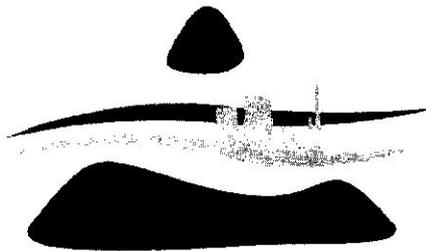


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 012/2022-23

**REQUEST FOR PROPOSALS FROM REPUTABLE EXPERIENCED AND ACCREDITED
SERVICE PROVIDERS TO UPGRADE THE EXISTING ACTIVE DIRECTORY (AD) AND
MICROSOFT EXCHANGE.**

CLOSING DATE 31 OCTOBER 2022 @ 12:00PM

PREPARED FOR/BY:

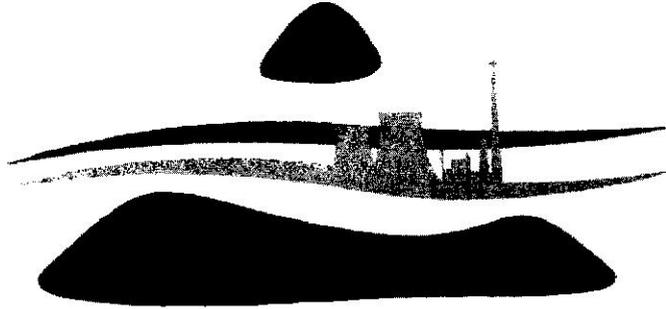
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 012/2022-23

Date: 24 October 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.

REQUEST FOR PROPOSALS FROM REPUTABLE EXPERIENCED AND ACCREDITED SERVICE PROVIDERS TO UPGRADE THE EXISTING ACTIVE DIRECTORY (AD) AND MICROSOFT EXCHANGE

SPECIFICATIONS

Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 31 October 2022 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.

- A firm delivery period must be indicated, NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.
- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate must be furnished.
- Copy of company registration reflecting equity owned by the members and status.
- **BBBEE VERIFICATION CERTIFICATE**
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.
- Certified ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

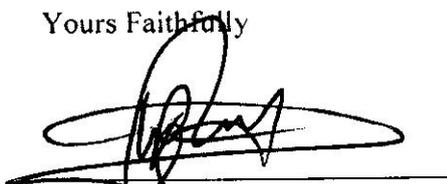
❖ PRICE	80
❖ BBBEE Status	20

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

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy.

Yours Faithfully



J Reyneke
ACTING CHIEF FINANCE OFFICER

REQUEST FOR PROPOSALS:
Upgrade Active Directory and Microsoft Exchange

1. INTRODUCTION

Fezile Dabi District Municipality (FDDM) hereby invites proposals from all reputable, experienced and accredited service providers to upgrade the existing Active Directory (AD) and Microsoft Exchange.

2. CURRENT STATUS QUO

3.1 Active Directory

- ✓ Active Directory 2008
- ✓ Windows Server 2008 Enterprise V6.0.6002 SP 2
- ✓ 165 Enabled Users
- ✓ Two domains- one parent, one child

3.2 Microsoft Exchange

- ✓ Microsoft Exchange 2010 SP3 Version 14.03.0513.000 and the update Rollup 32 (KB5000978)
- ✓ Windows Server 2008 R2 Standard SP1
- ✓ 125 Mailboxes
- ✓ 29 Distribution List
- ✓ 129 Mail Contacts
- ✓ 2 mailbox databases (Sizes: 161.1 GB + 43.92 GB)
- ✓ 1 Client Access Server – Hub Transport, Client Access, Mailbox
- ✓ 29 Public Folders

Email Client: Outlook 2013

The municipality is using ESET Mail Security as Anti- Spam

Both AD and Exchange are virtualized on Hyper-V Manager V6.1

FDDM has procured a new server (HPE ProLiant Gen 10) hardware of which the appointed service provider will configure it and Microsoft Exchange 2019 Standard has been procured.

3. SCOPE OF WORK

A. Upgrade the current FDDM Active Directory to version 2019

- The bidder is responsible to migrate all Active Directory objects to NEW Active Directory, Areas include, but not limited to AD DS, Group Policies, DNS, WINS, DHCP, Security Policies and any services required.
- The bidder should decommission an old Domain – Windows 2008 - after domain migration

B. Upgrade current Microsoft Exchange 2010 to 2019

- Migration to include email incl. attachments, contacts (GAL), calendars, tasks, public folder
- The bidder is responsible to migrate all Microsoft Exchange objects to new Exchange. Areas include, but not limited to Mailbox Database, Mail Flow, Mailbox Quota and Restrictions, IIS, and any services required.
- The bidder should decommission an old Exchange – 2010 - after exchange migration
- Setup Exchange Server environment in high availability mode

C. Migration should include SSL Certificate

D. Configure Outlook Anywhere, Outlook Web Access and ActiveSync for mobile access; with support for multifunction authentication.

E. Perform an audit on the existing AD and Exchange, if the current AD and Exchange is not healthy, it's bidder responsibility to fix all of current AD and Exchange Solution issues in order to migrate it to new one

F. Identify potential challenges and propose solutions

G. Testing and Corrections

H. Knowledge transfer

I. The solution should be based on best practices

4. EVALUATION CRITERIA

CRITERIA	SUB-CRITERIA	SCORE
Methodology and approach	<ul style="list-style-type: none"> ▪ Proposals must contain the detailed migration plan with timelines. 	20
Accreditation Letter or Certificate	<ul style="list-style-type: none"> ▪ Certified Copy of Microsoft Certified Partner for Messaging 	20
Microsoft Certified Technology Specialists/ Professionals	<ul style="list-style-type: none"> • The bidder should submit Microsoft Certifications/Transcripts for at least three team members <ul style="list-style-type: none"> ✓ At least MCSE/MCSA on AD and Exchange is a must 15 points ✓ At least MCSE/MCSA on Infrastructure is a must 15 points 	30
References	<ul style="list-style-type: none"> ▪ The bidder must provide contactable references where similar service were provided in the past three (3) years <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Less than 3 references 0 points ▪ 3 to 5 references 15 points ▪ 6 or more references 30 points 	30
TOTAL		100