

P.O. BOX 24 CALEDON 7230
TEL: 028 – 214 3300

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
QUOTATION NUMBER: KOR 12/2022/23

Kindly furnish us with a written quotation for:

FACILITATION OF MSMS500T00 MICROSOFT 365 SECURITY ADMINISTRATOR MS-MCPSA MICROSOFT MCP (SOUTH AFRICA) EXAM AND MSAZ104T00 MICROSOFT AZURE ADMINISTRATOR MS-MCPSA MICROSOFT MCP (SOUTH AFRICA) EXAM

The detailed project description and schedules are attached or can be obtained from **Mr. L Sheane**
Tel: **028 214 3300** or e-mail: Lefelash@twk.gov.za as well as all technical queries.

A formal quotation must be submitted on the letterhead of your business and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box No. 2**, for attention: **L Sheane, QUOTATION NO.: KOR 12/2022/23** and the service provider's name and address. Quotations will not be accepted if they don't comply with the marking instructions. Quotations must be placed in tender box **No. 2** at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12:00 on Friday, 21 October 2022** immediately after which the quotations will be opened in public in the Council Chambers. If posted, interested service providers to ensure that sufficient time are given for the post to reach us before the closing date and time. Council cannot take responsibility for any delays

1. Standard Conditions of Quotation:

The following conditions will apply:

- a) Quotations must be completed in hand written non-erasable black ink.
- b) Price(s) quoted must be valid from closing date until 30 June 2023.
- c) Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- d) The training dates will be set by the Municipality.**
- e) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017 and for this purpose **MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9** forms which are available on the Municipal Website www.twk.org.za must be completed and submitted together with your quotation.
- f) The successful provider will be the one scoring the highest points.
- g) A **Valid Tax Compliance Status Pin Certificate** and a copy of your **latest Municipal Account or Lease Agreement** should be attached to your quotation.
- h) Council may accept a quotation in full, partially or not at all.**
- i) Payments will be made not later than 30 days, after the receipt of a tax invoice.
- j) Invoices must not be issued before goods / services have been supplied / rendered.
- k) The General Conditions of Contract will apply to this quotation.
- l) Calculation errors will be corrected by the Municipality by using the unit prices.
- m) If a valid B-BBEE certificate or Sworn Affidavits is not attached it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- n) If a valid B-BBEE certificate or Sworn Affidavits is attached and if points is not claimed in terms of MBD 6.1 it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- o) Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidders tender at closing date of this tender.

- p) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.
- q) No alternative offers will be accepted.

2. Bidders Obligations:

2.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission of Bid)**

2.1.1 Specifications

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 1**.

2.1.2 Special Conditions of Quotation

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 2**.

2.1.3 Pricing Instructions

- In order to be considered for a contract in terms of this quotation, bidders are required to price on all items in the schedule of services required and sign.

2.1.4 Seta Accreditation/Professional bodies

- In order to be considered for a contract in terms of this quotation, bidders must be SETA accredited/professional bodies for the course / courses the company made an offer for. Please attach proof of accreditation.

3. The Employer's Undertakings

3.1 Tests for Administrative Compliance

Bidders may be found non-compliant if, inter alia: (these documents may be requested)

- The bidder has failed to complete and sign and attach requested information to all schedules not excluded in eligibility criteria;
- The bidder has failed to submit the MBD 2, MBD 4, MBD 8 and MBD 9 forms;
- The bidder has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the bidder has failed to provide a copy of the lease of the premise;
- The bidder has failed to submit a valid Tax Compliance Status Pin Certificate, a valid Tax Compliance Status Pin Certificate may be requested; and
- The bidder has failed to submit a valid certified B-BBEE certificate or sworn affidavits, whereas points were claimed and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate or sworn affidavit may be requested.

NB: No quotations will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE
SUPPLY CHAIN MANAGEMENT

DATE: 14 October 2022

SCHEDULE OF SERVICES

<u>NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY (NO OF STUDENTS)</u>	<u>UNIT PRICE</u>		<u>PRICE</u>	
			R	c	R	c
1	MSMS500T00 Microsoft 365 Security Administrator MS-MCPSA Microsoft MCP (South Africa) Exam	2				
2	MSAZ104T00 Microsoft Azure Administrator MS-MCPSA Microsoft MCP (South Africa) Exam	2				
*NB: Prices must be inclusive of all associated costs.			Sub Total			
			VAT @ 15%			
			TOTAL			

DELIVERY ADDRESS: Theewaterskloof Municipality
06 Plein Street
Caledon
7230

I/We, the undersigned, do hereby declare that these are the properly priced Bill / Schedules of Quantities forming part of this Contract Document containing Pages in consecutive order upon which my/our **Quotation Number: KOR 12/2022/23 - FACILITATION OF MSMS500T00 MICROSOFT 365 SECURITY ADMINISTRATOR MS-MCPSA MICROSOFT MCP (SOUTH AFRICA) EXAM AND MSAZ104T00 MICROSOFT AZURE ADMINISTRATOR MS-MCPSA MICROSOFT MCP (SOUTH AFRICA) EXAM** has been based.

My/our total Contract Price for this work and above items (Total) is (in words)

.....
.....

.....
SIGNED BY THE BIDDER

.....
DATE

SCHEDULE 1: SPECIFICATIONS

ITEM 1: SPECIFICATIONS FOR MSMS500T00 MICROSOFT 365 SECURITY ADMINISTRATOR COURSE

Introduction.

In this course you will learn how to secure user access to your organization's resources. The course covers user password protection, multi-factor authentication, how to enable Azure Identity Protection, how to setup and use Azure AD Connect, and introduces you to conditional access in Microsoft 365. You will learn about threat protection technologies that help protect your Microsoft 365 environment. Specifically, you will learn about threat vectors and Microsoft's security solutions to mitigate threats. You will learn about Secure Score, Exchange Online protection, Azure Advanced Threat Protection, Windows Defender Advanced Threat Protection, and threat management. In the course you will learn about information protection technologies that help secure your Microsoft 365 environment. The course discusses information rights managed content, message encryption, as well as labels, policies and rules that support data loss prevention and information protection. Lastly, you will learn about archiving and retention in Microsoft 365 as well as data governance and how to conduct content searches and investigations. This course covers data retention policies and tags, in-place records management for SharePoint, email retention, and how to conduct content searches that support eDiscovery investigations.

1. Prerequisites

- Basic conceptual understanding of Microsoft Azure.
- Experience with Windows 10 devices.
- Experience with Office 365.
- Basic understanding of authorization and authentication.
- Basic understanding of computer networks.
- Working knowledge of managing mobile devices.

2. Course outline

Module 1: User and Group Management
Module 2: Identity Synchronization and Protection
Module 3: Identity and Access Management
Module 4: Security in Microsoft 365
Module 5: Threat Protection
Module 6: Threat Management
Module 7: Microsoft Defender for Cloud Apps
Module 8: Mobility
Module 9: Information Protection and Governance
Module 10: Rights Management and Encryption
Module 11: Data Loss Prevention
Module 12: Compliance Management
Module 13: Insider Risk Management
Module 14: Discover and Respond

ITEM 2: SPECIFICATIONS FOR MSAZ104T00 MICROSOFT AZURE ADMINISTRATOR COURSE

Introduction.

This course teaches IT Professionals how to manage their Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution.

1. Prerequisites

Successful Azure Administrators start this role with experience in virtualization, networking, identity, and storage.

- Understanding of on-premises virtualization technologies, including: VMs, virtual networking, and virtual hard disks.
- Understanding of network configurations, including TCP/IP, Domain Name System (DNS), virtual private networks (VPNs), firewalls, and encryption technologies.
- Understanding of Active Directory concepts, including users, groups, and role-based access control.
- Understanding of resilience and disaster recovery, including backup and restore operations.

2. Course outline

Module 1: Identity
Module 2: Governance and Compliance
Module 3: Azure Administration
Module 4: Virtual Networking
Module 5: Intersite Connectivity
Module 6: Network Traffic Management
Module 7: Azure Storage
Module 8: Azure Virtual Machines
Module 9: PaaS Compute Options
Module 10: Data Protection
Module 11: Monitoring

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Specifications and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Specifications.

Name of Bidder

Signature on Behalf of Tenderer

Date

SCHEDULE 2: SPECIAL CONDITIONS OF QUOTATION
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Facilitator must be a subject matter expert in the field;
Practical training must be part of the training in order for the delegates to demonstrate skills;
Provide learners with certificates of competence on completion of the course;
Be willing to commence the course on a date set by the Municipality;
Course must be customized to suit Municipal setup;
Course material / manual must be accredited;
Course Facilitator must be able to communicate in at least two (2) official languages of the Western Cape, namely English, Xhosa & Afrikaans;
Provider price must include everything (e.g. assessment, certification, accommodation, manuals, transport, stationery etc.); and
The training must in virtual platform
Training must be conducted over a period of five (5) days or less

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Special Conditions of Quotation and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Special Conditions of Quotation.

Name of Bidder

Signature on Behalf of Tenderer

Date

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THEEWATERSKLOOF MUNICIPALITY					
Bid Number:	KOR 12/2022/23	Closing Date:	21 October 2022	Closing Time:	12:00
Description:	FACILITATION OF MSMS500T00 MICROSOFT 365 SECURITY ADMINISTRATOR MS-MCPSA MICROSOFT MCP (SOUTH AFRICA) EXAM AND MSAZ104T00 MICROSOFT AZURE ADMINISTRATOR MS-MCPSA MICROSOFT MCP (SOUTH AFRICA) EXAM				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (CONTRACT FOR THE RENDERING OF SERVICES)					
Bid Response Documents may be Deposited in the Bid Box NO. 2 situated at:					
MUNICIPAL HEAD OFFICE					
06 PLEIN STREET					
CALEDON					
7230					
SUPPLIER INFORMATION					
NAME OF BIDDER					
CONTACT PERSON					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE	R	
5. SIGNATURE OF BIDDER			6. DATE		
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM		CONTACT PERSON	Lefela Sheane	
CONTACT PERSON	Annielle Martin		TELEPHONE NUMBER	028 214 3300	
TELEPHONE NUMBER	028 214 3395		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS	Lefelash@twk.gov.za	
E-MAIL ADDRESS	anniellema@twk.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
2. TAX COMPLIANCE REQUIREMENTS										
<p>2.1 Bidders must ensure compliance with their tax obligations.</p> <p>2.2 Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>2.3 Application for the tax compliance status (tcs) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za.</p> <p>2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.</p> <p>2.5 Bidders may also submit a printed tcs certificate together with the bid.</p> <p>2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate / pin / csd number.</p> <p>2.7 Where no tcs is available but the bidder is registered on the central supplier database (csd), a csd number must be provided.</p>										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED: