

TERMS OF REFERENCE FOR SUPPLY AND DELIVERY OF OFFICE 365 APPLICATION SUITE LICENSES AND INTRANET SITE DEVELOPMENT

Bid Number	MKI01/2022
Description	Supply and delivery of Office 365 Business Premium application (NPO), suite licenses and Intranet site development
Physical Address	7 Umsinsi Junction, La Mercy, Durban
Closing date and time to submit proposals.	05 October 2022, 16h30
Proposals and SCM queries must be emailed to: Hand delivered submissions will NOT be accepted.	tenders@moseskotane.com
Technical queries must be emailed to:	asanda.tose@moseskotane.com

a) Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

b) Terms and Conditions

- Proposals must be emailed by no later than 05 October 2022, 16:30. Proposals received after the closing time and date will not be considered.
- All prices must be all inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid validity period: 90 days.
- Proposals will be evaluated on the 80/20 preference points system.

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1. INTRODUCTION

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) with a mandate to conduct world class research that responds to the needs of the provincial economy. MKI invites a suitable service provider to submit proposals for Supply and delivery of Office 365 Business Premium (NPO), suite licenses and Intranet site development.

2. PURPOSE

The purpose of these terms of reference document is to find a suitably qualified Service Provider to supply Moses Kotane Institute with Office 365 Business Premium (NPO), Azure Active Directory Premium Plan 2, Exchange Online Archiving, Microsoft Visio, Power BI Pro, and Intranet Site development and deployment.

3. BACKGROUND

Cloud computing is changing how applications are written. Accelerated market cycles, multi-tenancy, pure cloud solutions, hybrid deployments, web programmability, and the rise of devices (smartphones, tablets, etc.) are the major drivers of these changes.

Modern business application also presents a new challenge for the key services both on-premises and through the hybrid cloud which lead to a greater need to secure IT Enterprise environment: application access control, federation, identity management, user provisioning, information protection, standard protocols support, comprehensive development libraries, and more.

Moses Kotane Institute strives to ensure IT environment structures and processes are aligned to industry best practices, this solution seeks to guarantee IT environment security, reliability, and integrity. This solution will also be deployed to various Moses Kotane Institute sites in the Province of Kwa-Zulu Natal.

4. SCOPE OF THE SERVICE REQUIRED

These terms of reference set out plans to deploy Office 365 Business Premium (Non-profit) cloud services with the following core features:

4.1 Improve MKI security posture

The solution must ensure Moses Kotane Institute has a good grasp of identity management access principles to achieve the right level of protection without hampering productivity. User privilege auditing to mitigate organisation exposure to internal and external threats as well as

attacks.

4.2 Address shadow IT

This is a pernicious threat, as it comes into the category of “unknown unknowns” if there is no knowledge of which applications MKI is using the organisation’s data and where that data resides, there is no visibility on who has access and whether that access is appropriate.

4.3 Meet reporting audit requirements

Azure Active Directory should offer the capability of reporting and auditing requirements, ensuring the appropriate amounts of security at the right level.

IST also offers simplicity in meeting audit controls and objectives, without the penalty of reduced productivity.

4.3.1 The successful bidder will be expected to supply and deliver the following items:

Product	QTY (seats/users)	Specification
Office 365 Business Premium (non-profit)	300	Desktop application licenses for the deployment of Office applications
Azure Active Directory Premium Plan 2	300	Common identity provider, which can be integrated with the on-premises Windows Server AD
Exchange Online Archiving	100	Enable large cloud archives and long-term preservation policies with exchange online archiving.
Microsoft Visio	6	Data visualisation application interface.
Power BI Pro (Non-Profit)	30	Combine live analytics with historical data for decision-making capabilities.
Intranet Site Development and Deployment	1	An internal website (or portal) to assist employees to stay up to date with organization needs. It should serve as a website, communications channel, knowledge management tool, and collaboration platform

5. TERMS AND CONDITIONS

All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. Moses Kotane Institute is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.

- 5.1 Moses Kotane Institute reserves the right not to make an appointment from the proposals submitted.
- 5.2 Prospective service providers shall not issue any press release or other public announcement about details of their project proposal without the prior written approval of Moses Kotane Institute.
- 5.3 Prospective service providers should conduct a requirement gathering and analysis exercise for the development and deployment of the intranet site.
- 5.4 Any project proposals shall become the property of Moses Kotane Institute and shall not be returned.

6. COMPETENCES AND REQUIREMENTS

6.1 Company:

- 6.1.1 Bidders to attach three reference letters where they conducted a similar service in the past 5 years.
- 6.1.2 A minimum of 5 years' experience in Microsoft product development and deployment.
- 6.1.3 Bidders are required to be platinum or gold Microsoft partners (copies of which should be submitted with the proposal).
- 6.1.4 Bidders must have at least 2X Microsoft certified engineers in their project team to be deployed to MKI – *see below*.
- 6.1.5 Bidders must submit a detailed implementation plan with their proposal.

6.2 Microsoft Engineer:

- 6.2.1 A minimum of 5 years of experience in Microsoft product deployment.
- 6.2.2 CV with three contactable references for a similar role in the past 5 years.

7. FINANCIAL PROPOSAL

The bidder is required to submit a company profile and a detailed implementation plan with applicable financial implications. Bidders are expected to only quote on the mentioned services inclusive of VAT where applicable.

8. MANDATORY COMPLIANCE REQUIREMENTS (to be submitted with the proposal)

8.1 Proof of registration on the Treasury Central Supplier Database (CSD).

8.2 Proof of Microsoft Gold or Platinum Partner certificate.

8.3 CVS and certificates of Project Managers.

8.4 Valid tax clearance certificate / Pin.

8.5 Proof of company registration, where applicable.

8.6 Valid BBBEE certificate by a SANAS accredited agency/company or Sworn affidavit.

8.7 Bank letter confirming the company banking details.

8.8 Supplier declaration form (attached hereinto).

Note: Failure to comply with the above mandatory requirements will lead to disqualification.

9. DURATION

The successful bidder is required to complete the project within six months. During the contract period, bidder will be responsible for ongoing monitoring and maintenance of the requested services.

Each of the following phases are to be completed in two-months:

- **First Phase** – Supply and deployment of Office 365 Business Premium (NPO), Azure Active Directory Premium Plan 2, Exchange Online Archiving, Microsoft Visio, Power BI Pro to MKI environment as well as Intranet Site development and deployment.
- **Second Phase** - Training and maintenance of 9.1.
- **Final Phase** – Project completion and handover.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax State Number / Number	Employee Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

10. TECHNICAL EVALUATION

Bidders are expected to score a minimum of 80 points from the grid below to qualify for the next stage of evaluation.

	Maximum score	Evaluator's score	Comments
Proposal with detailed implementation plan and cost implications	40		
2X Microsoft certified engineers (MCSA/MCSD)	30		
1. Experience in similar projects <i>5 years and above = 20</i> <i>Less than 5 years = 0</i>	20		
2. Microsoft certificates (MCSA/MCSD)	10		
Company	30		
1. Experience in Microsoft product development and deployment. <i>5 years and above = 20</i> <i>Less than 5 years = 0</i>	20		
2. Reference letters <i>3 reference letters = 10</i> <i>Less than 3 reference letters = 0</i>	10		
Total	100		