



REQUEST FOR QUOTATION

MANAGEENGINE PATCH MANAGER PLUS ENTERPRISE SOFTWARE

RFQ/JHB/2022/023

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 30 NOVEMBER 2022 AT 11H00**

Terms of Reference

1. Introduction

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008), which promotes sustainable communities by making well-located land as well as appropriately planned land and buildings available for the development of housing and sustainable human settlements. As an organ of state, the HDA is accountable through its Board, to the Minister of Human Settlements. As its primary activity, the HDA identifies, acquires, holds, develops, and releases state, private and communal land for development. In addition, the HDA provides project delivery support services to all spheres of government at local, provincial, and national level. Visit www.thehda.co.za for more information.

2. Scope of Work

The HDA seeks to acquire software and its associated license for the management of Windows client and server operating systems patches on LAN and WAN(On-Premises), and that has reporting capabilities with the following specifications:

| | |
|----------------------------|---|
| Product Description | ManageEngine Patch Manager Plus Enterprise Edition - Subscription Model (On-Premises) |
| System Type | Software |
| Licensing | Annual subscription for 250 Computers and Single User License |
| Website Link | https://www.manageengine.com/patch-management/ |

The HDA further seeks to renew licensing for two more products also from ManageEngine (specification below) and request that the license expiration of all products (including the above) is concurrent for ease of annual license renewals.

| | |
|----------------------------|---|
| Product Description | Manage Engine AD Manager Plus Professional |
| System Type | Software |
| Licensing | 1-year Subscription Renewal - 1 Domain, 2 Helpdesk Technicians & Unlimited Objects |
| Website Link | https://www.manageengine.com/products/ad-manager/ |

| | |
|----------------------------|---|
| Product Description | Manage Engine AD Audit Plus Professional |
| System Type | Software |
| Licensing | 1-year Subscription - 1 Domain controller & 1 File server |
| Website Link | https://www.manageengine.com/products/active-directory-audit/ |

8. Evaluation

To facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80: 20 formulae for Price and B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and BBB-EE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

| CRITERIA | SUB-CRITERIA | WEIGHTING/ POINTS |
|--|---------------------------|-------------------|
| Price | Detailed budget breakdown | 80 |
| B-BBEE (Status Level Verification Certificate) | B-BBEE Level Contributor | 20 |
| TOTAL | | 100 |

The HDI proposal will be evaluated as per PPPFA regulations.

9. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

10. General

10.1 Below are compulsory requirements for this service

10.1.1 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

10.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

10.2 Further information regarding technical matters can be sent by an email to: Jacob.Rapasa@thehda.co.za or at Tel: 011 544-1000, and

10.3 Further information regarding supply chain matter and queries can be send via email to: Njabulo.Hlongwane@thehda.co.za or at Tel: 011 544-1000

11 Terms and Conditions.

11.1 HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

11.2 No payment will be made where there is an outstanding information/work by the service provider/s.

12 Submission of Quotation

12.1 Quotations should be submitted on or before the 30 November 2022 by no later than 11h00 to the following address: Njabulo.Hlongwane@thehda.co.za / Procurement@thehda.co.za

12.2 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.