



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ number: **IDTNATINFRA-2024/25**

REQUEST FOR QUOTATION FOR THE CLEAN-UP AND RECONFIGURING OF THE ICT INFRASTRUCTURE SERVER ENVIRONMENT

Closing date and time: **12 JULY 2024 @ 12:00pm**

Submission of quotations: All quotations must be hand delivered to:

**Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043**

on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company_____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SDB 6.1

Source Documents to be submitted with the Bid or RFQ

- | | |
|----------------|--|
| *CIPC Document | (Company Registration Document will be required for verification (CIPC DOC)) |
| *Woman | (Originally Certified ID Document) |
| *Youth | (Originally Certified ID Document) |

- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals



INDEPENDENT DEVELOPMENT TRUST

TERMS OF REFERENCE THE INDEPENDENT DEVELOPMENT TRUST

BACKGROUND

The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the department of public works and infrastructure and other partners

TASK DIRECTIVE

SPECIFICATION

ITEMS	DESCRIPTION OF GOODS	QUANTITY
	REQUEST FOR QUOTATION FOR THE CLEAN-UP AND RECONFIGURING OF THE ICT INFRASTRUCTURE SERVER ENVIRONMENT	

Responses and proposals to the RFQ must be submitted via email to:

ictbids@idt.org.za

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: aidan@idt.org.za

- All **Technical** Related Queries must be directed in writing to: ictbids@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents

CONFIDENTIAL

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder



SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL

**CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER
AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women Ownership	3	6
Youth Ownership	3	6
People with Disabilities Ownership	2	4
Black Male Ownership	2	4
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = Price of highest acceptable tender

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- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership	3	6		
Youth Ownership	3	6		
People with Disabilities Ownership	2	4		
Black Male Ownership	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
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- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

- ☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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.....

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**REQUEST FOR QUOTATION FOR THE CLEAN-UP AND RECONFIGURING OF
THE ICT INFRASTRUCTURE SERVER ENVIRONMENT**

BID NO: IDTNATINFRA-2024/25

CLOSING DATE AND TIME: 12 July 2024 @12pm

SCM/Technical Enquiries: email: ictbids@idt.org.za

Bidder:

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CSD Registration Number:

Contact Person:

Contact Details:

T1.1 BID NOTICE AND INVITATION TO BID

The Independent Development Trust invites bidders for the support of Microsoft 365 SharePoint online and the development and customisation of the IDT Business Applications

Mandatory Returnable Documents

- Completion of SBD 4, 6.1, 8 and 9 **in full**
- Proof of Central Supplier Database (CSD) registration
- Proof of Microsoft Partnership
- Proof of Personnel Qualification
- and must comply with the table below by providing a CV with certified copies of Qualifications:

Note:

(i) Failure to submit any of the above documents/requirements shall result in disqualification of the bid.

(ii) If any of the Directors are in the Employment of the State shall result in disqualification of the bid.

(iii) If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.

(iv) In the case of a Bidder, who during the last ten (10) years has been Terminated on Previous Contracts with the IDT shall result in disqualification of the bid.

The IDT will assess all bids received based on its procurement policy in the event that information is required from the bidder/s, the IDT reserves its rights to request the information which shall be submitted within seven (7) working days from request and failure to submit will result in disqualification.

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold as well as price and specific goals will be eligible to be appointed and deliver the work as detailed in the **Scope of Work Section**

Functionality Criteria:

Criteria	Total Points Allocated
Company Experience in Solution Architect	25 points
Microsoft Solution Designation Letters	25 points
Personnel Solution Architect Certifications	30 points
Project Methodology	20 points

TOTAL POINTS	100 Points
NB: Minimum qualifying functionality threshold is 80 points out 100	

Only bidders who obtain 80 points or higher on the functionality threshold will be eligible to be evaluated further on price and empowerment goals

Bid documents may be downloaded from the IDT's website as follows: www.idt.org.za as well as on the e-tenders portal, www.etenders.gov.za from 04 **July 2024 to 12 July 2024 @ 08am**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

All SCM and Technical enquiries relating to this bid must be directed to ICTBids@idt.org.za during office hours **(08h30 – 17h00)** weekdays.

On submission of Tender documents, the bidder must submit a signed original bid document in hard copy.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Data. (Refer to Section T1.2).

The bid closing date is **12 July 2024 by no later than 12:00pm** and bids shall be submitted to the IDT tender box at the national office: **Block B, Glenwood Office Park, 294 Sprite Ave, Faerie Glen, Pretoria, 0043**

Telegraphic, telephonic, telex, facsimile, e-mail and late bids **WILL NOT** be accepted

T1.2 Bid Data

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

T1.2 List of Returnable Documents

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission. Tick below if returnable document is attached or completed properly

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
	1. Invitation to Bid SBD 1	
	2. Preference Points Claim Form SBD 6.1	

	3. B-BBEE Certificate (Original or Original Certified Copy)	
	4. Tax Clearance Certificate or Unique PIN	
	5. Joint Venture Agreement between Parties	
	6. Parties Cancelled Cheque or Original Bank Letter	
	7. Declaration of Interest Form SBD 4	
	8. Certificate of Independent Bid Determination	
	9. Declaration of Bidder's Past Supply Chain Management Practices	
	10. Certificate of Authority for Signatory	
	11. Microsoft Partnership Certificate	
	12. Project Experience (Reference Letters)	
	13. Key Personnel CVs and Certified Certificates	
	14. Proposed project methodology and plan outlining how IDT's requirements will be implemented, Bidder's proposed post-implementation support plan	
	15. Fully Priced Schedule	

T2 SCOPE OF WORK

1. Purpose

The purpose of these terms of reference is to invite suppliers to submit quotations for the Clean-up and Reconfiguration of the ICT Server Infrastructure Environment and related services for the effective and efficient operation.

2. Scope of Work

The detail scope of work for the project include the following deliverables;

DOMAIN CONTROLLER(S) DC1 & DC2 CONFIGURATION MODIFICATION(S): RESOLVE REPLICATION AND GPO RELATED ISSUES.

- 1.1 Install and configure new secondary DC server.
- 1.2 Verify and Resolve Replication and Configure DNS. Resolve replication incidents, authentication/lockout issues permanently resolved.
- 1.3 Install and configure DNS services for both PDC and SDC.
- 1.4 Ensure that Active Directory replication between the PDC and SDC is functioning.

- 1.5 Regular Maintenance and Monitoring of Active Directory Sites and Services to monitor replication and resolve any issues.
- 1.6 Creation of new admin services accounts with respective dedicated application service accounts for each server/ application requiring authentication service(s) account.
- 1.7 Security Group Policy assessment and modifications to resolve current 'Local Security Authority' errors, the solution must be scalable and fail/ redundant.

2008R2 OS UPGRADE WEB SERVER: MORDENISE IMPLEMENTATION

- 1.8 Lift & Shift: Implement a server less environment APP server Implementation.
- 1.9 Upgrade of the current server: Modernization & Implementation plan.
- 1.10 Implement API WebApp, to ensure that all server app services are configured and mapped.
- 1.11 Migrate SQL server services implementation.

EXCHANGE SERVER ON-PREMISE: OS UPGRADE & MIGRATE TO ONLINE

- 1.12 Migrate from on-premises to the Microsoft online environment.
- 1.13 Windows Server backup of databases, configurations, and server settings.
- 1.14 Databases restructuring **db**s. Monitoring of **db**s size issue resolutions.

SSL CERTIFICATE

1.15 SSL certificate configuration and setup for four servers, namely **IDTEXCH02 (Exchange Server)**, **IDTVIP02 (Sage Application Server)**, **IDTWEB02 (Portal/Intranet)**, **IDTREM02 (Audit Tool)**

NB: Please note that we will provide our own SSL certificate

T3 REQUIREMENTS

In order to be considered for the bid, the bidders are required to submit the following documentation with the bid

- **Company Experience**
 - Provide a minimum of four contactable references not older than five (5) years from current and or previous clients where similar work was executed. The reference must indicate the Name of the client with client letterhead and branding, the contact person indicating position, and contact details.
- **Microsoft Partnership**
 - The bidder must submit and attach a copy of the Microsoft partnership letter from Microsoft with the following competencies (Azure Infrastructure, Modern Workplace, Security)

- **Personnel Microsoft Certification**
 - The bidder must submit proof of personnel with qualification in Information Technology / Information Systems and Certification in any of the following
 - Microsoft 365 Certified: Solution Architect
- **Project Management**
 - Project Manager with a bachelor's degree in management, IT, or any other relevant qualification

T4 EVALUATION

CRITERIA	TOTAL POINTS	FUNCTIONALITY	SCORE
Company Experience	25 POINTS	4 Reference Letters	25 points
		3 Reference Letters	20 points
		2 Reference Letters	10 points
		1 Reference Letters	5 points
		0 Reference Letters	0 points
Microsoft Solution Designation Letter/s (Azure, Infrastructure, Modern Workplace, Security) certification	25 POINTS	Microsoft Solution Certification	25 points
Personnel (Senior Architect , Project Manager Certification,	30 POINTS	+5 years	30 points
		3- 4 years	20 points
		1 – 2 years	10 points
Project Methodology	20 POINTS	+3 years	10 points
		2- 3 years	5 points

For further evaluation, the minimum average score for functionality is 80 points

T4 PRICING

ACTIVITY	RESOURCE ALLOCATED	HOURLY RATE	TOTAL HOURS	TOTAL
Planning				
Testing				
Implementation				
Maintenance and Support				
Skills Transfer				
Close-Out				
Sub Total				
VAT 15%				

	GRAND TOTAL
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