

**TERMS OF REFERENCE:**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MICROSOFT VOLUME LICENSES  
(WITH ASSURANCE) FOR AGREEMENT SOUTH AFRICA.**

<b>RFP Number</b>	<b>ASA 15/02/2022</b>
<b>Date of Issue</b>	<b>23/03/2022</b>
<b>Bid Closing date</b>	<b>29/03/2022 @12:00 pm</b>
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

**1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

Lwando Mlonzi

[Lmlonzi@agrement.co.za](mailto:Lmlonzi@agrement.co.za)

063 792 6961

**2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:**

Moloko Mosh

[Mmosha@agrement.co.za](mailto:Mmosha@agrement.co.za)

063 792 6824

### 3.BACKGROUND

Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

The main objects of Agrément South Africa are:

- To provide assurance of fitness-for-purpose of non-standard construction related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems.

### 4.INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from suitable service providers, to assist us with procurement of 60 Windows 10 Professional Volume Licensing (preferably with assurance to accommodate for future upgrades) for Agrément South Africa.

The suitable service provider is expected to make proposals as follows:

## 5. SCOPE OF WORK

Provide product keys

Install and activate the Operating System (Windows 10 Professional)

Test if the installation and activation was successful

## 1. DELIVERABLES/EXPECTED OUTPUTS

The service provider is expected to provide a complete solution within 1 years of appointment. The service provider must assist us with the Volume licenses Solution.

- PoPI Act Compliance for User Consent, Data Security & Privacy.
- Service provider should a **Microsoft Gold partner**.
- Provide product keys.
- Install and activate the Operating System (Windows 10 Professional).
- Test if the installation and activation was successful.

## 2. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

The following values will be applicable when evaluating the bid

**5=Very good    3= Good    1= Satisfactory    0= Poor**


Functionality Criteria	Description of functionality criteria	Maximum number of tender evaluation process
<b>Methodology</b>	Project Plan with detailed tasks and deliverables in Gantt Chart format <b>Methodology = 5</b>	20

	<b>No Methodology = 0</b>	
<b>Experience:</b>	Microsoft Gold Partner Volume licenses with Company certification not consultant. <b>Experience more than 8 years = 5</b> <b>No Experience = 0</b>	40
<b>Certification</b>	Microsoft Gold Partner, Gold cloud Platform Gold Cloud business Application Gold Cloud Customer Relationship Management Gold Enterprise Recourse Planning Gold Application Development <b>Certification in all of the above = 5</b> <b>No Certification in all of the above = 0</b>	30
<b>Technical Support</b>	Relevant experience of organization in providing technical support and qualified technical experts <b>Technical support = 5</b> <b>No Technical support = 0</b>	10
<b>Total evaluation points for quality</b>		<b>100</b>

After considering the functional criteria, a bidder is considered to have passed stage 2 (Functional requirements) if the TOTAL score is equal to, or greater than 70% points.

**SUBMISSION OF PROPOSALS, without the following you will be automatically disqualified**

- Quote/Pricing.
- A company must be registered on CSD.
- B-BBEE Certificate or Sworn affidavit (if copy it must be certified and failure to submit you will not be awarded BBEE points however you will not be disqualified)
- Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8 & SBD 9.

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- Signed General Conditions of Contract.
  - All proposals will be evaluated by an evaluation team for functionality and price.
  - PoPI Act Compliance for User Consent, Data Security & Privacy.
  - Service provider should be a **Microsoft Gold Partner**.

Gold cloud Platform

Gold Cloud business Application

Gold Cloud Customer Relationship Management

Gold Enterprise Recourse Planning

Gold Application Development