



REQUEST FOR QUOTATION – IT 13/2022

MIMECAST TARGETED THREAT PROTECTION S1 MODULE AND MIMECAST EMAIL ARCHIVING A1 MODULE RENEWAL WITH ADVANCED SUPPORT

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. Email communication is one of our fundamental ways of doing business, we currently need to renew the licenses for our Mimecast Email archiving S1 module and our Mimecast Targeted Threat protection A1 Module with advanced support.

Purpose of the Request for Proposal

To seek quotations from suitable service providers for the Renewal of our Mimecast Targeted Threat Protection (S1) and our Mimecast email archiving service (A1) with advanced support for 156 clients for a Period of 12 months.

2. Mandatory Scope of Works

Description	Quantity
Mimecast Email archiving renewal (A1) module with advanced support for 12 Months	156
Mimecast targeted threat protection (S1) Module with advanced support for 12 Months	156

Please Note: Failure to meet all of the stipulated mandatory scope of works will result in the service provider being deemed non-responsive and will not be considered for evaluation.

3. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 3.1 Full name.
- 3.2 Identification or company or other registration number.
- 3.3 Tax reference number and VAT number, if any.
- 3.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 3.5 Valid BBBEE Certificate.
- 3.6 MBD 4 Declaration of Interest form must be completed.
- 3.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.



4. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

5. Requirements to submit quotations

- 5.1 All schedules in this document must be populated and will form part of the quotation.
- 5.2 Companies must submit a company profile and provide examples and references of similar such work performed.
- 5.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (www.icc.co.za). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

6. Compulsory Pricing Schedule:

Description	Quantity	Total
Mimecast Targeted Threat Protection S1 Module with advance support for a period of 12 Months.	156	R
Mimecast Email Archiving A1 Module with advanced support renewal for a period of 12 Months.	156	R
	TOTAL EXCL VAT	R
	TOTAL INCL VAT	R

Note: The Durban ICC is not liable to make any deposit payments upfront.

I.....being duly authorized thereto by Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____

Date: _____

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation.

7. Requirements to submit quotations

- 7.1 The Durban ICC is not liable to make any deposit payments upfront.
- 7.2 All schedules in this document must be populated and will form part of the quotation.
- 7.3 Companies **must** submit a company profile and to provide examples and references of similar such work performed.



7.4 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (www.icc.co.za). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.





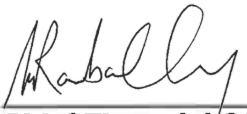

8. Contact Person

Lindani Mnguni
Tel: +27 31 360 1346
IT Team Leader

9. Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 21 September 2022**.

10. Request approved by:

 09/09/2022
IT Manager Preshan Haripershadh
 09/09/2022
Siphwe Khuzwayo Facilities Director
 09/09/2022
SCM Compliance Officer Adwoa Mlumba
 12/09/2022
Finance Executive Thenashree Naldoo
 13/09/2022
Chief Financial Officer Melanie Rambally
 13/09/2022
Chief Executive Officer Lindiwe Rakharebe

11. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

12. Declaration of Municipals Fees

I / we do hereby declare that the Municipal fees of the company:-

.....
(Company Name)

Are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

Account	Account Number *
Electricity	
Water	
Rates	

*** To be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, and including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – please attach a copy of your Metro Bill

Name: (Block Capitals) _____

Signature: _____ **Date:** _____
 (of person authorized to sign on behalf of the Tenderer)

13. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state¹.

15.1 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

15.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

15.2.1 Full name of bidder or his/her representative

15.2.2 Identity number:

15.2.3 Position occupied in the Company (director, trustee, shareholder²):

15.2.4 Company Registration Number:

15.2.5 Tax Reference Number:

15.2.6 VAT Registration Number:

15.2.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ **MSCM Regulations: "in the service of the state" means to be –**

- (a) **a member of –**
 - any municipal council
 - any provincial legislature
 - the National Assembly or the National Council of Provinces
- (b) **a member of the board of directors of any municipal entity;**
- (c) **an official of any municipality or municipal entity;**

- (d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*
- (e) *a member of the accounting authority of any national or provincial public entity;*
- (f) *an employee of parliament or a provincial legislature.*

² *“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

15.2.8 Are you presently in the service of the state?

YES	NO
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 If yes, furnish particulars:

15.2.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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15.2.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?

YES	NO
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 If yes, furnish particulars:

15.2.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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15.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

YES	NO
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 If yes, furnish particulars:

15.2.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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15.2.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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15.3 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder