



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**

**SUPPLY AND INSTALLATION OF ANTIVIRUS SOFTWARE LICENSES FOR A PERIOD OF  
12 MONTHS (1 YEAR)  
2024/25 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

**P/Bag x 511**

**Mount Ayliff**

**4735**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

Information and Communication Technology plays an important role in local government by improving responsiveness, increasing efficiency, transparency and enhancing service delivery to the communities. The use of ICT in local government includes the use of latest technologies in administration to simplify the operations in various systems used for day-to-day for public service delivery purposes.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

The aim of the project is to acquire the services of the qualified services providers to **supply and installation of antivirus software licenses for a period of 12 months (1 year)**

#### **1.2.2 Specific Objectives**

To supply and installation of antivirus software licenses for a period of 12 months (1 year) for Alfred Nzo District Municipality.

## **2. SCOPE & EXTENT OF WORK**

Quotations are invited from suitably qualified service providers to prepare and submit proposals to undertake the **supply and installation of antivirus software licenses for a period of 12 months (1 year)**. The following gives a high-level indication of activities to be undertaken by the Service Provider.

- The appointed Service Provider will be required to supply and install the antivirus software licenses.
- Central Management Console
- Modern Endpoint Protection with Next Generation Antivirus
- Server Security

- Full Disk Encryption
- Advanced Threat Defence
- Cloud App Protection
- Mail Security
- Vulnerability and Patch Management

### Specification

Number	Description	Quantity	Unit Price	Amount
1.	supply and installation of antivirus software licenses for a period of 12 months (1 year)	424		
<b>Total Exclusive VAT</b>				
<b>VAT @ 15%</b>				
<b>Total Inclusive VAT</b>				

### 3. PROJECT TIME FRAME

The project time frame will be fourteen (14) days from the date of appointment of the service provider.

### 4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Supply and installation of antivirus software licenses for a period of 12 months (1 year).
- Project closeout report

### 5. 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.

## 6. REPORTING MECHANISM

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

## 7. SUBMISSION OF BIDS

Completed quotations in sealed envelopes endorsed Bid number above, must be deposited in the bid box at Alfred Nzo District Municipality offices, Erf 1400, Ntsizwa Street, Mt Ayliff not **later than stipulated time and date**, where bids will be opened in public shortly afterwards at ANDM Conference Centre. Late, incomplete, electronic, telegraphic, telexed, faxed bids will not be considered. The lowest or any proposal will not necessarily be accepted and Alfred Nzo District Municipality reserves the right to accept or not to accept any proposal either in whole or in part. And any assistance in completing partly or full the proposal from ANDM Official or Councillor will result in disqualification of bid.

## 8. 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
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• <b>Previous Experience</b>	<b>60</b>
• <b>Capacity and Expertise</b>	<b>40</b>
<b>Total Scoring</b>	<b>100</b>

### Stage 2

## 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.

<b>Preferential Procurement Goals</b>	<b>Proof to be Attached to Claim full Points</b>	<b>Points</b>
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		
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	6
Youth	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	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	2
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	3
<b>Total Scoring</b>		<b>100</b>

## Breakdown of Capacity to Execute the Work

<b>Previous Company Experience</b>	
<b>Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of a minimum of 03 or more Supply and installation of software projects to the value of R35 000.00 each or more.	60
Traceable record for successful completion of a minimum of 02 Supply and installation of software projects to the value of R35 000.00 each or more.	50

Traceable record for successful completion of a minimum of 01 Supply and installation of software projects to the value of R35 000.00 or more.	40
<p style="text-align: right;"><b>Total Scoring</b></p> <b>Note COMPULSORY attachments for verifying work done:</b> <ol style="list-style-type: none"> <li>1. The <b>ANDM Assessment Bidder Form</b> (available on our website <a href="http://www.andm.gov.za">www.andm.gov.za</a> ) must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</li> <li>2. In <b>ADDITION</b> to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> <li>- Official purchase order or Appointment letter</li> </ul> </li> </ol>	60

<b>Capacity and Expertise to Undertake the Project</b> <b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	
<b>A Project Team with the following areas of expertise:</b>	
A team leader must have a minimum of NQF Level 6 qualification in Information Technology.	20
One or more personnel must be registered to Networking certification {preferable Cisco Certified Network Associate (CCNA) certification or Interconnecting Cisco Networking Devices certification (ICND)}.	10
One or more personnel must be registered to Wireless Networking certification (preferable Cisco Wireless Certification) and must be registered to cabling certification (preferable Krone Certification).	10
<b>Total Scoring (20+20)</b>	40
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	

For any queries regarding this tender, please contact Mr. Z. M Ntlangula for project related queries; on (039) 254 5025 or;

Supply Chain Management contact Mr. B.C.W. Makiwane for SCM related queries at telephone number 039-254-5218/5134 during office hours.

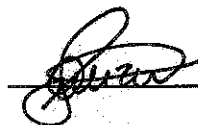
**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**

**RECOMMENDED/ NOT RECOMMENDED**



**MR. S. QUZU**

**ACTING DIRECTOR: CPS**

23/04/2025

**DATE**

**APPROVED/NOT APPROVED**



**MR. O. DIKO**

**ACTING MUNICIPAL MANAGER**

24/04/2025

**DATE**