

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MICROSOFT LICENCES ON AN “AS AND WHEN” REQUIRED BASIS, FOR A PERIOD OF FIVE YEARS

BID NO.: IRBA/06/2024/RFT

CLOSING DATE: 10/02/2025 at 12h00 (South African Time)

BID DESCRIPTION: Bidders are hereby invited to submit their proposals for the supply of the abovementioned services, according to the Terms of Reference and conditions that are outlined in this tender document.

- This bid is subject to the General Conditions of Contract and, where applicable, any other special conditions of contract.
- Kindly note that the bid offers should be submitted as follows:
 - Via hand delivery and be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
- No bids forwarded via email, fax or a similar medium will be considered.
- Late bids will not be accepted.



MARIUS FOURIE

DIRECTOR: OPERATIONS

DATE: 2025-01-17.....

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SECTION A: GENERAL CONDITIONS OF THE BID

The Independent Regulatory Board for Auditors (IRBA) would like to invite suitably qualified independent bidders to submit their bids for the supply and delivery of Microsoft licences on an “as and when” required basis, for a period of five years.

1. PROPRIETARY INFORMATION

The IRBA will consider this Request for Tender (RFT) and all related information, either written or verbal, that is provided to the bidder to be proprietary to the IRBA. Such information shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this RFT, or the related information, to any third party, without the prior written consent of the IRBA.

2. ENQUIRIES

2.1. All communication and attempts to solicit information of any kind in relation to this RFT should be channelled **in writing** to:

RFT Enquiries

Simphiwe Ngcobo

Email address: sngcobo@irba.co.za

2.2. Enquiries in relation to this RFT will not be considered after 16h00 (South African time) on **27/01/2025**.

2.3. All enquiries will be consolidated and the IRBA will then issue one response that will be posted on **31/01/2025** on the IRBA website (www.irba.co.za), under the section on tenders.

2.4. The IRBA may, in its absolute discretion, respond to any enquiry; and the bidder acknowledges that it will have no claim against the IRBA on the basis that its bid was disadvantaged by lack of information, or the inability to resolve ambiguities.

3. BID VALIDITY PERIOD

Responses to this RFT from bidders will be valid for a period of 120 days, from the bid closing date.

4. BACKGROUND

4.1. The IRBA was established in terms of Section 3 of the Auditing Profession Act, No. 26 of 2005, as amended (the Act), which had an effective date of 1 April 2006. The objectives of the Act, as set out in Section 2, are as follows:

- a) To protect the public in the Republic by regulating audits performed by registered auditors;
- b) To provide for the establishment of an Independent Regulatory Board for Auditors;
- c) To improve the development and maintenance of internationally comparable ethical standards and auditing standards for auditors that promote investment and as a consequence employment in the Republic;
- d) To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
- e) To provide for procedures for disciplinary action in respect of improper conduct.

5. MINIMUM REQUIREMENTS FOR A BID

- 5.1. Interested bidders must comply with the minimum conditions set out below, for their proposals to be evaluated on functionality. Failure to submit or comply will render the bid non-compliant.
- 5.2. The IRBA maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that it regulates, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors. In view of this, bidders must be free from any relationship that could result in any undue influence from auditors and audit firms that the IRBA regulates. Consequently, bidders are required to submit the declaration, as per **Annexure A**, that confirms that they are independent of the auditing profession in that:
 - a) The bidder is not an audit firm;
 - b) The bidder is not employed by an audit firm and/or a network firm; and
 - c) The bidder, while at liberty to accept any person, firm, department, company or organisation as a client and bill for services rendered, does not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.
- 5.3. Interested bidders are required to complete and submit the following appropriately signed (by authorised signatories) Standard Bid Documents (SBDs):
 - a) SBD 1: Invitation to Bid.
 - b) SBD 3.2: Non-firm Pricing Proposal.
 - c) SBD 4: Declaration of Interests Form.
 - d) SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.

- 5.4. **National Treasury – Central Supplier Database (CSD):** Bidders must submit confirmation of the company or individual registration on the CSD. The IRBA will not award any contract to a bidder that is not registered as a supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 9 of 2017/2018. The CSD registration requirement applies to all companies/individuals. Bidders may register on the CSD through the National Treasury website (www.csd.gov.za).
- 5.5. Bidders are required to complete and submit the compulsory Financial Proposal (Annexure B), without changing the structure of the Pricing Schedule. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete the Pricing Schedule in the prescribed manner and with unauthenticated alterations to the prices will result in the disqualification of the bid.
- 5.6. The IRBA reserves the right to verify the validity of any information or documentation submitted in the bid proposal for the Functionality Evaluation stage.

6. INSTRUCTIONS ON THE SUBMISSION OF BIDS

- 6.1. The IRBA requires **two** copies – one original hard copy and one soft copy (USB) of the complete bid documentation that supports the criteria, as stated in section B of this document.
- 6.2. The Pricing Schedule and the SBD 3.2 form (**Annexure B, Financial Proposal**) must be submitted in a separate sealed envelope, along with the printed copies of the bid documentation.
- 6.3. The bid document must be hand-delivered and placed in the bid box on the Ground Floor of Building No. 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00 (South African time) on **10/02/2025**.
- 6.4. The bid register, which is located where the tender box is, must be signed by the person making the delivery.
- 6.5. The bid closing date, bidder's name and the return address must also be reflected on the envelope.
- 6.6. No bid response received by email, fax or similar medium will be considered.
- 6.7. Any bid response that is not in the bid box at the bid closing date and time will be regarded as a late bid. It is the IRBA's policy not to consider late bids for tender evaluations.
- 6.8. Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time.

7. PREPARATION OF THE BID RESPONSE

- 7.1. All documentation submitted in response to this RFT must be in English.
- 7.2. The bidder is responsible for all costs that they shall incur regarding the preparation and submission of the bid document.
- 7.3. Bids submitted by bidders that are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable board of directors, a copy of which resolution, duly certified, must be submitted with the bid.
- 7.4. The bidder should check the numbering of the pages on their bid to satisfy themselves that no pages are missing or duplicated. No liability will be accepted by the IRBA regarding anything arising from the fact that pages of a bid are missing or duplicated.
- 7.5. The information required in paragraphs 5.2 - 5.5 above must be included in the bid response.
- 7.6. A financial proposal, as indicated in **Annexure B**, must be included in the bid response.
- 7.7. The bidder must submit a company profile that provides an overview and history of the company, including its core business, key management structure, years of experience in the supply and delivery of Microsoft licences and its local support footprint, as per the Functionality Evaluation criteria set out in section B of this RFT.
- 7.8. Additionally, the bidder must include in the submission a detailed methodology indicating their understanding of the IRBA objectives and scope of work, and how they intend to deliver quality services within the expected turnaround timeframes.
- 7.9. Bidders must submit detailed curricula vitae (CVs) and qualifications of the assigned project/account manager and other team members, where necessary, in the bid response. The relevant details, as per Table 2 in Appendix A, must be added for each of the individuals assigned to the project.
- 7.10. The bidder must submit contactable written reference letters from clients within the corporate business and/or public sector, as per the Functionality Evaluation criteria set out in section B of this RFT. The relevant details, as per Table 3 in Appendix A, must be completed for each reference letter.
- 7.11. Bidders should complete the Checklist for the Tender Submission (Table 1, Appendix A). Completing this checklist will assist the tenderer in ensuring that they have complied with all of the submission requirements.

8. REQUIREMENT TO CONCLUDE A CONTRACT

This bid document, all the appended documentation and the proposal in response thereto, together with the General Conditions of Contract issued in accordance with Regulation 16A of the Treasury

Regulations, and, where applicable, any other special conditions of contract shall form the basis for formal contracts to be negotiated and concluded between the IRBA and the successful bidder to whom this bid will be awarded.

9. CONTRACT PERIOD

- 9.1. The contract shall be for a period of five years, on an “as and when” required basis, subject to an annual performance review of the appointed service provider.
- 9.2. The successful bidder shall, upon receipt of a written notification of an award, be required to conclude a contract with the IRBA, inclusive of a Service Level Agreement (SLA). The SLA will serve as a tool to measure, monitor and assess the service provider’s performance and ensure an effective delivery of the services, quality and value-add to the IRBA’s business.
- 9.3. Notwithstanding the appointment and subsequent conclusion of a contract and the supporting SLA, the appointed bidder shall not perform any work or render any services to the IRBA, unless they are in receipt of a written instruction to that effect from the IRBA.

10. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST

- 10.1. The successful bidder:
 - a) May not assign their own obligations.
 - b) Shall conduct their business from the Republic of South Africa.
 - c) Shall, in rendering the services to the IRBA, maintain independence and must not have any conflicts of interest.
 - d) Shall have systems in place for identifying and managing conflicts of interest and will be required to disclose any conflicts of interest that exist and/or may exist at any point in time.
 - e) Must immediately advise the IRBA, in writing, when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances, as well as the period of delay, must be furnished to the IRBA.
 - f) Shall restrict the use of the IRBA information and documentation to the purpose for which such information and documentation were disclosed to the bidder by the IRBA.
 - g) Shall ensure that the credentials of the individuals presented to the IRBA are in line with the proposals submitted, and that these individuals shall not be substituted without the prior approval of the IRBA.

11. REPORTING

The successful bidder shall meet with the IRBA team to discuss reporting and account queries, as and when requested by the IRBA.

12. CANCELLATION OF THE CONTRACT

12.1. The IRBA may, in its sole discretion and without limitation to any of its other rights elsewhere in law, cancel the contract, if it is satisfied that any person (including an employee, partner, director or shareholder of the interested company or a person acting on behalf of or with the knowledge of the interested person or entity):

- a) Is executing a contract with the IRBA unsatisfactorily;
- b) Has, in any manner, been involved in a corrupt act or offered a gift or remuneration to any officer or employee of the IRBA in connection with obtaining or executing a contract;
- c) Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;
- d) Has, in any manner, influenced or attempted to influence the awarding of the IRBA's bid process;
- e) Has, when advised that their proposal has been accepted, given notice of their inability to execute or sign the contract;
- f) Has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, entity or company to refrain from quoting for this contract, or relating to the bid to be submitted by either party; and/or
- g) Has disclosed to any other person any information relating to this bid, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the bid.

12.2. The IRBA may, in its sole discretion, resolve that for a specified period it will not consider any bid from a bidder whose contract has been cancelled for fraud, dishonesty or contravention of supply chain management legislation. If the IRBA is satisfied that any person is or was a shareholder or a director of an entity or company, which in terms of paragraph 12.1 is one from which no bid will be favourably considered for a specified period, it may also decide that no bid from such a person, entity or company shall be favourably considered for a specified period.

12.3. Any restriction imposed upon any person/entity shall apply to any other person/entity with which such a person/entity is associated.

12.4. The IRBA reserves the right to unilaterally terminate the contract with the successful bidder with at least one month's notice, in the event of circumstances beyond its control and those that render continuation with the contract undesirable or unnecessary.

13. SUPPLIER PERFORMANCE MANAGEMENT

The IRBA views supplier performance management as a critical component in ensuring quality, in as far as the acquisition of licences and the maintenance of good relations between itself and all its service providers are concerned.

14. DISCLAIMER

14.1. Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

14.2. The IRBA reserves the right not to appoint any bidder that does not comply with the conditions of this bid, or if it obtains information about the bidder that could put it at risk.

14.3. The IRBA reserves the right to cancel this bid, should the budget to cover its full costs not be available at the time of awarding the contract, or if the need no longer exists, or the specifications have changed.

15. ABSENCE OF OBLIGATIONS

15.1. No legal or other obligation shall arise between the bidder and the IRBA, unless and until the formal appointment, contract and SLA have been signed.

15.2. The IRBA is not obliged to proceed with any submitted bids.

16. EVALUATION CRITERIA AND POINTS ALLOCATION

Bids shall be evaluated in terms of the process and conditions that are detailed below.

16.1. Phase One – Eligibility Criteria/Mandatory Requirements

During this phase, bid responses will be reviewed for the purposes of assessing compliance with the RFT requirements, including the general bid conditions that require the following:

- a) **National Treasury – Central Supplier Database:** Service providers must submit confirmation of their company or individual registration on the CSD or provide a CSD registration summary report. If the tax status of the bidder cannot be verified on the CSD,

the bidder must submit a valid tax clearance certificate or pin issued by the South African Revenue Service to enable the IRBA to check the tax compliance status of the bidder.

- b) **Consortia and Joint Ventures:** If the bid is from a joint venture (JV) or a collaborative partnership (including a newly formed company) that does not have a joint track record, the individual entities that make up the tendering unit/JV should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the JV will be disqualified. It is recognised that a bidder may wish to form a consortium or a JV to provide the services. In that case, the bidder must submit the JV agreement that has been signed by all parties.
- c) **Pricing:** Bidders must complete and submit the compulsory Pricing Proposal (**Annexure B**), without changing the structure of the Pricing Schedule. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete the Pricing Schedule in the prescribed manner and with unauthenticated alterations to the prices will result in the disqualification of the bid.
- d) **Microsoft Accreditation:** Bidders must provide a valid Business Partner Accreditation letter/certificate from Microsoft, to confirm that they are accredited as Tier One/Gold Microsoft Cloud Solution Providers that are direct providers of the Microsoft licences. **Failure to submit the valid Microsoft accreditation letter/certificate will result in the disqualification of the bid.**
- e) **Standard Bidding Documents:** It is mandatory that all of the following SBDs, as reflected in paragraph 5 above, must be completed and submitted:
- SBD 1: Invitation to Bid.
 - SBD 3.2: Non-firm Pricing Proposal.
 - SBD 4: Declaration of Interests Form.
 - SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.
- f) **Declaration of Independence:** Bidders must complete and submit the declaration (**Annexure A**) that confirms independence from the auditing profession. The IRBA reserves the right to perform a verification of the declarations made.

The Standard Bid Documents and Declaration of Independence form must be completed, signed and submitted. The IRBA reserves the right to request information/additional documents, if any are missing from the bidder's submission in respect of the SBDs and Declaration of Independence form.

Failure to comply with the requirements assessed in Phase One (compliance) will lead to the disqualification of a bid.

16.2 Phase Two: Functionality Evaluation

Bid responses will be evaluated in accordance with the functionality criteria listed in section B of this RFT, and the associated points are also indicated.

Bidders are required to achieve a minimum score of 70 points, out of a 100, to progress to the next phase; and will be evaluated in accordance with the weight scoring set out in the table below and as per paragraph 4.2 under section B of this document.

Additionally, it should be noted that a minimum qualifying score per criteria must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores will result in a disqualification for further consideration, even if the overall minimum total score has been obtained.

Bid responses will be evaluated in accordance with the functional criteria listed below (as set out in more detail in section B of this RFT). ***Bidders must achieve the minimum score of 70 points AND the minimum points in each element in the table below in order to proceed to the next evaluation stage.***

No.	Element	Minimum Points	Maximum Points
1.	Company Experience: The bidder must have a minimum of three years' experience in the supply and delivery of Microsoft licences to clients in the corporate business or public sector.	5	10
2.	Locality: The bidder must have a local support footprint to cover the majority of IRBA users and be based in South Africa.	5	10
3.	Project/Account Manager Qualifications and Experience: The bidder must provide a CV of a Project/Account Manager who has a minimum of three years' experience in the supply and/or support of Microsoft licences.	25	30
4.	Company References: Provide at least three contactable written reference letters from clients within the corporate business and/or public sector in which the bidder has successfully supplied Microsoft licences in the past five years from the closing date of this RFT.	25	30
5.	Approach and Turnaround Times: Submit a detailed methodology indicating an understanding of the IRBA's objectives and scope of work, and how the bidder intends to deliver quality services within the expected timeframes.	10	20
	Total Points	70	100

16.3 Phase Three: Specific Goals and Pricing

16.3.1 Specific Goals

All bids that achieve the minimum qualifying scores for functionality (acceptable bids) under Phase Two will be evaluated further as follows:

Criteria	Points
Specific Goals	20
Pricing	80
Total Points	100

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination, based on the following:

Specific goal allocated points in terms of this tender	Points allocated (80/20 system)
1. Enterprise with ownership of 51% or more by person/s who are Black	10
2. Enterprise with ownership of 51% or more by person/s who are women	5
3. Enterprise with ownership of 51% or more by person/s who are youth	3
4. Enterprise with ownership of 51% or more by person/s with a disability	2
Total	20

The documents required for the verification of points allocation are:

No.	Procurement Requirement	Proof Documents
A.	Black people/ownership	CSD Report/Black Economic Empowerment (BEE) Certificates/Sworn Affidavit
B.	Women	CSD Report/BEE Certificates
C.	Youth	CSD Report
D.	Disabled (living with a disability)	CSD Report Medical Certificate/Report
<i>The CSD Report will be used to verify the ownership percentage.</i>		

16.3.2 Pricing

Please refer to the Pricing Schedule and the SBD 3.2 form (Annexure B: Financial Proposal) for the pricing format in which the required proposal must be provided.

- a) Bidders are required to submit an all-inclusive quote on an official company letterhead, using the Pricing Schedule format attached (Annexure B). This schedule must cover the cost breakdown for all items, as per the scope of work, for the duration of the contract. Bidders must submit price quotations that are inclusive of all taxes, including Value-Added Tax (VAT).

- b) The submission of the Pricing Schedule is compulsory, and bidders must ensure that it is completed without changing the structure. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete same in the prescribed manner and with unauthenticated alterations to the prices may result in the disqualification of the bid during the financial evaluation process.
- c) The prices charged by the bidder for Microsoft licences supplied and delivered under the contract shall not vary from those quoted by the supplier in this bid, with the exception of any price adjustments, as outlined **by the bidder** in the response and such adjustments being in accordance with the rules stated below.
- The bidder must indicate whether the prices quoted are fixed and firm **or** non-firm for the period of the contract. Where the prices are non-firm pricing, the bidder must complete the SBD 3.2 form. Any price adjustments, where applicable, shall be subject to an increase of not more than the applicable Consumer Price Index (CPI) for each consecutive year of the contract period. (Actual CPI, as published by Statistics South Africa, should be used in the annual adjustment of rates.)
 - Unit prices must be fully inclusive of all applicable taxes, including VAT, less all unconditional discounts, plus all costs to deliver the services to the specified delivery point stated in South African rand. Where imported goods/services are to be used, and pricing is subject to changes in the exchange rate, the bidder must indicate **clearly** which portion of the bid price is linked to the exchange rate.
 - Pricing for imported goods/service must be calculated based on a rand/US dollar exchange rate of R18.80/USD. This rate will be used for the evaluation of this bid only and is not a fixed exchange rate for the duration of the contract.

16.3.3 **Award Strategy**

- a) The objective of this RFT is to appoint a single Tier One/Gold accredited Microsoft Cloud Solution Provider to supply and deliver Microsoft licences in accordance with the IRBA's needs.
- b) So, bidders must submit a proposal for all of the Microsoft licences listed in the scope of work under section B of this RFT. Bidders are not permitted to partially quote on selected items.
- c) All bids that have achieved the minimum evaluation threshold of 70 points and a minimum qualifying score per criteria will be considered for the Phase Three: Specific Goals and Pricing assessment. The highest-scoring bidder in that phase will be awarded the contract.

SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS

1. BACKGROUND TO THE RFT

The purpose of this RFT is to appoint a service provider to supply and deliver Microsoft licences for a period of five years, on an “as and when” required basis. The appointed service provider will be expected to render Microsoft Licensing Partner services for the duration of the contract and that will entail, among other services, the provision of licence renewals on existing Microsoft software products, additional licences on existing Microsoft software products and licences on new Microsoft software products.

2. OBJECTIVES

The primary objectives of this appointment are:

- 2.1. To secure a Tier One/Gold accredited Microsoft Cloud Solution Provider to supply and deliver Microsoft licences, in accordance with the needs of the IRBA.
- 2.2. To ensure that the IRBA maintains up-to-date Microsoft licences that enable its business systems to function with new technologies on Microsoft solutions.

3. SCOPE OF WORK

The IRBA is seeking proposals from suitably qualified service providers for the supply and delivery of the Microsoft licences listed in, but not limited to, the scope of work below. Bidders are required to quote on all Microsoft software products and are not permitted to partially quote on selected items. With regard to the scope of work, the appointed service provider will be expected to:

- 3.1. Renew and/or activate new licences on existing Microsoft software products within one week from the expiry date of the current licences.
- 3.2. Supply and deliver licences for, but not limited to, the following Microsoft software products:

No.	Item Description
1.	Microsoft Dynamics 365 Customer Voice Additional Response
2.	Microsoft 365 Business Standard
3.	Microsoft Teams Phone Standard
4.	Microsoft Power BI Pro
5.	Microsoft Copilot
6.	Microsoft Visio
7.	Microsoft Project
8.	Microsoft Power Automate Pro

- 3.3. Provide licences for new Microsoft software products. To this effect, bidders will be required to quote a mark-up percentage on future Microsoft products which should be fixed and firm for the duration of the contract..

4. EVALUATION CRITERIA

4.1. Phase One: Eligibility Criteria/Mandatory Requirements

A proposal that fails to meet the eligibility criteria/mandatory requirements, as set out in paragraph 0 under section A of this RFT, will be deemed unacceptable and not be further evaluated in terms of functionality.

4.2. Phase Two: Functional Evaluation Requirements

Proposals will be evaluated against the indicated criteria and points for functionality, as depicted in the tables below. The total points are 100.

The functionality evaluation will be based on a threshold, where bids that fail to achieve an overall minimum of 70 points on the functionality stage will not be considered further. Also, it should be noted that a minimum qualifying score per criteria must be met, as set out in the valuation criteria. Failure to achieve any of the minimum scores for each element will result in a disqualification for further consideration, even if the overall minimum total score has been achieved.

No.	Evaluation Criteria	Scoring Points
4.2.1.	Company Background	
	<p>The company overview must demonstrate experience in the supply and delivery of Microsoft licences.</p>	<p>Maximum = 10 Minimum = 5</p>
	<p>The bidder must have a minimum of three years' experience in the supply and delivery of Microsoft licences to clients in the corporate business or public sector; and must provide the following documents as evidence:</p> <ul style="list-style-type: none"> a) Company registration documents; and b) Company profile (please state the length of experience in the supply and delivery of Microsoft licences, as per the tender document). 	<p>Weight Scoring</p> <p>Company profile indicates more than eight years' relevant experience = 10</p> <p>Company profile indicates between six and eight years' relevant experience = 7</p> <p>Company profile indicates between three and five years' relevant experience = 5</p> <p>Company profile indicates less than three years' relevant experience = 2</p> <p>Company profile has not been provided; or does not comply with the requirements of the criteria = 0</p>
4.2.2	Locality	
	<p>The bidder must have a local support footprint to cover the majority of IRBA users.</p>	<p>Maximum = 10 Minimum = 5</p>
	<p>The bidder must be based in South Africa with a support office located in the Gauteng province. The bidder must submit proof of location of their support office in the form of either:</p> <ul style="list-style-type: none"> a) A valid municipal statement (which is not older than three months); or b) A valid lease agreement (which is active at the closing date of the bid); or c) Any other proof of locality such as, but not limited to, rental invoice / statement not older than three months. <p>The municipal statement or lease agreement or other proof of locality must be in the name of the bidder.</p>	<p>Weight Scoring</p> <p>Bidder's support office is within the 100km radius of the IRBA offices = 10</p> <p>Bidder's support offices are beyond the 100km radius of the IRBA offices, but within Gauteng = 5</p> <p>Bidder's support offices are outside Gauteng = 0</p>

No.	Evaluation Criteria	Scoring Points
4.2.3	<i>Project/Account Manager Experience and Qualifications</i>	
	<p>The Project/Account Manager must have a minimum of three years' experience in the supply and/or support of Microsoft licences and the relevant qualifications.</p>	<p>Maximum = 30 Minimum = 25</p>
	<p>The bidder must provide a CV for the Project/Account Manager, detailing the following:</p> <ul style="list-style-type: none"> a) Minimum of three years' experience in the supply and/or support of Microsoft licences; and b) Any Microsoft accreditation to support, or for the installation of, Microsoft licences. <p>CVs must be attached. The IRBA reserves the right to verify the information.</p>	<p>Weight Scoring</p> <p>Project/Account Manager's CV indicates more than five years' relevant experience = 30</p> <p>Project/Account Manager's CV indicates three to five years' relevant experience = 25</p> <p>Project/Account Manager's CV indicates less than three years' relevant experience = 15</p> <p>No CV provided for the Project/Accounts Manager; or CV indicates irrelevant experience = 0</p>

No.	Evaluation Criteria	Scoring Points
4.2.4	<p data-bbox="268 181 504 215">Company References</p> <p data-bbox="268 248 815 376">Bidder's related experience in the supply of Microsoft licences to clients within the corporate business and/or public sector.</p> <p data-bbox="268 409 815 633">The bidder must provide at least three contactable written reference letters from clients within the corporate business and/or public sector in which they successfully supplied Microsoft licences in the past five years from the closing date of this RFT.</p> <p data-bbox="268 667 695 701">The contactable reference letters must:</p> <ul style="list-style-type: none"> <li data-bbox="316 734 783 768">a) Clearly indicate the name of the client; <li data-bbox="316 801 815 929">b) Specify the service(s) rendered, which should be in accordance with the scope of work set out in the Terms of Reference; <li data-bbox="316 940 815 1068">c) Indicate when the service was rendered, which must be within five years of the closing date of the bid; and <li data-bbox="316 1102 815 1229">d) Contain the name(s) of the client's contact person(s) and their details (phone numbers/email addresses). <p data-bbox="268 1263 815 1341">The IRBA reserves the right to verify the information submitted.</p>	<p data-bbox="837 248 1002 282">Maximum = 30</p> <p data-bbox="837 315 1002 349">Minimum = 25</p> <p data-bbox="837 409 1010 443">Weight Scoring</p> <p data-bbox="837 477 1461 555">Submission of four or more contactable written client reference letters that meet the criteria = 30</p> <p data-bbox="837 600 1461 678">Submission of three contactable written client reference letters that meet the criteria = 25</p> <p data-bbox="837 723 1461 801">Submission of two contactable written client reference letters that meet the criteria = 15</p> <p data-bbox="837 846 1461 925">Submission of one contactable written client reference letter that meets the criteria = 10</p> <p data-bbox="837 969 1461 1048">No contactable written client reference letter provided; or reference letters submitted do not meet all criteria = 0.</p>

No.	Evaluation Criteria	Scoring Points
4.2.5	<i>Approach and Turnaround Times</i>	
	<p>The bidder must demonstrate their understanding of the objectives, scope of work and deliverables of this RFT, as well as the ability to deliver quality services timeously.</p>	<p>Maximum = 20 Minimum = 10</p>
	<p>The bidder must submit a detailed methodology, indicating the following:</p> <ul style="list-style-type: none"> a) Their understanding of the objectives and scope of work; b) The approach to delivering on the scope of work; and c) The turnaround times for the supply and activation of licence renewals and new licences, which should not exceed one week from the date of the request received from the IRBA. 	<p>Weight Scoring</p> <p>Detailed methodology that is aligned to the scope of work, with suggested value-add, innovation and a three-day turnaround time for the supply and activation of licences from the date of receiving a request = 20</p> <p>Detailed methodology that is aligned to the scope of work, with a five-day turnaround time for the supply and activation of licences from the date of receiving a request = 15</p> <p>Detailed methodology that is aligned to the scope of work, with a seven-day turnaround time for the supply and activation of licences from the date of receiving a request = 10</p> <p>Detailed methodology that is aligned to the scope of work, with a turnaround time that exceeds seven days for the supply and activation of licences from the date of receiving a request = 5</p> <p>No methodology submitted; or the methodology is not aligned to the scope of work and requirements of the criteria; and/or the methodology is too generic = 0</p>

SUPPORTIVE INFORMATION

The information provided under this section must support the bidder’s bid. The forms provided herein below may be reproduced and the information typed in.

Table 1: Checklist for the Tender Submission

The completion of this checklist should assist the bidders in ensuring that they have complied with all of the submission requirements for this tender.

RFT Section Reference	Submission Description	Complied	
		Yes <i>(Add the relevant page number per the bid document)</i>	No
Eligibility/ Mandatory Requirements	Provide an authority to sign the tender.		
	National Treasury – Central Supplier Database: Confirmation of the company or individual registration on the CSD (MAAA number); or provide a CSD registration summary report.		
	Tax Compliance Status: A valid tax clearance certificate or pin issued by the South African Revenue Service.		
	Completed and signed SBD 1: Invitation to Bid.		
	Completed and signed SBD 3.2: Non-firm Pricing Form.		
	Completed and signed Pricing Proposal (as per Annexure B).		
	Completed and signed SBD 4: Declaration of Interests Form.		
	Completed and signed SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.		
	Completed and signed Declaration of Independence (as per Annexure A), confirming independence from the auditing profession.		
	Consortia and Joint Ventures: Completed and signed JV agreement (if applicable); also the completed and signed mandatory documents for each individual entity.		
Functionality Evaluation	A company profile that provides an overview and history of the company, including its core business, key management structure, and a minimum of three years of experience in the supply and delivery of Microsoft licences.		

RFT Section Reference	Submission Description	Complied	
		Yes <i>(Add the relevant page number per the bid document)</i>	No
	Proof that the bidder has a local support footprint to cover the majority of IRBA users. The service provider must be based in South Africa.		
	Detailed CVs and qualifications of the assigned Project/Account Manager, as per Table 2 of Appendix A.		
	A minimum of three contactable written reference letters from clients in the corporate business and/or public sector where the bidder has supplied Microsoft licences in the past five years from the closing date of this RFT, as per the client list in accordance with Table 3 in Appendix A.		
	A detailed methodology indicating the bidder's understanding of the IRBA objectives and scope of work, as well as how the bidder intends to deliver quality services within the expected turnaround timeframes. The turnaround times for the supply and activation of licence renewals and new licences should not exceed one week from the date of the request received from the IRBA.		

Table 2: Details of the Individual Assigned Team Members

Name	Position	Qualification	Relevant Experience

Table 3: Relevant Previously Completed Projects

In the table below, list a minimum of three previously completed projects (preferably, provide a detailed company profile, detailing the information mentioned below), supported by the contactable written reference letters with the information listed below from the respective clients on their letterhead, as per the Functional Evaluation Criteria under point 4.2.4 of this RFT.

Project Description/Name	Client Contact Name	Client Email Address & Contact Number	Project Start Date	Project Completion Date

NOTE: The IRBA undertakes to keep the information provided confidential and to use it solely for the purpose of evaluating the bidder's proposal in respect of the provision of the services set out in this document.

DECLARATION OF INDEPENDENCE FROM THE AUDITING PROFESSION

1. Purpose of the Form

The Independent Regulatory Board for Auditors is a statutory body established in terms of Section 3 of the Auditing Profession Act 26 of 2005, as amended. It maintains independence from the registered auditors it regulates. So, no bids will be considered from any entity or person that the IRBA regulates, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors.

Thus, a bidder with any direct or indirect financial/personal ties to an auditor, audit firm and/or network firm that the IRBA regulates will be deemed ineligible to participate in the bidding process. Bidders are thus required to declare and confirm that they are independent of the auditing profession in that:

- The bidder is not an audit firm;
- The bidder is not employed by an audit firm and/or a network firm; and
- The bidder, while at liberty to accept any person, firm, department, company or organisation as a client and bill for services rendered, does not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

Thus, all bidders are required to make this declaration in respect of the details required hereunder.

2. Bidder's Declaration

By appending their signature herein below, the bidder declares and confirms that they are independent of the auditing profession in that:

- The bidder is not an audit firm;
- The bidder is not employed by an audit firm and/or a network firm, as defined in the IRBA Code of Professional Conduct for Registered Auditors; and
- The bidder, while at liberty to accept any person, firm, department, company or organisation as a client and bill for services rendered, does not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

The bidder understands that any misrepresentation of their independence will result in a disqualification from the bidding process.

.....
Name

.....
Position

.....
Entity Name

.....
Date

FINANCIAL PROPOSAL

All bidders must provide their Pricing Proposal in line with the SDB 3.2 form provided and the conditions herein below.

- a) Bidders are required to submit an all-inclusive quote on an official company letterhead, using the Pricing Schedule format attached. This schedule must cover the cost for all of the expected elements linked to any of the specified deliverables, as per the scope of work, for the duration of the contract.
- b) Bidders must submit price quotations that are inclusive of VAT and any other applicable taxes.
- c) The submission of the Pricing Schedule is compulsory, and bidders must ensure that it is completed without changing the structure. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed off by the authorised signatory as proof of authentication. Failure to complete same in the prescribed manner and with unauthenticated alterations to the prices may result in the disqualification of the bid during the financial evaluation process.
- d) The bidder must indicate whether the prices quoted are fixed and firm **or** non-firm for the period of the contract. Where the prices are non-firm, the bidder must complete the SDB 3.2 form. Any price adjustments, where applicable, shall be subject to an increase of not more than the applicable CPI for each consecutive year of the contract period. (Actual CPI, as published by Statistics South Africa, should be used in the annual adjustment of rates).
- e) Bidders are required to quote a mark-up percentage on future Microsoft products which should be fixed and firm for the duration of the contract.
- f) The prices quoted must be fully inclusive of all applicable taxes, including VAT, less all unconditional discounts, plus all costs to deliver the services to the specified delivery point stated in South African rand. Where imported goods/services are to be used, and pricing is subject to changes in the exchange rate, the bidder must indicate **clearly** which portion of the bid price is linked to the exchange rate.
- g) Pricing for the Microsoft licences must be calculated based on a rand/US dollar exchange rate of R18.80/USD for the evaluation of this bid.
- h) The execution of this contract will be governed by the rates quoted, unless stated otherwise.
- i) The IRBA has approximately 100 employees; however, note that the required quantity of the Microsoft licences will differ from software product to product.

Pricing Schedule

SCHEDULE ONE: LICENCE FEES ON CURRENT MICROSOFT SOFTWARE PRODUCTS								
No.	Item Description	Quantity	YEAR ONE Licence Fee (Excl. VAT)	YEAR TWO Licence Fee (Excl. VAT)	YEAR THREE Licence Fee (Excl. VAT)	YEAR FOUR Licence Fee (Excl. VAT)	YEAR FIVE Licence Fee (Excl. VAT)	TOTAL FIVE YEARS (Excl. VAT)
1.	Microsoft Dynamics 365 Customer Voice Additional Response	1	R	R	R	R	R	R
2.	Microsoft 365 E5	1	R	R	R	R	R	R
3.	Microsoft 365 Business Standard	1	R	R	R	R	R	R
4.	Microsoft Teams Phone Standard	1	R	R	R	R	R	R
5.	Microsoft Power BI Pro	1	R	R	R	R	R	R
6.	Microsoft Copilot	1	R	R	R	R	R	R
7.	Microsoft Visio	1	R	R	R	R	R	R
8.	Microsoft Project	1	R	R	R	R	R	R
9.	Microsoft Power Automate Pro	1	R	R	R	R	R	R
TOTAL LICENCE FEES FOR FIVE YEARS, EXCLUDING VAT								R
VAT @ 15%								R
TOTAL LICENCE FEES FOR FIVE YEARS, INCLUDING VAT								R

SCHEDULE TWO: FIXED MARK-UP PERCENTAGE FOR FUTURE MICROSOFT SOFTWARE PRODUCTS			
No.	Item Description	Quantity	FIVE YEAR FIXED AND FIRM MARK-UP % (Excl. VAT)
1.	Fixed & Firm Mark-up percentage for future Microsoft Software Products	1	%

SUMMARY OF PRICING SCHEDULES	TOTAL FOR FIVE YEARS, EXCLUDING VAT
SCHEDULE ONE: LICENCE FEES ON CURRENT MICROSOFT SOFTWARE PRODUCTS	R
SCHEDULE TWO: FIXED MARK-UP PERCENTAGE FOR FUTURE MICROSOFT SOFTWARE PRODUCTS	%

COMPLIANCE WITH PERSONAL INFORMATION PROCESSING LAWS

The Protection of Personal Information Act 4 of 2013 (POPIA) restricts the processing of personal information to circumstances that are lawful, legitimate, responsible and that comply with the provisions of the POPIA.

The IRBA will have to process certain personal information, which is owned or held by bidders; thus, in order to comply with the POPIA, the IRBA must provide bidders, whose personal information is processed, with a number of details pertaining to such processing, prior to the information being processed, which details are housed under the IRBA Procurement Processing Notice found on the IRBA website (<https://www.irba.co.za/library/pop-i-act>). You are requested to download and read the Notice. Please note that most of your personal information, which we will be processing, is required for lawful purposes and, as a result, your consent to process will not be required. Where we do, however, require your consent, which is indicated in the Notice, the handing over of such personal information to the IRBA will be viewed as consent to the IRBA's processing of such personal information.

Where the IRBA's personal information is provided for processing, the IRBA consents to the processing thereof, provided that you or any other recipient who processes it undertakes to process all and any such personal information strictly in compliance with the POPIA, and subject further that where the IRBA's personal information is not processed in accordance with the POPIA, then the person handling such information indemnifies and holds the IRBA and/or any third parties that may be or will be affected by such non-compliance harmless against all and any liabilities, loss or damages, including pecuniary, non-pecuniary and/or aggravated damages, which the IRBA or any data subject or other person may incur in consequence of such non-compliance, such person (who is processing the personal information) agreeing to pay to the IRBA and/or any affected data subject/s or third party/ies all and any such damages which they may have incurred as a result of such non-compliance, on demand, and NO LIMITATION OF LIABILITY CLAUSES housed under this document or elsewhere WILL UNDER ANY CIRCUMSTANCES LIMIT THE ABOVEMENTIONED DAMAGES.

Where the IRBA provides personal information to you in terms of this document and you are tasked with processing it on its behalf in your capacity as an "Operator", as defined under the POPIA, then in such case, the provisions set out under the IRBA standard "Operator Agreement/Addendum" found on the IRBA website will apply to such processing, which terms will be incorporated into and read together with this document.