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Faerie Glen 0043
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Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ Number: IDT-HO-ICT-IDT- PROCUMENT FOR THE SHAREPOINT ONLINE SERVICES – 27/11/2026

Description: PROCUMENT FOR THE SHAREPOINT ONLINE SERVICES

Closing Date and Time: 04 December 2026 @12:00PM

Submission of quotations: All quotations must be submitted to the following address:

IDT Head Office,
Glenwood Office Park,
Faerie Glen,
Pretoria.

on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. Name of Company _____
2. National Treasury Central Supplier Database number MAAA_____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

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DETAILED SPECIFICATIONS/ TERMS OF REFERENCE FOR THIS RFQ

TERMS OF REFERENCE RFQ FOR THE APPOINTMENT OF A SHAREPOINT ONLINE (MICROSOFT 365) SPECIALIST FOR A PERIOD OF FIVE (5) MONTHS

1. BACKGROUND

The Independent Development Trust (IDT) requests quotations from suitably qualified service providers for the appointment of a SharePoint Online (Microsoft 365) Specialist for a period of five (5) months at 160 hours per month (800 hours in total). The IDT currently stores approximately 14TB of organisational data on on-premises Windows file servers and intends to stand up SharePoint Online within its Microsoft 365 tenant as the organisation's central document management and collaboration platform.

The appointed specialist will establish the SharePoint Online environment, configure all security controls and governance administration, assist the IDT to migrate the 14TB of on-premises file server data to SharePoint Online, and transfer skills to the IDT Windows Server engineers so that they are able to manage and administer SharePoint Online after the contract ends.

2. OBJECTIVES

- Stand up a secure, well-structured and governed SharePoint Online environment in the IDT Microsoft 365 tenant.
- Configure SharePoint security controls, compliance and governance administration aligned to IDT policies and applicable legislation (including POPIA).
- Plan and execute, together with the IDT ICT team, the migration of approximately 14TB of data from on-premises file servers to SharePoint Online with no data loss and minimal disruption to users.
- Build internal capacity by training the IDT Windows Server engineers to manage and administer SharePoint Online independently.

3. SCOPE OF WORK

3.1 SharePoint Online stand-up and information architecture

- Assess the current on-premises file server structure, folder hierarchy, permissions and data volumes.
- Design the SharePoint Online information architecture, including hub sites, communication and team sites, document libraries, metadata, content types and navigation per IDT business unit and regional office.
- Configure the SharePoint Admin Centre and tenant-level settings, site templates, site provisioning process and naming conventions.
- Configure integration with Microsoft Teams and OneDrive for Business where applicable.

3.2 Security, controls and governance administration

- Develop a SharePoint governance framework and administration operating procedures for approval by the IDT.
- Configure permissions models, Microsoft Entra ID security groups, site ownership and access review processes.
- Configure external sharing and guest access policies, access control (including unmanaged device policies) and sharing link defaults.
- Configure sensitivity labels, retention labels and policies, data loss prevention (DLP) and records management in line with IDT records and POPIA requirements, within the IDT's existing Microsoft 365 licensing.
- Configure audit logging, storage quotas, versioning limits, alerts and administrative reporting.
- Develop Power Automate workflows for priority business processes (e.g. document approvals and site provisioning requests) as agreed with the IDT.

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3.3 Data migration (approximately 14TB)

- Conduct a pre-migration assessment and clean-up analysis (unsupported file types, long paths, invalid characters, duplicate and redundant/obsolete/trivial data).
- Develop a detailed migration plan, including file server-to-SharePoint mapping, permissions mapping, migration waves, cut-over schedule, rollback and communication plan.
- Perform pilot migration(s) and obtain IDT sign-off before full migration.
- Execute and support the migration of approximately 14TB of data in waves, using Microsoft migration tools (SharePoint Migration Tool / Migration Manager) or an equivalent tool proposed by the bidder.
- Perform post-migration validation and reconciliation (file counts, sizes and permissions) and resolve migration errors.
- Provide post-migration hyper-care support to users and the ICT service desk.

3.4 Skills transfer and training

- Develop a training plan and training material for the IDT Windows Server engineers.
- Provide structured hands-on training on SharePoint Online administration, site and permissions management, governance and compliance controls, migration tools, PowerShell administration, monitoring and troubleshooting.
- Conduct knowledge transfer sessions throughout the contract and confirm competence through supervised practical exercises.
- Hand over complete as-built documentation, administration manuals and standard operating procedures.

4. DELIVERABLES AND INDICATIVE TIMELINE

Ref	Timeline	Key deliverables
1.	Month 1	Current-state assessment report; SharePoint information architecture design; governance framework; detailed migration plan.
2.	Month 2	SharePoint Online stand-up completed; security, compliance and governance controls configured; pilot migration completed and signed off.
3.	Months 3 – 4	Migration of approximately 14TB of data in approved waves; post-migration validation reports; Power Automate workflows deployed; ongoing training of Windows Server engineers.
4.	Month 5	Final migration waves and hyper-care; as-built documentation, administration manuals and SOPs; completed training and skills transfer report; project close-out report.

The service provider must submit a monthly progress report together with a signed timesheet. Payment will be made monthly in arrears on approval of the timesheet and progress report by the IDT ICT Unit.

5. CONTRACT DURATION AND WORKING ARRANGEMENTS

- **Duration:** Five (5) months from the date of appointment.
- **Hours:** 160 hours per month (800 hours in total for the contract period).
- **Location:** IDT Head Office, Glenwood Office Park, Faerie Glen, Pretoria. Remote work may be agreed with the IDT ICT Unit where appropriate.
- **Resource:** The proposed resource may not be substituted without prior written approval by the IDT.
- **Confidentiality:** The service provider and resource must sign the IDT confidentiality and non-disclosure agreement and comply with IDT ICT policies and POPIA.

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6. MINIMUM MANDATORY REQUIREMENTS

The proposed SharePoint Specialist must meet ALL of the minimum mandatory requirements below. Bidders who fail to meet any of the mandatory requirements, or who do not submit the required evidence, will be disqualified and will not be evaluated further.

Ref	Mandatory requirement	Evidence required	Comply (Yes / No)
1.	A Bachelor degree (NQF Level 7) or higher qualification in Information Technology, Computer Science, Information Systems or an equivalent technology field.	Certified copy of the degree certificate (certified within the last 6 months). Foreign qualifications must be accompanied by a SAQA evaluation certificate.	
2.	More than fifteen (15) years' experience in ICT, including SharePoint implementation and administration.	Detailed CV of the proposed resource showing dates of employment and projects.	
3.	Microsoft Certified Professional (valid Microsoft certification).	Copy of the Microsoft certificate(s) and certification ID for verification.	
4.	Microsoft Azure Architect Expert	Copy of the Microsoft certificate(s) and certification ID for verification.	
5.	Microsoft Certified: Azure Fundamentals	Copy of the Microsoft certificate(s) and certification ID for verification.	
6.	Microsoft Certified: Azure Administrator	Copy of the Microsoft certificate(s) and certification ID for verification.	

❖ **Note: Additional Mandatory Document**

- All respondents are required to submit a separate quotation on their official letterhead.

7. PRICING SCHEDULE

Prices must be all-inclusive (including travel, accommodation, tools and disbursements) and quoted in South African Rand.

Ref	Item Description	Qty	Cost
1.	SharePoint Online Specialist – monthly fee: SharePoint stand-up, governance and controls configuration, 14TB data migration support and skills transfer (160 hours x hourly rate)	5 months (800 hours)	
2.	**Mandatory Qualifying Criteria: The proposed resource must meet ALL minimum mandatory requirements in section 6. Attach evidence with the RFQ response.**		
3.	**TOTAL (800 hours)**		**R**
4.	**VAT where applicable @ 15%**		**R**
5.	**TOTAL COST**		**R**

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Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (90) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: Juniorm@idt.org.za
- All **Technical** related Queries must be directed in writing to: Molatelo.Makgatho@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES / NO

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

I, the undersigned, (name)……. In submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

The applicable preference point system for this tender is the 80/20 preference point system.

a) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	**90**	**80**
SPECIFIC GOALS	**10**	**20**
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	**100**	**100**

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1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{Or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{Or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) An invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) Any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

Then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points Allocated (90/10 system) (To be completed by the organ of state)	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- □ Partnership/Joint Venture / Consortium
- □ One-person business/sole propriety
- □ Close corporation
- □ Public Company
- □ Personal Liability Company
- □ (Pty) Limited
- □ Non-Profit Company
- □ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) Disqualify the person from the tendering process;

(b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) Recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) Forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……
DATE: ……

ADDRESS: ……

……

……

……

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