



SCM /Tender Ref #:	DPME 13 / 2026-27
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Request for proposals for:	Procurement of VMware licenses for a period of 24 months
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Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note there will be no compulsory briefing session.

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this term of reference. The following must be attached to the proposal as annexures:

- **Annexure B** Compliance and Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

ENQUIRIES		
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1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background
- Problem statement and purpose
- Objectives and scope of project
- Key deliverables
- Timeframes

2. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B must be used to summarise costing.

3. EVALUATION OF BIDS

3.1. Administrative requirements

Annexures B **must** be completed using Microsoft Excel provided. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (Acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

3.2. Mandatory Requirements

Mandatory Requirements	Substantiating evidence of compliance <i>(used to evaluate bid)</i>	Evidence reference <i>(to be completed by bidder)</i>
1. BIDDER CERTIFICATION/ AFFILIATION REQUIREMENTS		
The bidder must be an accredited Partner/Reseller to provide VMware (Broadcom) Software Solutions.	Provide a valid certificate or letter as proof from VMWare (Broadcom) Software Solution indicating. (a) the bidder name and, (b) information stating that the partnership is valid at time of bid. NOTE (1): DPME reserves the right to verify information provided.	<provide unique reference to locate substantiating evidence in the bid response >

3.3. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Initials of specification committee members: _____

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

3.4. Evaluation – Quantitative criteria

Mandatory requirements: Only bids that met all the mandatory requirements will proceed to PPPFA Price evaluation.

Mandatory Evaluation Criteria		Comply (3)	Do not Comply (1)
1.1	The bidder must be an accredited Partner/Reseller to provide VMware (Broadcom) Software Solutions.		

3.5. PPPFA: Price /Specific Goals

Only bids that meet the minimum administrative and mandatory requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations include your BBBEE certificate/ Affidavit – see attached bid documents. The evaluation method (80/20) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1. Points to be allocated as follows:

The specific goals allocated points in terms of this tender (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated (80/20 system) (To be completed by the organ of state)	POINTS TO Applicable to 80/20AWARD >= More than < = Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
TOTAL	20	

4. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the DPME. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the

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successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves the content of the standard template.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

5. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 5.1. The department reserves the right to award and not to award the bid.
- 5.2. Bidders must submit the accreditation letter or certificate from Vmare/Broadcom.
- 5.3. Bidders failing to comply with all the mandatory requirement will be disqualified.
- 5.4. Bidders must populate and submit all the required information.
- 5.5. Conditions stipulated in the general conditions of contract will be applicable should any of the parties fail to deliver.