBSCRIPTION FOR A PERIOD OF 12-MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.

#### **1. BACKGROUND**

**1.1.** Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.

**1.2.** Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) and (2) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:

- Identify, develop, market, and promote investment opportunities in the province to international and domestic investors.
- Develop the export capacity of the province.
- Develop the export market of the province.
- Foster trade and investment within the province.
- Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
- Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

#### **2. PURPOSE**

The purpose of this Request for Quotation (RFQ) is to invite qualified and reputable service providers to submit their proposals for the renewal of Microsoft Teams Room services and Microsoft Office 365 Business Premium subscriptions.

#### **3. MOTIVATION**

Trade and Investment KwaZulu-Natal (TIKZN) requires this subscription to maintain its essential business functions, including both internal and external email communications, as well as documentation and presentation software such as Microsoft Word, Excel and PowerPoint. This subscription also grants TIKZN access to cloud-based storage solutions like OneDrive, facilitating the storage and sharing of work documents and media, including meeting recordings.

Furthermore, it enables TIKZN to conduct virtual and hybrid meetings via Microsoft Teams. Currently, TIKZN is developing its intranet using SharePoint, a secure cloud-based site creation tool included in this subscription. This infrastructure supports TIKZN's mission to enhance trade and investment opportunities in KwaZulu-Natal by providing reliable communication and collaboration tools essential for its operations.

#### 4. SCOPE OF WORK

Description	Duration	Quantity
1. Microsoft Office 365 E3 subscription renewal	12 months	2 licenses.
2. Microsoft Teams Room Pro subscription renewal	12 months	1 license.
3. Microsoft Office 365 Business Premium subscription renewal	12 months	80 licenses.

#### 5. EVALUATION PROCESS

##### 5.1 Phase 1 – SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The SBD1 form must be completed, signed by the authorised company representative.
- The POPIA consent form must be completed, signed by the authorised company representative.
- The bidder must submit SBD 6.1 preference points claim form.

*Failure to provide the above information may lead to bidder's proposal not being considered further.*

##### 5.2 Phase 2: Compliance with RFQ specifications

- Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

##### 5.3 Phase 3 – Price and Specific Goals Scoring

###### Pricing Considerations:

- Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- Bidders' total price weighs 80 points.

###### Specific Goals:

- The bidder must submit SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
<b>Historically Disadvantaged Individuals (HDIs) Goals:</b> Ownership: Black Owned Enterprises 51% or more = 10 points	10
<b>RDP Goals:</b> Promotion of enterprises located in KwaZulu-Natal Province for work to be done or services to be rendered.	10
<b>Total Points</b>	<b>20</b>

*RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.*

**NB:** Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## **6. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za)

## **7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ**

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

## **8. COST OF BIDDING**

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

### **END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- a) Quotation on a company letterhead.
- b) Completed and signed Declaration of Interest (SBD 4).
- c) Completed and signed Invitation to bid (SBD1 -Part A & B)
- d) Completed and signed POPIA consent form.
- e) Completed and signed preference points claim form (SBD6.1).
- f) Copy of CSD Report or MAAA Number (National Treasury).