

**Tender Ref No: SADC/ICT/MICROSOFT/1**

**Provision of Microsoft Enterprise Agreement for Southern African Development Community (SADC)**

**MARCH 2019**

# 

# Introduction

This request for proposal (RFP) is for the provision of Microsoft Enterprise Agreement licensing to the Southern African Development Community (SADC) .SADC seeks a local Botswana supplier who is currently a **Microsoft partner** and the prospective supplier should be authorised by Microsoft to provide **Microsoft Enterprise Agreement**.

# Background

The Southern African Development Community (SADC) has its Secretariat in Gaborone, Botswana with approximately 300 staff members.

The SADC Secretariat uses Microsoft products from the operating system down to the office software. The Secretariat seeks to renew its Microsoft Enterprise Agreement. It also seeks a partner who will be proactive and serve as a valuable partner in the administration of the licensing agreement.

The Secretariat seeks to implement a structured Microsoft licensing that will help with easy administration of licenses and give the Secretariat any other benefits that come with the enterprise agreement. Microsoft Enterprise Agreement run for a three (3) year period with the total contract cost paid annually over the three year period.

# terms of reference

The bidder is required to provide the services in accordance with the following Terms of Reference.

1. Provide the cost for Enterprise Agreement for the following required software:

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| **TERM OF AGREEMENT:** | **3 YEARS** |  |  |
| **PAYMENT SCHEDULE:** | **ANNUAL** |  |  |
| **BILLING CURRENCY:** | **USD (VAT EXCLUSIVE)** |  |  |
|  |  |  |  |
| **SKU** | **Description** | **Qty** |  |
| **Section 1: On premise Products** | |  | **Cost (Please fill)** |
|  |  |  |  |
| 77D-00110 | VSProSubMSDN ALNG LicSAPk MVL | 4 |  |
| 9GA-00308 | CISSteStdCore ALNG LicSAPk MVL 16Lic CoreLic | 15 |  |
| 7JQ-00341 | SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic | 6 |  |
|  |  |  |  |
| **Section 2 Online Services** |  |  |  |
|  |  |  |  |
| AAD-33204 | M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr | 300 |  |
| 9K3-00002 | VisioOnlnP2FromSA ShrdSvr ALNG SubsVL MVL PerUsr | 25 |  |
| 7MK-00002 | ProjOnlnProfFromSA ShrdSvr ALNG SubsVL MVL PerUsr | 25 |  |
|  | **Total Annual Cost** | |  |
|  |  |  |  |

1. The bidder shall facilitate the signing of the Enterprise Agreement licensing with Microsoft.
2. The bidder shall clearly indicate the support that will be provided with the Enterprise Agreement proposal.
3. The bidder should clearly outline all the benefits associated with the agreement (software assurance, training vouchers etc.) and outline how they will be consumed during each financial year.
4. The Bidder should respond fully to each of the requirements described in the terms of reference.
5. Bidders should indicate in their responses whether or not their proposed solution will satisfy fully or partially the stipulated requirement.
6. Client References -The Bidder should provide details of at least 2 client references of where it has successfully facilitated the provision of Microsoft Enterprise Agreement within the last 5 years.

# NOTICE:

**The closing date for this tender is Friday 5 April 2019 at 10:00AM**

**One original and three identical copies of tender responses** are to be delivered to the tender box at the reception area of the SADC Secretariat Headquarters, CBD, PLOT 54385,in a sealed envelope marked: ***“Provision of Microsoft Enterprise Agreement for Southern African Development Community (SADC)”***

**Clarifications can be requested not later than 1200hours on 29 March 2019*.***

**Any Questions or Clarifications can be referred to:**

Head Procurement Unit

Email: [tlengoasa@sadc.int](mailto:tlengoasa@sadc.int); cc: clungu@sadc.int

Tel: +267 3951863

Tender Responses received after the closing date and time will not be considered. Telephone, e-mail or facsimile responses will not be considered. Cost associated with preparation of this tender is the responsibility of the bidder.

# Format of Response

Responses to the tender are required to be delivered in a single document.

Responses must consist of, but not limited to, the following parts:

1. **Form of Response (mandatory) – See table below**
2. **Value Added Tax (VAT) Number of the organisation**
3. **Valid Tax clearance certificate**
4. **Copies of a valid trading license**
5. **Evidence of authorisation to provide Microsoft Enterprise Agreement (EA)**
6. **3 Client References by bidder of Microsoft Enterprise Agreements provided in last 5 years.**
7. **Statement of Capability including experience of Support Team outlined in submission. Include CVs clearly demonstrating knowledge and expertise in administrating Enterprise Agreements and possession of Microsoft Training. Certifications are added advantage**
8. **Outline your proposed Support and Maintenance to SADC during duration of contract**

## 5.1 Form of Response

The following information must be provided **immediately after table of contents**:

|  |  |
| --- | --- |
| **Company Name** |  |
| **Company Registration Number** |  |
| **Country of Registration** |  |
| **Physical Address** |  |
| **Postal Address** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Email & URL** |  |
| **Contact Address** |  |
| **Tender No.** | **SADC/ICT/MICROSOFT/1** |
| **Total three (3) year Proposed Price (VAT Exclusive)** | **USD** |
| **Designated Authorised Representative** | **Name:**  **Position:**  **Qualifications:**  **Tel:**  **Fax:**  **Email:** |
| **Company Referees (For Enterprise Licencing) in last 5 years** | **1.**  **2.** |
| **Signed:**  **Respondent’s Authorised Representative** |  |

## 5.2 Statement of capability

Respondents shall include a statement of capability that details the level of resources available within their organization to deliver the services requested to the standards defined below.

Where applicable, this should include but not be limited to the following:

* + - A list of existing customers for whom the supplier has provided a similar service for over the last three years.
    - **Should clearly indicate that it is certified by Microsoft to provide the service.**
    - The physical location of the supplier should be included in this overview.

## 5.3 Documentation

Any technical documentation and relevant material should be included here.

## 5. 4 Pricing Schedule

A detailed three (3) year pricing schedule indicating the annual payments should be provided, as an appendix of the technical proposal. All costs stated in the quotation should be in United States (USD) Currency. The elements of the quotation, which are subject to currency fluctuation, should be highlighted, giving the associated currency and the exchange rate used for the quotation.

The client requests that the costs should remain valid for **90 days**. The Bidder should indicate how the costs would be escalated (if any) at the end of the validity period.