Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ number: IDT/ICTUNIT27/11/2026

Description: Renewal of Netwrix Auditor Annual Subscription Licences (12 Months), including Installation and Configuration

Closing date and time: 08 December 2026 @12PM

Submission of quotations: All quotations must by email to Quotations@idt.org.za be submitted 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. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
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.

Compulsory returnable document: SBD 6.1

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals

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INDEPENDENT DEVELOPMENT TRUST

TERMS OF REFERENCE: RFQ FOR THE RENEWAL OF NETWRIX AUDITOR ANNUAL SUBSCRIPTION LICENCES (12 MONTHS), INCLUDING INSTALLATION AND CONFIGURATION

1. BACKGROUND

The Independent Development Trust (IDT) uses Netwrix Auditor to monitor user activity and to track system changes on its Active Directory, file servers and SQL Server environment and Microsoft Dynamics GP, by consolidating audit data from these systems into a single audit trail and reporting platform. The IDT also uses Netwrix Password Reset to provide self-service password management to its users.

The current annual subscription licences are due for renewal. The IDT therefore invites suitably qualified and OEM-authorised service providers to submit quotations for the renewal of the Netwrix Auditor and Netwrix Password Reset subscription licences for a period of twelve (12) months, including installation, configuration and verification of the licensed modules.

2. SCOPE OF WORK AND REQUIREMENTS SPECIFICATION

2.1 Licence requirements

- Renewal of genuine Netwrix subscription licences for 450 enabled user accounts for each of the following modules: Netwrix Auditor for Active Directory, Netwrix Auditor for File Servers, Netwrix Auditor for SQL Server, Great Plains, and Netwrix Password Reset.
- The subscription term must be twelve (12) months from the date of licence activation, with no gap in coverage from the expiry of the current subscription.
- Licences must be registered in the name of the Independent Development Trust, and licence keys/entitlement certificates must be issued to the IDT ICT Unit.
- The subscription must include OEM technical support and access to software updates and new version releases for the full subscription term.
- The service provider must quote one fixed unit price per module for the full quantity of 450. Tiered, split-quantity or optional pricing will not be accepted.
- Grey-market, second-hand, evaluation or non-transferable licences will not be accepted.

2.2 Installation and configuration services

- Apply the renewed licence keys and confirm that all four modules are active and correctly licensed in the IDT environment.
- Services may be delivered remotely and/or on-site at the IDT Head Office, Glenwood Office Park, Faerie Glen, Pretoria, as agreed with the IDT ICT Unit. Remote access will be subject to IDT ICT security controls.
-

3. PRICING SCHEDULE

Service providers must complete the pricing schedule below. Prices must be quoted in South African Rand (ZAR), must be firm for the validity period of the quotation, and must include all costs (licences, delivery, installation, configuration, travel and knowledge transfer).

Ref	Item Description	Qty	Unit Price (excl. VAT)	Total Price (excl. VAT)
1.	Netwrix Auditor for Active Directory: 1-year subscription licence (renewal)	**450**	R	R
2.	Netwrix Auditor for File Servers: 1-year subscription licence (renewal)	**450**	R	R

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Ref	Item Description	Qty	Unit Price (excl. VAT)	Total Price (excl. VAT)
3.	Netwrix Auditor for SQL Server and MS Dynamics GP: 1-year subscription licence (renewal)	**450**	R	R
4.	Netwrix Password Reset: 1-year subscription licence (renewal)	**450**	R	R
5.	Installation, configuration and testing	**1**	R	R
6.	Mandatory OEM Authorisation: Bidders must submit a valid Netwrix partner/ reseller certificate or a Manufacturer Authorisation Letter (MAF) issued by Netwrix, confirming that the bidder is authorised to resell and support Netwrix products. Failure to submit will result in disqualification.			
7.	**SUB-TOTAL (excl. VAT)**			**R**
8.	**VAT where applicable @ 15%**			**R**
9.	**TOTAL COST (incl. VAT)**			**R**

4. MANDATORY TECHNICAL REQUIREMENTS

In addition to the compulsory returnable documents listed on page 1 of this RFQ, bidders must comply with the following. Bidders who do not meet any of the requirements below will be disqualified and will not be evaluated further.

No.	Requirement	Proof Required	Comply (Yes/No)
1.	Bidder must be an authorised Netwrix partner/reseller.	Valid Netwrix partner/reseller certificate or Netwrix Manufacturer Authorisation Letter (MAF) addressed to IDT or current at closing date.	
2.	Quotation must cover all items 1 to 5 in the pricing schedule at the stated quantities.	Fully completed pricing schedule	
3.	Licences must be genuine, new subscription renewals for 12 months, registered to IDT.	Written confirmation on the bidder's letterhead.	

5. DELIVERY, ACCEPTANCE AND PAYMENT

- Licence keys and OEM entitlement certificates must be delivered electronically to the IDT ICT Unit within ten (10) working days of receipt of an official purchase order.
- Acceptance will be confirmed in writing by the IDT ICT Unit once the licences are active in the OEM portal, all modules are verified as functional, and the close-out report has been received.

6. EVALUATION CRITERIA

Quotations will be evaluated in the following phases:

- **Phase 1: Administrative compliance.** Submission of all compulsory returnable documents (CSD number, SARS Tax Compliance PIN, signed SBD 4 and SBD 6.1).
- **Phase 2: Mandatory technical requirements.** Compliance with all requirements in section 3 (item 6) and section 4. Non-compliant bids will not proceed to Phase 3.
- **Phase 3: Price and specific goals.** Compliant bids will be evaluated on the 80/20 preference point system in terms of the Preferential Procurement Regulations, 2022, as set out in SBD 6.1 attached.

7. Closing date and submission

Responses and proposals to the RFQ must be submitted via email to: **08 December 2026**

Quotations@idt.org.za

- 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 (30) days after the closing date of this Request for Quotation.All **SCM** queries related to this RFQ must be submitted in writing to: AidaN@idt.org.za

- All **Technical** related Queries must be directed in writing to: Ictbids@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.

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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3.4 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.

3.5 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.

3.6 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**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 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 100% Ownership	3	6
Youth 100% Ownership	3	6
People with Disabilities 100% Ownership	2	4
Black Mail 100% Ownership	2	4
Total points for Price and SPECIFIC GOALS	**100**	**100**

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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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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**

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

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 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

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Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

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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