



# UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERT DATE: 12 February 2016

## PROPOSAL INVITATION NOTICE

### MICROSOFT VOLUME LICENSING REF NO: UMZ/CS/003

Bidders are hereby invited to submit proposals for Microsoft Licensing and Terms of reference will be available on the municipal website [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za) and SCM office for free.

#### MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

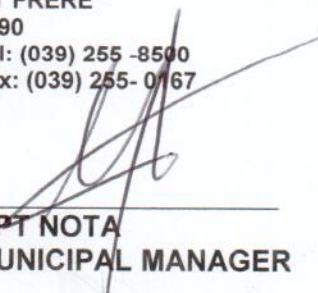
Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 01 March 2016**, where they will be opened in public. All tenders must be clearly marked "Name of the project and Reference number indicated above

#### Enquiries:

All technical enquiries may be directed to Mr. T. Funani 0392558568 SCM Mr T Mbukushe 0392558555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T. Nota  
813 Main Street or P/Bag X9020  
MT FRERE  
5090  
Tel: (039) 255 -8500  
Fax: (039) 255- 0167

  
GPT NOTA  
MUNICIPAL MANAGER

**UMZIMVUBU LOCAL MUNICIPALITY**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**TERMS OF REFERENCE**

**NAME OF THE PROJECT: MICROSOFT VOLUME LICENSING**

## **Microsoft Volume Licensing**

### **1. PROJECT BACKGROUND**

Umzimvubu Local Municipality requires Microsoft Office volume license suites to enable enterprise productivity across computer devices. Microsoft Office delivers new ways of collaborating, making it easier for ICT to support and restore licenses. Use the interactive to find licensing-related information about use rights, upgrades, fulfillment, and product activation on Microsoft 2013 professional plus.

### **2. AIMS OF THE PROJECT**

- 2.1 To provide substantial savings and payment option over a Full package product.
- 2.2 To receive an attractive offer of pricing with predictable cost options and flexible of software license on centralized purchasing of package
- 2.3 To manage license account management and asset-tracking online
- 2.4 To get additional product user rights and also rights to copy software into multi device from one standard image.
- 2.5 Volume licensing will also provide tools needed to help ease the challenges of deployment

### **3. SPECIFICATIONS**

3.1 Microsoft Volume License for 100 users valid for a period of two years

3.2 Microsoft 2013 professional plus contains the following

- Microsoft Word
  - Microsoft Excel spreadsheet software
  - Microsoft PowerPoint presentation graphics program
  - Microsoft Outlook messaging and collaboration client
  - Microsoft OneNote note-taking program
  - Microsoft Publisher
  - Microsoft Office Web Apps
  - Enterprise Server Integration Features
  - Microsoft InfoPath information-gathering program
  - Microsoft Lync Server communications software
  - Microsoft Access database software

### **4. SCOPE OF WORK**

4.1 Delivery of license key through email



## **10. PROJECT BUDGET**

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".

## **11. PROPOSAL SUBMISSION REQUIREMENTS**

All proposals must cover the following aspects of importance:

### **11.1 Brief Company Profile**

Including brief history, field of expertise, staff resources, where the main office is based as well as any other offices and a list of recently completed projects.

### **11.2 Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.

### **11.3 Proposed Cost Structure**

Detailed Breakdown of Proposed Fee Structure be submitted

### **11.4 Expertise Required:**

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

### **11.4 Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below.

- Proof Ownership
- Declaration of Interests
- Tax Certificate

- Signed MBD4, MBD8 AND MBD9
- The consortium submitting the proposal must declare any conflict of interests that it may have.
- The ULM reserves the rights, not to accept any proposals in part or in whole.
- The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE form.
- The awarding of proposals will be valid for 80 days after the closing date.
- The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.
- Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- Successful bidder will be required to submit weekly progress reports.
- The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

## **12. Adjudication.**

The 80/20 Preference Point System will be used as per the PPPFA and ULM SCM policy.

The points for this project are as follows:

-Quality and cost based selection	80
-Municipal targets goals	20

## **13. Submission Format**

All proposals must be in the form of an A4 bound documents, which is sealed in an envelope, clearly marked with the project name and contract number.

## **14. Where to Submit:**

All submissions must be clearly marked:

14.1 The name of the project.

14.2 And be addressed for the attention of Mr. G.P.T. Nota

Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in the tender box situated in the reception area at 813 Main Street, Mount Frere.



**Due date for the submission of proposal is..... at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

**INFORMATION AND QUERIES  
TECHNICAL QUERIES**

To the attention of Mr. T Funani

Phone: +2739 255 8568

Fax : +2739 255 0167

Email: Tozamile.Funani@umzimbvubu.gov.za

**15. OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of Mr.  
G.P.T. Nota - Municipal Manager

813 Main Street

Private Bag X 9020

MOUNT FRERE

5090

Phone: +2739 255 8510

Fax : +2739 255 0167

A handwritten signature in black ink, appearing to be 'G.P.T. Nota', enclosed within a large, loopy circular scribble.