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RFQ NO: 03 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY MICROSOFT LICENSES FOR ETDP SETA

1. INTRODUCTION

The Education Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers, and employees in the ETD sector.

2. PURPOSE

The purpose of this RFQ is to appoint a service provider who will supply Microsoft licences for one year. The appointed service provider will be expected to provide Microsoft Licences on a once-off basis.

3. OBJECTIVES

The primary objectives of this appointment are:

- 3.1. To secure an accredited Microsoft partner to supply Microsoft licences, in accordance with the needs of the ETDP SETA.
- 3.2. To ensure that the ETDP SETA maintains up-to-date Microsoft licences that enable its business systems to function with new technologies on Microsoft solutions.

4. PROJECT SCOPE

The ETDP SETA uses various Microsoft products and requires a service to provide license renewal for a period of 12 months.

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5. REQUIREMENTS

Bidders are required to submit a proposal for Microsoft licenses renewal as follows:

Description	Qty
1. Microsoft 365 A5 for faculty annual subscription.	200
2. Windows Server 2025 Standard subscription for 1 year	Refer to Annexure A
3. Windows Server 2025 Remote Desktop Services - 1 User CAL	30
4. Microsoft SQL Server 2025 standard	1
5. Microsoft SQL Server 2025 for client access licenses	150
6. Copilot for Microsoft 365	15

Notes to Bidders:

- *Note to Bidders: ETDP SETA uses Faculty licenses, DO NOT quote on Open or Enterprise licensing.*

6. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

The Bidders are required to provide the following:

- A detailed quotation covering all requirements of the terms of reference.
- A summarized and signed costing proposal in the company letterhead using the format below:

Description	Quantity	Total (excl VAT)
1. Microsoft 365 A5 for faculty annual subscription.	200	
2. Windows Server 2025 Standard subscription for 1 year	<i>Refer to Annexure A</i>	
3. Windows Server 2025 Remote Desktop Services - 1 User CAL	30	
4. Microsoft SQL Server 2025 standard	01	
5. Microsoft SQL Server 2025 for client access licenses	150	
6. Copilot for Microsoft 365	15	
Sub-Total		
VAT @ 15%		
Grand - Total		

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

7. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2 (Mandatory Requirements), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Phase A: Mandatory Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

8. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

8.1. STAGE 1: ADMINISTRATIVE COMPLIANCE [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: <ul style="list-style-type: none"> • SBD 1 - Invitation to Bid • SBD 4 - Declaration of Interest 	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

8.2. STAGE 2: MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
a. Bidder must submit proof that it is certified to render the required services.	<ul style="list-style-type: none"> • A letter of confirmation (on OEM letterhead) stating that the bidder is an approved partner.

NB: Failure to comply with these requirements will lead to disqualification from further evaluation.

8.3. STAGE 3: PRICE AND SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - (*If claiming preferential points*) - *this will be used to verify points to be allocated for specific goals*

80/20 preference point system shall be applicable as follows:

- ✓ Price **80**
- ✓ Allocation of specific goals **20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **120 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.

10. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
 - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*
2. *Therefore:*

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*
4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".*

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11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **10 June 2026**.

All Proposals **must be Sent via email to** etdpsetarfq@etdpseta.org.za

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **22 June 2026**.

No late submission will be accepted!

12. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **22 June 2026**.

13. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.