



**TERMS OF REFERENCE  
FOR THE  
APPOINTMENT OF A SERVICE PROVIDER  
TO  
SUPPLY THE RENEWAL AND UPGRADE OF  
SOFTWARE LICENSES**

## **1. Background to the CBE**

The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an overarching body that coordinates the six Professional Councils (Architecture, Engineering, Landscape Architecture, Project and Construction Management, Property Valuation and Quantity Surveying – all operating within the Built Environment) for the purpose of promoting good conduct within the Profession, transforming the professions and advising Government on issues relating to the Built Environment. The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

## **2. Background to the Assignment**

The CBE has IT software licenses utilised for the operations activities by all staff members. The current software licenses need to be renewed and upgraded to enable the CBE to comply and use legitimate software licenses.

- Unauthorized and not up-to-date software licenses
- Non-compliant to the software licenses requirements
- Services disruptions due to software locks requiring the valid software licenses
- Vulnerability of the Environment
- Backup not running and increasing a data risk

## **3. Objective of the assignment**

The objective of the assignment is to appoint a qualified service provider to supply the renewal of the software licenses Antivirus – Endpoint Kaspersky and Backup – Veeam.

#### 4. Software Licenses requirements

Below is the List of Software Licences Products the CBE want to renew or upgrade

| Current Software Products                     | Required Service  |
|---|---|
| Kaspersky – AV                                | <b>Upgrade</b> to End-Point Security Cloud Plus or Equivalent |
| Veeam Essentials Enterprise (VMware) – Backup | <b>Renew</b>  |

- Support and Maintenance of OEM for All Software Products must be included
- Confirmation that the company is the OEM Reseller/Dealer/Solution Provider/Partner or has a relationship that can guarantee a support and maintenance for the OEM

#### 5. Scope of work and project deliverables

The scope of work and project deliverables are as follows:

| Item No. | Scope of work  | Deliverables  |
|----------|--|---|
| 1        | Supply Renewal and Upgrade of the Software licenses as per the list in item 4 for a period of 12 months <ul style="list-style-type: none"> <li>a. Renewal of Veeam License</li> <li>b. Upgrade of Kaspersky</li> <li>c. OEM Support</li> </ul> | <ul style="list-style-type: none"> <li>• Proposal Document with Pricing</li> <li>• Software License Keys Configuration</li> <li>• License Confirmation from Software OEM</li> <li>• Product brochure</li> </ul> |

#### 6. Project timeframes

The estimated timeline for completing the scope of work is 2 weeks from the date of signing the contract.

## 7. Evaluation Process:

The following evaluation process shall be followed:

### 7.1 Basic Compliance:

- a) Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. This quotation will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.
- b) An original or originally certified copy of a correct and valid B-BBEE certificate (only SANAS accredited certificates will be accepted) OR valid original sworn affidavit (whichever is applicable) must be submitted. Failure to submit a B-BBEE certificate or sworn affidavit will result in the disqualification of your quotation. Failure to submit a correct and valid certificate or sworn affidavit will result in the disqualification of your quotation. Any enquiries in respect of B-BBEE Status Level Verification Certificates may be directed to the Department of Trade and Industry (DTI) at 0861 843 384. Bidders must note that sworn affidavits need to adhere to the requirements set out in The Broad Based Black Economic Empowerment Practice Guide 1 of 2018, determining the validity of a Broad-based Black Economic Empowerment verification certificate, B-BBEE certificate and sworn affidavit, par 17.
- c) All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9. Failure to fully complete these documents and failure to return one or more with your quotation will result in the disqualification of your quotation. The onus is on bidders to make sure that all SBD forms are completed in full and returned with your quotation.
- d) The CBE reserves the right to disregard a bidders' quotation should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract.

## 7.2 Evaluation Phases:

### Phase 1: Technical Evaluation

The service provider's quotation will be evaluated to determine if they meet the minimum software license requirements or not as per paragraph 4. Those bidders who meet the requirements will proceed to the due diligence process.

The due diligence process will be conducted in respect of all short-listed bidders to determine the capability and ability of short-listed bidders to execute this contract.

Please provide detailed information on the background of the company in undertaking this type of project (Provide a minimum of **two** signed referee letters).

Should the bidder fail to meet the requirements of due diligence, their quotation will be disregarded at this point and they will not proceed to Phase 2.

- Phase 2: Calculation of points

Please note that the quotations will be evaluated using the 80/20 preference point system where:

80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution. The original or originally certified copy of the B-BBEE certificate or original sworn affidavit (whichever is applicable) will be used to substantiate claims for preference points with respect to SBD 6.1

During this phase, points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = Points scored for price of quotation under consideration

$P_t$  = Rand value of quotation under consideration

$P_{\min}$  = Rand value of lowest acceptable quotation

- The final points will be calculated as follows:

Points for price:

80 points

|                                      |                   |
|--------------------------------------|-------------------|
| B-BBEE Status Level of Contribution: | <u>20 points</u>  |
| Final points:                        | <u>100 points</u> |

### **Important Notes**

- I. The General Conditions of Contract are to be acknowledged and returned with your quotation.
- II. Pricing for the contract duration must be **firm**.
- III. Pricing must be inclusive of VAT (if VAT registered).
- IV. Quotations must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2<sup>nd</sup> Floor), Menlyn, Pretoria and deposited into the bid box.
- V. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the quotation.
- VI. Quotations received after the closing time and date will not be considered for evaluation.
- VII. The CBE reserves the right not to award this quotation.
- VIII. Any change of information provided in the bid document that may affect delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- IX. It must be noted that payment will be made upon the satisfactory delivery of the deliverables and receipt of an invoice.
- X. The invoice will be paid within 30 days of receipt of the invoice. No deposit and advance payments will be made.
- XI. Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
- XII. Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.
- XIII. The closing date for submission of bids is the **27 September 2019 at 11AM**.

### **Written enquiries:**

#### **Supply Chain Management:**

Procurement Officer

Ms Sthembile Madonsela

Tel: 012-346 3985/087 980 5009

Email: [sthembile@cbe.org.za](mailto:sthembile@cbe.org.za)

#### **Technical:**

Manager: Knowledge Management and Information  
Technology

Mr Tshepo Mashilompane

Tel: 012-346 3985/087 980 5009

Email: [tshepo@cbe.org.za](mailto:tshepo@cbe.org.za)