

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

SPECIFICATION

FOR

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING OF

MICROSOFT LICENSES FOR THIRTY-SIX (36) MONTHS

TENDER NUMBER: ICT05/PSETA/09-2025

CLOSING DATE : 24 OCTOBER 2025

CLOSING TIME: 11:00

No late applications will be accepted

1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

The PSETA intends to appoint a service provider to provide services for the renewal of Microsoft Licenses for its systems and applications.

This document outlines the criteria and requirements for selecting a suitable service provider.

2. BACKGROUND & CONTEXT

The PSETA ICT Strategy is designed to ensure that the appropriate ICT infrastructure and systems are in place to enable the PSETA to deliver on its mandate. In aligning with the PSETA strategy to improve the way ICT supports the business objectives.

The Strategy seeks to leverage current investments in ICT combined with advances in technology, such as cloud computing, to deliver better value for PSETA by creating efficiencies through integration, consolidation, and sharing of common infrastructure, systems, and resources.

The PSETA Microsoft Dynamics 365 Enterprise Resource Planning (ERP) system, Finance & Operations, and Customer Relations Management (CRM) went live in the 2020/21 financial year. The system was licensed for thirty-six months and licenses are now due for renewal.

3. SCOPE OF WORK

The following table provides a summary of the in-scope PSETA Microsoft Licenses due for renewal:

Description	Quantity	License Status	Duration in months
Microsoft Office 365 Business Premium	5	New	36
Microsoft Office 365 A5 for faculty	120	Current	36
Common Data Service Database Capacity	25	Current	36
Common Data Service File Capacity	10	Current	36
Common Data Service Log Capacity	13	Current	36
Dynamics 365 Project Operations Attach	5	Current	36
Dynamics 365 Supply Chain Management Attach to Qualifying Dynamics	5	Current	36
Dynamics 365 Customer Service Enterprise Attach to Qualifying Dynamics 365	15	Current	36
Dynamics 365 Operations - Sandbox Tier 2:Standard Acceptance Testing	1	Current	36
Dynamics 365 Marketing Attach	1	Current	36
Dynamics 365 Finance	22	Current	36
Dynamics 365 Sales Enterprise Edition	15	Current	36

4. TIMELINES OF THE CONTRACT

The contract is once-off.

5. QUALITY AND REPORTING REQUIREMENTS

The service provider will report directly to the PSETA ICT Manager.

6. PRICING

The proposed total pricing must be inclusive of VAT. The PSETA may require a breakdown of rates on any of the services/items priced. The PSETA reserves the right to negotiate the price.

7. EVALUATION PROCESS

The submitted proposals will be evaluated on 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals.

The bidder with the highest total number of points will be awarded the contract.

The evaluation will be based on:

Phase 1: Preferential Point System	Points allocated for	Points
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	specific goals	
Price		80
Special goals		20
Black owned companies Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% black people ownership	4	
Youth Bidder who has 51% to 100% black people ownership	5	
Disability Bidder who has 51% to 100% black people ownership	3	
Total	20	100

8. FORMAT OF THE BID SUBMISSION

- 8.1. Company profile indicating all the requirements as per the evaluation criteria.
- 8.2. Bidders must submit 2 copies of the proposal and one original.
- 8.3. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 8.4. Certified copy of BB-BEE certificate or affidavit
- 8.5. Copy of the registration document of the organisation (CIPC)

9. IMPORTANT INFORMATION FOR BIDDERS

- 9.1 All Standard Bidding Documents (SBD) must be completed and signed.
- SBD 1(All sections must be fully completed)
 - SBD 3.1 (All sections must be fully completed)
 - SBD 4 (All sections must be fully completed)
 - SBD 6.1 (All sections must be fully completed)
 - Proof of registration on the Central Supplier Database.
 - General Condition of Contract (each page signed)
 - Proof of Microsoft CSP partnership (reseller's partnership letters will not be accepted).
 - Track record and experience. Three signed reference letters of similar work done, reflecting the client's contact details.

NB: Failure to comply with section 9.1 of the terms of reference will disqualify the proposal.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

No late applications will be accepted.

No electronic bid applications will be accepted.

The validity periods of the bids is 90 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-4235700

