



REQUEST FOR PROPOSALS (RFP):

**FOR THE SUPPLY AND ACTIVATION OF
MICROSOFT LICENSES FOR A PERIOD OF THREE
YEARS**

RFP AG/03/2019

Bid closing date: 23 April 2019 at 11h00 am

1. INTRODUCTION

The National Housing Finance Corporation (NHFC) was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principle mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other form of wholesale funding (equity and quasi equity) to certain niche businesses that are in the affordable housing market.

2. OPERATIONAL OVERVIEW

The business operation of the organisation is supported by a staff compliment of **127** people comprising of permanent employees, contractors and learners under the work experience program.

The Information Technology architecture is developed around the Microsoft Technology, which comprises of virtual server environments operating on the windows platform supported by SQL databases and Exchange servers for email management. The Front Office is supported by the Office suite of products. As part of its new licensing requirement, the company is looking to migrate to the cloud based, Office 365 suite of products.

3. MICROSOFT LICENSING REQUIREMENTS

The purpose of this request is to solicit proposals from potential bidders for the provision of Microsoft licenses to the NHFC. The following table details a list of products deployed, and the numbers of licenses required:

NHFC Microsoft Open Value Licensing Requirements		
Description	Product Description	TOTAL
Visual Studio	Microsoft Visual Studio Professional/ Software Assurance	1
MS Projects	Microsoft Project Professional /Software Assurance	7
MS Visio	Microsoft Visio Professional /Software Assurance	1
Windows 10	Microsoft Windows 10 Professional/Software Assurance	20
SQL Server	Microsoft SQL Server Standard Edition /Software Assurance	7
SQL Cals	Microsoft SQLCAL /Software Assurance	55
Exchange Server	Microsoft Exchange Server Standard /Software Assurance	1
Standard Servers	Microsoft Windows Server STDCORE /Software Assurance 2 core Licenses per server	14
Data Centre Licenses	Microsoft Core Infrastructure SvrSte DCCore /Software Assurance 16 Lic core	5
Software Assurance only		
MS Projects	Microsoft Project Professional (Software Assurance Only)	24
MS Visio	Microsoft Visio Professional /(Software Assurance e Only)	5
OPTION 1: Subscription Licenses		
Cloud Application	MS Office365 Business Premiums plus	127
Win Core Cals	Microsoft Core CAL Client Access License AllLng License/Software Assurance Pack OLV 1License Leve ID Platform User CAL 1Year	127
OPTION 2: Subscription Licenses		
Cloud Application	MS Office365 Enterprise E3	127

4. EXPECTATIONS FROM BIDDERS

Given the complexity, variations and number of permutations that Microsoft offers under its licensing programme, potential bidders are expected to recommend the most flexible and cost-effective option that the company should adopt for its licensing programme. Flexibility should take into account the following:

- Staff numbers may change up or down during the term of the contract;
- New products may be added;
- For currently licensed products, license numbers may change;
- The company is currently consolidating the operations of three entities into one, there is an expectation that the infrastructure configuration of Servers / Virtualisation models may be updated accordingly;
- The proposal must be adaptable for any cloud migration strategy that may be introduced during the term of this agreement; and
- All products must be upgradable to the latest version as described under the software assurance program.

5. EXPERTISE AND SKILLS REQUIRED

The key criteria for bidders to be considered suitably qualified for this engagement are:

- 5.1. Companies are accredited by Microsoft in the provisioning of Microsoft licenses;
- 5.2. Company's bidding has the necessary skills and expertise within their organisation;
- 5.3. Employees that are engaged in this proposal are certified in the designing of appropriate solution for organisations; and
- 5.4. Company's have a proven track record and experience in assisting companies acquire Microsoft licensing products through cost effective and optimised solutions.

6. COMPULSORY DOCUMENTS REQUIRED

- a) Bidders are required to submit a copy tax clearance certificate (TCC) and their unique personal identification number (pin) issued by SARS to enable the NHFC to view the bidders tax status.
- b) The firm must be registered on the National Treasury supplier database at the time of submitting the proposal. Copy of Central Supplier Database Report must be submitted.
- c) Bidders must submit proof of Company Registration
- d) Certified Copy B-BBEE Certificate/ Sworn Affidavit
- e) Submission of the following Signed and Completed Standard Bid Documents (SBD) Forms:
 - SBD 1: Invitation to Bid
 - Pricing Schedule (Detailed Price Breakdown on bidder's company letterhead and signed by authorised person)

 - SBD 4: Declaration of Interest
 - SBD 6.1 Preference Points Claim Form in terms of preferential procurement
 - SBD 7.2 Contract Form – Rendering of Services
 - SBD 8: Declaration of Bidder's Past SCM Practices
 - SBD 9: Certificate of Independent Bid Determination
 - General Conditions of Contract ("GCC")

All forms, annexures, addendums and specifications shall be signed and completed and returned with the RFP Document as a whole.

7. EVALUATION CRITERIA

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017. Evaluation of the bid will be conducted in 3 (three) phases as follows:

Phase 1: Eligibility / Pre-Qualification criteria

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation as stated in Section 6 of this document. Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation.

Phase 2: Technical/functional evaluation

The minimum qualifying score for functionality is 70% (70 points). All proposals that fail to achieve the minimum qualifying score on qualification and expertise shall not be considered for further evaluation in terms of B-BBEE and pricing in Phase 3.

Category	Criteria	Sub-category	Weighting
1.	Past Relevant Experience		35
	a. Must demonstrate a proven track record for the provisioning of the abovementioned product and support requirement	10	
	b. Companies must be accredited by Microsoft in the provisioning of Microsoft licenses	15	
	c. Bidders must submit at least 5 or more references in respect of related services undertaken. References should be signed and contactable	10	
2.	Key Personnel		25
	a. Lead Personnel that are engaged in this proposal must be Certified and Accredited in designing and providing Microsoft Licensing Solutions to organizations. (Detailed CV's, qualification and copies of certificates must be submitted)	25	

3.	Technical Capacity		30
	a. Demonstrate a clear understanding of scope of requirements and the proposed approach in ensuring optimum and cost-effective solution proposed	15	
	b. Company's bidding has the necessary skills and expertise within their organisation;	10	
	c. Demonstrate support capability for ongoing support and maintenance	5	
	TOTAL		100

Phase 3: B-BBEE and Price evaluation

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017. Bidders who score a minimum of 70 points will be further evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- A maximum of 20 points may be allocated in accordance with the formula.
- The points scored by a tenderer in respect of the level of B-BBEE contribution must be added to the points scored for price as calculated in accordance with the formula.
- The contract must be awarded to the tenderer who scores the highest total number of points after considering price and B-BBEE.

8. FINANCIAL PROPOSAL

Over and above the Open Value licensing requirements, bidders must provide financial proposals for both Option 1 and Option 2 subscription licenses.

Pricing to be in line with Government negotiated pricing with Microsoft.

Bidders will be required to clearly outline the annual as well as the licensing fees over a 3-year period.

9. CONDITIONS ON PROPOSAL

NHFC reserves the right to reject proposals as per the Preferential Procurement Framework Act of 2000, Preferential Procurement Regulations of 2017, the General Conditions Contract (GCC) and if any applicable legislation and Special Conditions Contract. The lowest Bid or any bid may not necessarily be accepted.

10. PROPOSAL COST

Respondents shall bear all costs incurred in the process of responding to the RFP and in any subsequent negotiation.

11. SUBMISSION DATE

Proposals, endorsed with RFP AG/03/2019 must be hand delivered to:

NHFC Tender Box
The Isle of Houghton
Old Trafford 3, 1st Floor
11 Boundary Road
Houghton
Johannesburg

No late submissions will be accepted or considered

12. CONTACT PERSON

Enquiries pertaining to this RFP can be directed to **Pumza Nsukwini**,
telephone number **011 644 9814** and e-mail: pumzan@nhfc.co.za