

INVITATION TO TENDER

FOR APPOINTMENT OF A QUALIFIED MICROSOFT PARTNER FOR MICROSOFT ANNUAL LICENSING RENEWAL FOR A PERIOD OF THREE (03) YEARS

TENDER NO: QCTO 05/2023

Closing Date	Address for Submission
Date: 24 May 2023 Time: 11:00	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

Bidder's Name		
Address		
Contact person	Ms/Mrs/Mr/Prof/Dr	
Contact numbers	(w)	(cell)
Email address		

B: Late Submissions will not be considered

Briefing Session Information
THERE WILL BE NO BRIEFING SESSION FOR THIS TENDER.

TABLE OF CONTENTS

NUMBER 1	–	INTRODUCTION
NUMBER 2	–	AIM OF PROPOSAL
NUMBER 3	–	BACKGROUND
NUMBER 4	–	SCOPE OF SERVICES
NUMBER 5	–	PROJECT TIMELINES
NUMBER 6	–	SPECIAL CONDITIONS OF CONTRACT
NUMBER 7	–	SERVICE LEVEL AGREEMENT
NUMBER 8	–	EVALUATION CRITERIA
NUMBER 9	–	CALCULATING FINAL SCORE
NUMBER 10	–	TENDER VALIDITY PERIOD
NUMBER 11	–	ENQUIRIES

1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO are, amongst others, to develop standards for occupational qualifications including trades and skills programmes, accredited skills development providers, and assessment centres, manage assessments, quality assurance and issue certificates to qualifying candidates. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programmes. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za/>.

QCTO seeks to appoint a suitable, competent, qualified and experienced service provider as a Microsoft partner for Microsoft annual licensing renewal for a period of three years as specified herein, and in accordance with the General Conditions of offer, **Bidders are requested to complete this tender document, together with all the standard bidding documents in full. The tender documents must be submitted in sealed envelopes marked Tender Number QCTO 05/2023 and placed in the tender box at 256 Glyn Street Hatfield, Pretoria, 0083 not later than the closing time and date.**

Prior to submission, the Bidders must check that all pages are properly numbered, and all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the Bidder.

NB: Please create an index page for ease of reference. Paginate your proposal submission by using numbered file dividers or a similar system.

Each page should be initialled with black ink.

1.1 PRICING

- 1.1.1 The tenderer must submit details regarding the tender price for the services on the pricing schedule provided in SBD 3.2, which completed form/s must be submitted together with the proposal.
- 1.1.2 It is a requirement of this tender that the tender price is based on a fixed price for the estimated period of three (03) years.
- 1.1.3 All other cost increases and/or exchange rates will be negotiated not exceeding the actual inflation rate (CPI).
- 1.1.4 For all imported items prices must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advert.
- 1.1.5 Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX (VAT) if applicable.
- 1.1.6 QCTO will not provide upfront payments

NB: FAILURE TO PROVIDE THE PRICING PROPOSAL WILL INVALIDATE THE BID AND RESULT IN IMMEDIATE DISQUALIFICATION OF THE PROPOSAL

1.2 PARTNERSHIPS AND LEGAL ENTITIES

In the case of the Bidder being a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and addresses of the partners, members or directors (as the case may be) must be submitted with the tender documents.

1.3 CONSORTIUMS AND JOINT VENTURES

- 1.3.1 If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.
- 1.3.2 It is recognised that Bidders may wish to form consortia to provide the services.
- 1.3.3 In response to this invitation to tender, a consortium shall comply with the following requirements: -

1.3.3.1 A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members.

1.3.3.2 The tender document shall be signed so as to be legally binding on all consortium members;

1.3.3.3 One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;

1.3.3.4 The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium;

1.4 ACCEPTANCE OF TENDERS

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender that it deems to be in the best interest of the organisation. QCTO reserves the right to accept the offer in full or in part or not at all. QCTO also reserves the right to appoint multiple bidders.

2. AIM OF PROPOSAL

The aim of this proposal is to invite potential qualified and experienced service providers to submit proposals to render Microsoft's annual licensing renewal to the QCTO for a period of three (03) years. Based on the quality of the bids submitted, QCTO intends to select a preferred bidder to conclude a Service Level Agreement (SLA) with.

3. BACKGROUND

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications.

In summary, the QCTO is responsible for:

Establishment and management of the Occupational Qualification Sub-Framework (OQSF);

- Occupational Qualifications and skills programmes development and maintenance;
- Accreditation of Skills Development Providers;
- Accreditation of Assessment Centres;
- Assessment;
- Certification;
- Research and Knowledge Development; and

- Stakeholder Management and Advocacy.

4. SCOPE OF SERVICES

The QCTO requires the services of a qualified Microsoft partner to provide licenses and software assurance renewal for the below:

Item	Product Description	Required Quantity
1	Microsoft® SQLServer Standard Edition AllNg License/SoftwareAssurancePack	2
2	Microsoft® SQL CAL AllNg License/SoftwareAssurancePack	100
3	Microsoft® Project Plan 3	25
4	Microsoft® Visio Plan 3	25
5	System Center Standard Core ALng LSA 16L D 1 AP	1
6	Dynamics 365 Customer Voice	10
7	Microsoft Power Apps per user plan	10
8	Power BI Premium per-user license	3
9	Office 365 E3 (Enterprise)	150
10	Office 365 E1 (Enterprise)	50
11	Microsoft Teams Rooms Standard	1

5. PROJECT TIMELINES

The contract will commence upon finalisation of the bid processes. the duration of the contract will be for a period of three (03) years.

The bidder must ensure that the agreed timeframes are adhered to for the three years of the contract. Although the total duration shall be three years, the QCTO shall review the bidder's performance annually and reserves the right to terminate the contract due to non-performance.

6. SPECIAL CONDITIONS OF THE CONTRACT

6.1 Contract performance and penalties for non-performance:

- 6.1.1 Renewal for the next year shall be subject to satisfactory performance in the preceding year.
- 6.1.2 The only exclusions to penalties shall be conditions that the QCTO accepts to be beyond the service provider's control.

7. SERVICE LEVEL AGREEMENT

The successful bidders will be expected to enter into a service level agreement with the QCTO. The service level agreement will include, amongst others, the following:

- i. Period of agreement;
- ii. Charges and penalties;
- iii. Method of communication and reporting;
- iv. Non-performance, Financial penalties and termination of the contract;
- v. Procedures relating to payments;
- vi. Procedures relating to management reports;
- vii. Terms of deliverables;
- viii. Forms and formats of working papers;
- ix. QCTO will return wrong deliveries at the cost of the service provider;
- x. Uncompleted work;
- xi. Confidentiality; and
- xii. Disputes.
- xiii. Review
- xiv. Failure of the Supplier to comply with the stated service level requirements, which will be formalised during the contract phase would give QCTO the right to cancel the contract in accordance with the contract stipulations.

8. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in a Bidder's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any Bidder, which may include interviewing customer references or other activities to verify a Bidder's other information and capabilities (Including visiting the Bidder's various premises and/or sites to verify certain stated information or assumptions). In these instances, the Bidders will be obliged to provide QCTO with all necessary access, assistance and/or information that QCTO may reasonably request and to respond within the given time frame set by QCTO.

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

8.1 The Tender will be evaluated in Three stages:

The tender will be evaluated in the following stages

- Stage 1: Mandatory
- Stage 2: Functionality A: Industry Experience, expertise and capacity
- Stage 3: Price and Specific goals

8.2 Stage 1: Mandatory Evaluation

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements and such documents must be signed by a duly authorized representative.

Stage 1: Mandatory Evaluation

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• Correctly completed bid proposal and signed by authorised signatories	Yes	No	
• One (1) original hard copy technical bid document and three (3) hard copies of the original technical bid document.	Yes	No	
• Submission of the tender pricing together with the completed SBD 3.2 (Separately sealed in an envelope labelled pricing).	Yes	No	
• One (1) USB Technical submission in a sealed envelope;	Yes	No	
• Proof of company/closed corporation registration and a copy of CM/CK certificates	Yes	No	
• Copies of the identity documents of those with equity/shares	Yes	No	
• Completion of the Standard Bidding Documents (SBD1, SBD 4 and SBD 6.1)	Yes	No	
• Microsoft Partner letter	Yes	No	
• CSD Registration (National Treasury)	Yes	No	

Note: Failure to meet all the above mandatory requirements will lead to the bidder being disqualified.

8.3 Stage 2: Functionality

At this Stage, the evaluation process will be based on the service provider's responses in respect of their proposals against specifications and quality.

No.	Evaluation Criteria	Guideline	Scoring	Points
1	References from similar projects completed in the previous 10 years	<p>Provide contactable references not older than five years.</p> <p>Reference checks will be conducted.</p> <p>Official reference Letterhead from your Clients with the following:</p> <ul style="list-style-type: none"> Name of your business mentioned. Officially signed and dated Period of contract Value of Contract Contact details (Name, telephone, email address) Recommendations 	<ul style="list-style-type: none"> 1– 2 Reference letters = 10 points 3 - 5 Reference letters = 20 points 6 and above Reference letters = 50 points 	50
2	Microsoft Partner letter	An official Microsoft document indicating the partner status	<ul style="list-style-type: none"> Microsoft Certified Partner = 10 points Microsoft Silver Certified Partner = 30 points Microsoft Gold Certified Partner = 50 points 	50

No.	Evaluation Criteria	Guideline	Scoring	Points
Total Points				100

Each criterion shall be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than 70 out of 100 points on functionality, will not be considered for this project.

8.4 Stage 3: Price and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

Step 1 will be the calculation of points for the price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

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

Where:

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

P_t = Comparative price of proposal or offer under consideration; and

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

Step 2 will be the calculation of points for the Specific goals contribution where 20 points will be awarded to a Bidder as per table below:

Specific goals	Number of Points
Women	5
Youth	5

HDI	10
-----	----

Note: Non-compliant contributors or failure to provide certification or affidavit substantiating the B-BBEE status level of contribution will result in the Bidder being awarded zero (0) points for the Specific goals. In the case of B-BBEE certificates, the bidder must also submit the full verification report which shows the percentage of Black ,Youth and HDI ownership.

Bidders must provide Proof of B-BBEE status level of contributor and complete SBD 6.1.

9. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
Total	100

10. TENDER VALIDITY PERIOD

The validity period for this tender is 180 days.

11. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Mr. Hangwelani Tshifaro

E-Mail: Tshifaro.H@qcto.org.za

Contact persons for SCM and administrative related issues:

Mr Lekhotla Motloung

Telephone Numbers: 012 003 1847

E-mail address: tenders@qcto.org.za