



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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## **SCM TERMS OF REFERENCE**

RFQ SAHRA 44/2025 - APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF MICROSOFT LICENSES FOR A HYPER-V BASED INFRASTRUCTURE MIGRATION FROM VMWARE ESXI.



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## SCM TERMS OF REFERENCE

### 1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit quotations to procure Microsoft Licenses for a Hyper-V based infrastructure migration from VMware ESXi.

### 2. BACKGROUND

- 2.1. SAHRA is a statutory organisation established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.2. Our current infrastructure is based on aging HP and Dell servers running VMware ESXi 5.5, which is no longer supported and incompatible with new hardware such as the Dell PowerEdge R760XS. To ensure compatibility, scalability, and supportability, we are transitioning to a Hyper-V-based environment using Windows Server 2025 Standard Edition. This transition will enable us to consolidate virtual machines, improve performance, and align with modern IT standards.
- 2.3. The migration includes virtual machines currently running Windows Server 2012 R2, Windows Server 2016 Standard, and Linux. We will also only for now be implementing this solution on our **two** new Dell PowerEdge R760XS servers. SAHRA is looking at the CSP licensing model.
- 2.4. SAHRA currently also utilises VEEAM Backup and Replication which we will be using to facilitate the migration from VMWare Environment to Hyper-V.

### 3. SCOPE AND SERVICES REQUIRED

#### 3.1 The following are required from potential service providers:

No.	Service Description:	License amount/Notes
1.	Windows Server 2025 Standard - 16 Core License Pack	8
2.	Windows Server 2025 Remote Desktop Services CALs	5
3.	Windows Server 2025 CALs	150
4.	Software assurance/Upgrade Rights	Required
5.	Duration of CSP subscription	Annual – Once Off
6.	Delivery timeline	Licenses must be provisioned withing 5 working days of award.



- 3.2 Licensing must cover 8 Windows Server virtual machines per physical host, with downgrade rights for Windows Server 2016 and 2012 R2.
- 3.3 Licenses must be provided under the Microsoft Cloud Solution Provider (CSP) program. Only CSP based quotations will be considered.
- 3.4 Licenses must support online activation and centralized management via Microsoft 365 Admin Center or equivalent.
- 3.5 No migration support required. We are also not migrating from on-premises to cloud so please no cloud solutions.
- 3.6 Licenses must be reusable in the event of migration or replacement of servers/virtual machines.

#### **4. TERMS AND CONDITIONS OF PROPOSALS**

- 4.1 All costs and expenses incurred by potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- 4.2 While SAHRA endeavors to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.
- 4.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

- 4.9 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.10 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.12 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 4.13 SAHRA reserves the right not to award or not award the proposal to the service provider that scores the highest points.
- 4.14 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.15 All returnable proposal documents must be completed in full and submitted together with the service provider's quote.
- 4.16 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 4.17 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid Documents**
- a. SBD 1 Invitation Bid
  - b. Tax Compliance status pin.
  - c. SBD 3.3 Pricing Schedule
  - d. SBD 4 Bidder's Disclosure Form
  - e. SBD 6.1 Preference points claim form PPR2022 (valid BBBEE certificate / Sworn Affidavit must be submitted together with this completed document.
  - f. Contract Form – Rendering of Services (To be filled in by the winning bidder)
  - g. General Conditions of Contract
  - h. Proof of valid registration with the Central Supplier Database (CSD)

**NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation.**

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

## 5. EVALUATION CRITERIA

5.1. All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:** Preference points on specific goals as follows.

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
<b>TOTAL</b>	<b>100</b>

### 5.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

## 6. SUBMISSION OF QUOTATIONS

6.1. Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management - **Bid No: RFQ SAHRA 44/2025**

Bids must be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Bids can also be emailed to: [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)

**It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time.**

**7. CLOSING DATE AND TIME: 08 December 2026 at 11:00  
NO LATE BIDS WILL BE ACCEPTED**



**8. For the Supply Chain related enquiries, please contact:**

**Mr Zamankosi Makhubu**

Senior Supply Chain Management Compliance Officer

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Fax: 021 462 4509

[zmakhubu@sahra.org.za](mailto:zmakhubu@sahra.org.za)

**For Technical information, please contact:**

**Mr Stephen Müller**

Information and Communications Technology Manager

South African Heritage Resources Agency

Tel: 021 462 4502

Fax: 021 462 4502

Email: [smuller@sahra.org.za](mailto:smuller@sahra.org.za)

