



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**AD MANAGER PLUS TOOL
2023/24 FINANCIAL YEAR**

Issued and Prepared by:
Alfred Nzo District Municipality
ERF 1400 Ntsizwa Street
P/Bag x 511
Mount Ayliff
4735

Acting Director: Corporate Services – Mr. S Quzu
Contact Person: Mr. L Bekiswa
Tel: 039 254 5191
Fax: 039 254 0343

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	3
1.1 INTRODUCTION	3
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	3
1.2.1 Overall objective	3
1.2.2 Specific Objectives.....	4
2. SCOPE & extent of work.....	5
3. PROJECT TIME FRAME	6
4. PROJECT MANAGEMENT.....	6
5. REPORTING MECHANISM.....	7
6. SUBMISSION OF BIDS	7
7. EVALUATION CRITERIA	7

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

ADManager Plus is an integrated tool that presents a complete suite of Active Directory (AD), Office 365, Exchange, Skype for Business, G Suite management and reporting that will certainly help the Windows Active Directory administrators and users in efficient handling of all the Active Directory Data. It offers customizable approval-based workflows to streamline AD operations, automation for routine AD tasks, secure task delegation to help desks, and more.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Active Directory Management Simplify Active Directory management by effecting bulk creation and modification of accounts, delegation and rep.

AD Bulk User Management Using CSV files, modify user attributes in bulk, reset passwords and move users and user objects in bulk.

Active Directory Bulk User creation Create & deploy users in bulk with all attributes including exchange mailbox & terminal services & assign them to groups using CSV import.

Active Directory Bulk User modification Reset passwords, unlock users, move users, delete/enable/disable users, add to and remove from groups and modify attributes including exchange and terminal services in bulk.

Inactive/Disabled User Account Management Clean up your AD by generating a list of inactive or disabled accounts and easily delete, enable or move them.

Active Directory Password Management Reset multiple user accounts passwords, configure password settings and enable/disable users whose passwords expire.

Mobile Active Directory User Management Reset passwords, enable, disable, unlock and delete user accounts from your mobile iOS or Android device.

Active Directory Computer Management Create computers, enable, disable and move computers in bulk and change their general attributes and group memberships in bulk.

1.2.2 Specific Objectives

Active Directory Reports Generate, schedule and export over 150 complete and comprehensive pre-installed reports on your Active Directory infrastructure.

Active Directory User Reports

Comprehensive reporting on AD users like inactive users, locked out users, real last logon of users and disabled users reports.

Active Directory Logon Reports Generate reports on user logon activity including detailed reports on logon time, logon hours and other user logon attributes.

Active Directory Password Reports

Detailed reporting on password status, security permissions, password expiry, invalid logon attempts and password changes.

Active Directory Users' Real Last Logon Report

Get to know the true last logon time of users in specific OUs, groups or the entire AD, along with other relevant details such as account status, account creation time, etc. using this report.

Active Directory Computer Reports Generate complete reports on computer objects, domain controllers, workstations, computer account status and OS based reports.

Active Directory Group Reports Complete reporting on all types and scopes of security and distribution groups including nested group membership report and distribution lists and its members report.

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the delivering, installing and configuring of ADManager Plus Tool on our server environment.

The following gives a high-level indication of activities to be undertaken by the Service Provider:

- Supply, Delivery, Installation, and Configuration of ADManager Plus Tool.
- Provide training to Active Directory administrators and users.

Specification

Number	Description	Quantity	Unit Price	Amount
1.	ADAudit Plus Standard Edition-Perpetual Licensing Model (Single Installation License fee for 2 Domain Controllers) Maintenance and Support fee for 2 Domain Controllers (3 years)	1 3		
2.	ADManager Plus Standard Edition - Perpetual Licensing Model (Single Installation License fee for 1 Domain Unrestricted Objects with 5 Administrators) Maintenance and Support fee for 1 Domain Unrestricted Objects with 5 Administrators (3 years)	1 3		
Total exclusive of VAT				
VAT @ 15%				
Total inclusive of VAT				

3. PROJECT TIME FRAME

The project time frame will be 36 months from the date of appointment of the service provider.

4. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants, the appointed service provider will take responsibility of the work. The client will deal with the contracted service provider. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

5. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

6. SUBMISSION OF BIDS

Quotations must be placed in a sealed envelope and clearly marked: "**ADManager Plus Tool**" and placed in the Bid box in the Alfred Nzo District Municipality not later than **12H00** on the _____.

7. CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Quotations;

The Quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- Stage 2- Price and Specific Goal

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	Scoring
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100
• Previous Experience	50
• Capacity and Expertise	50
Total Scoring	100

Price and Preference

Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
Bidders will score Specific Goals as follows		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	4
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to	4

	obtain full points the percentage of equity held must be 51% or more	
Rural	Attach Proof of Residence of the Business or Lease Agreement	4
Disabled	Attach a Signed Letter from Health Practitioner	4
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	4
Total Scoring		100

Previous Company Experience		
Note: The scoring in this section is not cumulative		
Traceable records for successful supply installation of three or more ADManager Plus Tools to the value of R50 000.00 each.		50
Traceable records for successful supply and installation of two ADManager Plus Tools to the value of R50 000.00 each.		40
Traceable records for successful supply and installation of one ADManager Plus Tool to the value of R50 000.00		30
	Total Scoring	50
Note COMPULSORY attachments for verifying work done: <ol style="list-style-type: none"> 1. The ANDM Assessment Bidder Form must be completed, stamped, and signed by the previous employer as a means of verifying references for each project undertaken. If 5 Projects were done, 5 Assessment bidder forms must be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase Order AND A -A completion certificate for each project completed. 		

Capacity and Expertise to Undertake the Project	
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	
A Project Team with the following areas of expertise:	
The service provider must be registered on one of the South African Manage Engine Software Distributors or Partners (Proof of registration must be submitted)	30
One or more personnel must have a minimum of six (6) Months ICT Certificate.	20
Total Scoring	50
NB: Attach CV and certified copies not older than 3 months for all qualifications	

For any queries regarding this tender, please contact **Mr. L Bekiswa** for project related queries; on (039) 254 5191 or;

Supply Chain Management contact **Mr. V Cita** for SCM related queries at telephone number 039-254-5134 during office hours.

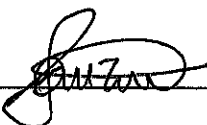
Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,



MR. S QUZU

ACTING DIRECTOR: CORPORATE SERVICES

Date

Approved/Not Approved



ZAMILE .H. SIKHUNDLA

MUNICIPAL MANAGER

Date of Approval 11/09/2023