



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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## **TERMS OF REFERENCE**

### **RFQ SAHRA 10/2026**

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO SUPPLY AND DELIVER THE RENEWAL OF MICROSOFT OFFICE 365 BUSINESS STANDARD LICENSES WITH ADD-ONS FOR A PERIOD OF TWELVE (12) MONTHS.



## TERMS OF REFERENCE

### RFQ SAHRA 10/2026

## RENEWAL OF MICROSOFT OFFICE BUSINESS STANDARD LICENCES AND ADD-ONS FOR A PERIOD OF 12 MONTHS

### 1. PURPOSE

- 1.1. The purpose of this request for quotation is to find a suitable Service Provider to supply and deliver the renewal of Microsoft Office Business Standard Licenses with add-ons for a period of 12 months.

### 2. BACKGROUND

- 2.1. SAHRA is currently making use of **Microsoft Office 365 Business standard, limited amount subscriptions of Business Premium to access emails (Outlook), Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, SharePoint, OneDrive and other Microsoft products included with business standard and other add-ons** that will expire soon. SAHRA is therefore looking for a suitable Service Provider to supply the renewal of these licenses with the renewal of various add-ons to expand the posture as per our requirements.
- 2.2. The current licenses are expiring on the 26<sup>th</sup> of June 2026 and commencement of the new is expected to start on the 26<sup>th</sup> of June 2026.

### 3. SCOPE AND SERVICES REQUIRED

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

PRODUCT DESCRIPTION	QTY / NUMBER OF USERS
Microsoft 365 Business Standard	120
Microsoft 365 Business Premium	30
Microsoft 365 Teams Premium	30
Microsoft Exchange Online Plan 2	15
Microsoft Visio Plan 2	1
Note: Appointed Service Provider is expected to sign a 12-month contract	

### 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 30 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.
- 4.17. The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.
- 4.18. 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.
- 4.19. 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 Bidders disclosure
  - 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
  - g. Proof of valid registration with the Central Supplier Database (CSD Report)

**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
<b>Price</b>	<b>80</b>
<b>Special Goals</b>	<b>20</b>
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**

Project proposals must be sent via e-mail to [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za) for the attention of Supply Chain Management – **Bid No: RFQ SAHRA 10/2026**

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: Tuesday 2 June 2026 at 11:00 am  
NO LATE BIDS WILL BE ACCEPTED**

**8. For Supply Chain Management, please contact:**

Mr Paul Tiyago

Finance

The South African Heritage Resources Agency

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