FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 062/ 2021-22

Date: 06 May 2022

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

SUPPLY, INSTALL, CONFIQURE AND MAINTAIN ANTIVIRUS SOFTWARE

> SPECIFICATIONS:- AS PER ATTACHED LIST

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Thursday, 12 May 2022 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following condition will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.

- Prices quoted must be firm and must be inclusive of vat.

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- A firm delivery period must be indicated, **that is no later than ten (10) working days after issuing an order.**

- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate/Tax Clearance Pin must be furnished

- Copy of company registration reflecting equity owned by the members and status be In Business(CIPC)

- **BBBEE VERIFICATION CERTIFICATE**

- **Municipal rates & taxes** information in the bid document must be duly completed by local municipality or landlord.

- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.

- **Central Supplier Database (CSD)** registration number/summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

- ❖ PRICE   80

- ❖ PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR **BBBEE** RATING CERTIFICATE. 20

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from procurement offices at a cost of R50.00 per copy.

Yours Faithfully

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Me NOZUKO MDAKA
CHIEF FINANCIAL OFFICER

REQUEST FOR PROPOSALS:

Supply, install, configure and maintain Antivirus Software

1. INTRODUCTION

Fezile Dabi District Municipality (FDDM) invites all reputable and experienced service providers to submit proposals for the provision of an Enterprise Antivirus Software and Mail Security for Exchange license for the effective security management of all municipal devices for a period of three (3) years.

2. BACKGROUND

FDDM has utilised Symantec Endpoint Protection for many years as its endpoint security solution for desktops, laptops, servers and email with a central admin console located on one of the servers. We are also using Symantec Mail Security for Microsoft Exchange (SMSMSE) to provide real-time protection for email against viruses, spyware, phishing, and other malicious in FDDM environment.

FDDM has at least approximately 140 employees that are equipped with computers to enable them to perform their day to day duties. The employees use laptops/notebooks as well as desktops.

FDDM network is a Microsoft windows network. The following Operating Systems Platform should be supported with no extra cost:

- Windows 8/8.1/10, 32 & 64 bits
- Virtual servers running on Windows Server 2008 R2 Standard and Windows Server 2012 Standard
- Virtualization Applications: Hyper-V and VMware Windows Server 2008 R2 Enterprise
- Stand alone servers running on Windows Server 2012 R2 Standard

Desktops/Laptops		Servers
Standalone Computers	15	8
Active Directory	117	
TOTAL	132	

3. SCOPE OF WORK

Item	Description	Quantity
	Antivirus Software	140
	Email Gateway Security with Spam and content filtering	140

- Provide maintenance and support of the antivirus and email gateway security for a period of three (3) years
- Service Provider shall apply all software updates / version upgrades released by the respective OEMs during the contract period.
- Successful service provider must provide training immediately after the completion of the project to IT employees (2) to administrator the server.
- The service provider must be a certified reseller and approved partner of the proposed product.
- The service provider must have helpdesk support from 08:00a.m.-17:00a.m for any call reported and solution to be provided within 1 hour of reporting.

Antivirus Features:
- Easy to setup and manage
- Central Management/Management Console
- File Server Security
- Full Disk Encryption
- Mail Security
- Malware Detection
- Ransomware
- Anti-Phishing
- Detect advanced threats
- Block targeted attacks
- Provide instant remediation
- Auto Scan of removable devices

4. DELIVERABLES
- Installation and configuration of software licences across all FDDM devices (Servers, Desktops and Laptops) 140
- Installation and configuration of Email Gateway Security
- Implement/setup centralized server
- Configure network audits to detect new devices
- Configure auto updates daily
- Configure server to send daily, weekly and monthly automated reports
- All stand alone computers should be implemented in such a way that the PCs should get update automatically from internet on regular basis.

- Training of FDDM ICT employees (2)
- Draft SLA with FDDM Contract Management Unit

5. **EVALUATION CRITERIA**

CRITERIA	SUB-CRITERIA	SCORE
Methodology and approach	Proposals must contain the detailed Project Methodology with time frames of Planning, Deployment and testing in order to deliver the service in accordance with the scope of work and deliverables.	20
OEM Partner Letter or certificate	Partner letter with the following: 1. Entity Name 2. Partner ID 3. Date the entity became an product Partner/Reseller 4. Indication that Partner Letter is still valid. NB: Should the letter / certificate not have one of the above stated, it will be deemed invalid.	20
Curriculum Vitae of Project Team	Qualifications and competence of the key staff (assigned personnel) in relation to the scope of work	20
	Previous work in similar project • 1-2 Testimony Letter/Contactable References, samples of work to be submitted and related cost (6 Points) • 3-4 Testimony Letter/Contactable References, samples of work to be submitted and related cost (13 Points) • 5 and above Testimony Letter/Contactable References, samples of work to be submitted and related cost (20 Points)	20
References	▪ Contact details of at least three references from amongst recent clients with whom similar work has been conducted in the past 12 Months (Past and Current Clients: Service, Feedback, Ratings and References) ▪ Portfolio of past work	20
TOTAL		100