

REQUEST FOR QUOTATION (RFQ)

Description	:	Procurement of Annual Renewal of Microsoft Azure Subscription and Setup			
RFQ issue date	:	02 March 2021	RFQ closing date	:	05 March 2021 @ 09h00am
RFQ number	:	RFQ/2020/75	Enquiries	:	SCM Team
Email	:	rfqs@inseta.org.za	Contract Duration	:	One Year

1. PURPOSE:

The Insurance Sector Education and Training Authority (INSETA) hereby invite credible service authorised providers to submit quotations for Microsoft Azure subscription and Setup over a period of one (1) year (including once of set up costs) from date of appointment.

2. SCOPE OF WORK & DELIVERABLES

- 2.1 The responding bidders/s will be required to provide a written quotation for Microsoft Azure subscription 1 (One) year including once-off setup costs.
- 2.2 Bidders/s will be required to conclude the set up and activation of subscriptions (one) 1 week from date of appointment.

3. EVALUATION PROCESS

The RFQ will be evaluated and adjudicated on the following four (4) different levels:

3.1 Pre-Qualification Criteria

- 3.1.1 Bidder must submit proof of registration **on CSD (Central Supplier Database)**. The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 3.1.2 Bidder must submit proof and must be an EME or QSE only (level 1 or level 2 BBBEE contributor) status will be considered.

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

3.2 Compliance to RFQ requirements

- 3.2.1** Proposals will be verified against all administrative requirements of the bid which included the **completeness and initialling of the Standard Bidding Documents and General Conditions of Contract (GCC), (These are returnable documents).**

Note: All bidders who do not comply with the item listed above will be disqualified and not be evaluated further.

3.3 Mandatory Requirement

- 3.3.1 Microsoft Partner:** The prospective bidder must provide proof as a reseller or distributor of Microsoft products.
- 3.3.2 Reference Letters:** Three (3) reference letters for supplying Microsoft cloud services. The reference letters must be for work conducted within the last three (3) years, in the client's letterhead and signed with contactable references.

Failure to provide this mandatory document will lead to bidder's proposal not been considered further on price and BBBEE.

3.4 Price & B-BBEE: Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017.

3.4.1 Pricing Schedule for Microsoft Azure Subscriptions:

The service provider will be required to provide a written quotation for Microsoft Azure subscription 1 (One) year including once-off costs.

The quotation must be as per below pricing schedule:

Service type	Custom name	Region	Description	Annual cost
Virtual Network			1 TB data transfer from South Africa North region to South Africa North region	R
Bandwidth	Downloaded Data from Azure	South Africa North	Zone 3: Brazil, 400 GB	R
VPN Gateway		South Africa North	VPN Gateways, Basic VPN tier, 730 gateway hours, 10 S2S tunnels, 128 P2S tunnels, 0 GB, Inter-VNET outbound VPN gateway type	R
IP Addresses		South Africa North	1 Dynamic IP Addresses, 1 Static IP Addresses, 0 Remaps	R
Virtual Machines		South Africa North	1 E8 v3 (8 vCPU(s), 64 GB RAM); Linux – Ubuntu; 1 year reserved; 1 managed OS disks – E15, 100 transaction units	R
Managed Disk		South Africa North	1 managed Disks - E20	R
Virtual Machines		South Africa North	1 D4s v3 (4 vCPU(s), 16 GB RAM); Linux – Ubuntu; 1 year reserved; 1 managed OS disks – S30, 100 transaction units	R
Storage Accounts		South Africa North	File Storage, Standard Performance Tier, General Purpose V2, LRS Redundancy, 1,000 GB Capacity, 1 Put or Create Container operations, 1 List operations, 1 Other operations, 0 Additional Sync servers	R
Virtual	Cloud VLAN		1 TB data transfer from South	R

Network			Africa North region to South Africa North region	
VPN Gateway	Gateway to connect to on-premises	South Africa North	VPN Gateways, Basic VPN tier, 744 gateway hours, 10 S2S tunnels, 128 P2S tunnels, 0 GB, Inter-VNET outbound VPN gateway type	R
Bandwidth	Data transfer	South Africa North	Zone 3: Brazil, 100 GB	R
Storage Accounts	Storage for filesync	South Africa North	Block Blob Storage, General Purpose V2, LRS Redundancy, Hot Access Tier, 3 TB Capacity - Pay as you go, 100,000 Write operations, 100,000 List and Create Container Operations, 100,000 Read operations, 100,000 Archive High Priority Read, 1 Other operations. 1,000 GB Data Retrieval, 1,000 GB Archive High Priority Retrieval, 1,000 GB Data Write	R
Virtual Machines	Azure secondary AD	South Africa North	1 B2S (2 vCPU(s), 4 GB RAM); Windows – (OS Only) 1 year reserved; 0 managed OS disks – S4, 100 transaction units; 5 GB Bandwidth	R
Microsoft Azure Subscription Setup of the Subscriptions outline in section 2.1 accordance with the Microsoft Cloud Adoption Framework for Azure.				R
Sub total				R
Vat				R
Total				R

Full Name of Bidder: _____

Company Name & Address: _____

CSD Number: MAAA _____

Contact Person: _____

Contact Number: _____

NB: Your pricing schedule must be in line with your written quotation!

Name of the Company Representative: _____

Signature: _____

Date: _____

4. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- 4.1** INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- 4.2** INSETA reserves the right to verify the information submitted by bidders.
- 4.3** INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- 4.4** Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- 4.5** INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- 4.6** Any and all documentation relating to this contract shall be the property of INSETA.
- 4.7** In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.
- 4.8** Late and incomplete submissions will not be accepted.
- 4.9** Quotations/proposals shall be valid for at least 30 days from date of submission.
- 4.10** Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted

- 4.11 Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- 4.12 Bidders are required to submit an original or certified BBBEE certificate or affidavit in line with the Regulations.
- 4.13 The **80/20** preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- 4.14 **Bidders must complete and sign SBD4, SBD6.1, SBD8, SBD 9 and (GCC bidders must initial each page) – returnable documents.**
- 4.15 **Bidders are required to submit a bank confirmation letter not older than 3 months.**
- 4.16 INSETA does not do upfront payments.
- 4.17 Quotations along with required documentation and SBD forms must be emailed to rfqs@inseta.org.za on or before **05 March 2021 at 09h00**

End of RFQ document