

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING OF MICROSOFT LICENSES FOR SEVEN (07) MONTHS

RFP/2021/001068

CLOSING DATE: 16 AUGUST 2024

No late applications will be accepted

Board Members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyatso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Mr N Mahala | Mr OJ Dingake | Mr N Bodiba | Ms O Sidumane

CEO: Ms B Lerumo

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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
Common Data Service Database Capacity	25	Current	7
Common Data Service File Capacity	10	Current	7
Common Data Service Log Capacity	13	Current	7
Dynamics 365 Project Operations Attach	5	Current	7
Dynamics 365 Supply Chain Management Attach to Qualifying Dynamics	5	Current	7
Dynamics 365 Customer Service Enterprise Attach to Qualifying Dynamics 365	10	Current	7
Dynamics 365 Operations - Sandbox Tier 2:Standard Acceptance Testing	1	Current	7
Dynamics 365 Marketing Attach	1	Current	7
Dynamics 365 Finance	20	Current	7
Dynamics 365 Sales Enterprise Edition	10	Current	7
Dynamics 365 Customer Voice Trial	1000	Current	7

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 selection/prioritization of deliverables in line with the contract 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 specific goals	Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total	20	100

8. FORMAT OF THE BID SUBMISSION

- 8.1. Proposals must be submitted electronically, and the requestion (RFQ) number must be indicated on the line subject.
- 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 4
 - SBD 6.1
 - Proof of registration on the Central Supplier Database.
 - General Condition of Contract (each page signed)
 - Company Microsoft CSP partnership (Proof must be provided, and the partnership will be verified).
 - Track record and experience. Three signed reference letters of similar work reflect clients' telephone numbers and links or images of the work.

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

Bid proposals must be submitted electronically to LungileM@pseta.org.za

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