



REQUEST FOR QUOTATION – IT 24/2023

**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.

2. Purpose of the Request for Quotation

The Purpose of this request is 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.

3. Mandatory Scope of Works

Description	Number of licensed users
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

4. Mandatory Requirements

Does the service provider comply with the mandatory requirement? Please tick as illustrated	Yes	No
	☐	X
<ul style="list-style-type: none"> The service provider must have sufficient requisite experience in similar projects. Please attach two (2) positive references from clients serviced. 		

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

5. Two Stage evaluation process

Stage 1: Bid submissions will be evaluated based on compliance with mandatory requirements detailed above

Stage 2: Price and Preference

The 80/20 preference points system will be applied.

Bidders will score up to 20 preference points for their B-BBEE status level of contribution as per the table below:

BBBEE Status of Contributor	Number of points claimed (80/20 system)	Number of points claimed (90/20 system)
Level One	20	10
Level Two	18	9
Level Three	14	6
Level Four	12	5
Level Five	8	4
Level Six	6	3
Level Seven	4	2
Level Eight	2	1
Non-compliant contributor	0	0



6. **Preconditions**

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

- 6.1 Full name
- 6.2 Identification or company or other registration number
- 6.3 Tax reference number and VAT number, if any
- 6.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed
- 6.7 All schedules in this document must be populated and will form part of the quotation
- 6.8 A contactable email address and / business card must be provided together with all written quotations/proposals
- 6.9 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

7. Compulsory Pricing Schedule:

Description	Quantity of clients	Unit cost	Total (unit cost x quantity)
Mimecast Email archiving renewal (A1) module with advanced support for 12 Months	156	R	R
Mimecast targeted threat protection (S1) Module with advanced support for 12 Months	156	R	R
Total (VAT Excl.)			R
VAT @ 15%			R
Total (VAT Incl.)			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.



8. Terms and Conditions

- 8.1 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award. The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Quotation (RFQ).
- 8.2 It must be noted that the service provider assumes all risk when submitting quotations/proposals to the Durban ICC
- 8.3 The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity
- 8.4 The entity will only make a final award should the bidder be tax compliant at time of award.
- 8.5 The service provider will hereby quote to perform and complete all work required in this RFQ within the quoted amount. It will be deemed that they have checked all aspects of this work before quoting and therefore the price tendered should be inclusive of all required work.

9. Protection of Personal Information

- 9.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 (“POPIA”).
- 9.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

10. Contact Person

Preshan Haripershadh
Tel: +27 31 360 1344
IT Manager

11. 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 27th October 2023.**

12. Past experience in similar assignments

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

13. 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, 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: _____
 (of person authorized to sign on behalf of the Tenderer)

Date: _

14. MBD4 Declaration of Interest

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

- 14.1 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.
- 14.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 14.2.1 Full name of bidder or his/her representative
- 14.2.2 Identity number:
- 14.2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 14.2.4 Company Registration Number:
- 14.2.5 Tax Reference Number:
- 14.2.6 VAT Registration Number:
- 14.2.7 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.*

14.2.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
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14.2.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
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14.2.10 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?
If yes, furnish particulars:

YES	NO
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14.2.11 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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14.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

14.2.13 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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14.2.14 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. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder