



REQUEST FOR QUOTATION (RFQ)

Request Details

RFQ Number Request Specifications	RFQ No: DLCA/26/2025 SCM is hereby requesting a Company to assist DLCA with a quotation of provide Microsoft 365 Business premium as outlined to the DLCA offices as per the requirements
Delivery address	459B Tsitsa Street, Erasmuskloof Pretoria 0048
Billing address	459B Tsitsa Street, Erasmuskloof Pretoria 0048

Closing details

Closing date of quote	03 October 2025 at 16H00
Quotes to be e-mail to:	Quotations@dlca.gov.za

Quotation Return Instructions

- 1 Please ensure that the quote is addressed to DLCA in a PDF format.
- 2 Prices quoted should include all costs including delivery costs and VAT.
- 3 Please ensure that the invoice/delivery note is submitted to DLCA on the day of delivery of goods or services, for payment thereafter.
- 4 **Please scan and e-mail your quotation together with a CSD Report and a B-BBEE RATING CERTIFICATE for evaluation purpose**
- 5 **For any enquiries please contact:
Tyron Mkhari - 012 347 2522**



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Requirement list

Quantity	Item description
50	<p>DLCA is looking for a service provider to assist with a provision of Microsoft 365 Business premium with the following features:</p> <ul style="list-style-type: none">a. Access desktop, web, and mobile versions of Office apps including Outlook, Word, Excel, PowerPoint, and OneNote, and automatic updates to new features and capabilities (plus Access and Publisher for PC only).b. The License should cater for 50 usersc. The same license should cover fully installed Office apps on five mobile devices, five tablets, and five Macs per user.d. Store, access, and share files from anywhere with 1 TB of OneDrive cloud storage per user.e. Create a hub for teamwork with chat, online meetings, calling, and file sharing in a shared workspace with a fully licensed MS teams for 50 usersf. Host online meetings and video conferencing for up to 50 users.g. Automatically updates the apps with new features and capabilities every month.h. 24/7 Email, telephone and onsite Support and maintenance from Microsoft.i. 2 Years license renewal for 50 user
TOTAL	

Conditions

- DLCA does not bind itself into accepting the lowest quote nor making an appointment from presentations, proposals/quotations received.
- DLCA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and quotations or not to make any appointment at all and also reserves the right to appoint more than 1 service provider.



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- DLCA reserves the right to negotiate the quoted amount with the winning bidder.
- The DLCA reserve the right not to award the tender.
- Should this transaction exceed R30k including all applicable taxes, the 80/20 point system will be applied as follows (80 price; 20 Preference points).
- Preferential procurement principles will be applied according to the stated policies of the department.
- Any conditions imposed by the Service Provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the Service Provider.
- The Service provider will be held liable for any damage or loss suffered by the entity, because of the Service Provider's own or his/her employees' negligence or intent, which originated at the site.
- The Service Provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Service Provider's own employees.
- The Service Provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- A copy of such insurance bid must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- Any shortcomings in this specification must be identified by the service provider prior to the awarding of the bid and raised with the DLCA for rectification and agreement.
- Any shortcomings identified by the service provider after the bid has been awarded and that would have had an impact on the bid price will be for the account of the service provider

Compiled by

Date.....

30/09/2025