

**TERMS OF REFERENCE: APPOINTMENT OF QUALIFYING AND ACCREDITED PANEL OF SERVICE PROVIDERS ARE HEREBY INVITED TO BID FOR THE RENEWAL OF MICROSOFT OFFICE 365 ENTERPRISE E1 LICENSES FOR A PERIOD OF 3 YEARS.**

1. INTRODUCTION

The West Rand District Municipality (WRDM) intends to appoint a panel of service providers for renewal Microsoft Office 365 Enterprise E1 licenses.

2. PURPOSE

Microsoft Office 365 Enterprise E1 in the WRDM is currently used for various business-critical operations including but not limited to email (exchange online), OneDrive, Teams, PowerApps, Stream, Forms, SharePoint, etc.

The current licenses are approaching expiration and therefore require renewal.

The WRDM intends to appoint a panel of service providers for the renewal of Microsoft Office 365 for a period of 3 years.

3. EVALUATION

The tender will be evaluated on administrative compliance and functionality.

4. FUNCTIONALITY COMPLIANCE CHECKLIST

Bidders are required to complete the following compliance check list:

<b>Document description</b>	<b>Attached (Yes or No)</b>	<b>Document description</b>	<b>Attached (Yes or No)</b>
First Appointment letter		First Reference letter	
Second Appointment letter		Second Reference letter	
Third Appointment letter		Third Reference letter	
Fourth Appointment letter		Fourth Reference letter	
Microsoft Reseller certification or accreditation letter			

***N.B: Any appointment letter without a corresponding reference letter will not be considered.***

5. FUNCTIONALITY

Functionality will be out of 100, bidders who fail to obtain 90% on functionality will be automatically eliminated from further evaluation.

NO	DESCRIPTION	WEIGHTS
1	<p><b><u>Company experience and track records</u></b></p> <p><i><u>(NB: Bidders must submit appointment letters together with their corresponding reference letters for similar services rendered)</u></i></p> <ul style="list-style-type: none"> <li>• Expertise and experience in relation to the supply and delivery of Microsoft licenses and renewals.               <ul style="list-style-type: none"> <li>○ Less than 2 reference letters = 0</li> <li>○ 2– 3 reference letters = 40 points</li> <li>○ More than 3 reference letters = 50</li> </ul> </li> </ul>	50
2	<p><b><u>Microsoft certified reseller</u></b></p> <p><i><u>Bidders must attach a letter or certification to show they are authorized to resell Microsoft products which includes licensing.</u></i></p>	50
	<b>TOTAL</b>	<b>100</b>

***Failure to include the following documents will render the bid invalid and will not be evaluated further.***

- ***Reseller certification or accreditation letter***
- ***A minimum of two appointment letters with their corresponding reference letters.***