

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	20 May 2024	RFQ Number	RFQ/COS/012/2024
Closing Date:	23 May 2024	Closing Time:	11H00
Description of Services	MICROSOFT 365 & AZURE AD RENEWAL LICENSING REQUEST		

1. SPECIFICATIONS/REQUIREMENTS

- 1.1. CATHSSETA is looking to appoint a service provider for the renewal and upgrade of Microsoft 365 and Azure AD.

	SPECIFICATIONS/REQUIREMENTS	QUANTITY
	Renewal and upgrade of:	
1	Microsoft 365 E1 licenses – Plan 1	75
2	Microsoft 365 E3 licenses – Plan 1	25
3	Microsoft Exchange Online licenses – Plan 1	100
4	Microsoft Azure Active Directory license	1
5	Microsoft SharePoint online renewal	
6	Microsoft Visio renewal license (retail)	3
7	Microsoft PowerBI	5

2. ADMINISTRATIVE REQUIREMENTS

- 2.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
2.2. Completed and signed SBD4, SBD6.1
2.3. Valid Tax Compliance Pin issued by SARS.
2.4. Valid B-BBEE Certificate or Sworn Affidavit.

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- 2.5. Central Supplier Database (CSD) Supplier Number.
 - 2.6. All RFQ related responses must include the RFQ number as the subject matter.
 - 2.7. Copy of registration documents with the Registrar of Companies.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.