

# REQUEST FOR PROPOSALS (RFP)

## CONFIGURATION, IMPLEMENTATION, MAINTENANCE AND SUPPORT OF MICROSOFT DYNAMICS 365 FOR THE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose-built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

The East London IDZ intends to appoint a suitable, independent service provider that will configure, implement, maintain, and support a Microsoft Dynamics 365 system that will assist the East London IDZ to integrate many functions across the business, such as financial management, human resources, procurement, and sales, to deliver benefits such as increased productivity and efficiency for a period 4 years.

Reference No.	Description / Name	Closing Date / Time
RFP-ICT-111RT	CONFIGURATION, IMPLEMENTATION, MAINTENANCE AND SUPPORT OF MICROSOFT DYNAMICS 365 FOR THE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD	24 July 2023 at 12h00

### BRIEFING MEETING:

**Note:** A compulsory briefing session will be held on the **07 July 2023 starting at 10h00 via Microsoft Teams**, a link below will be provided on the East London IDZ's website. [Click here to join meeting](#)

Tenderers are encouraged to submit written questions by emailed to [zandile@elidz.co.za](mailto:zandile@elidz.co.za) not later than the 14 July 2023 at 16:30. Responses will be sent not later than 17 July 2023 at 16:00.

### BID CONDITIONS:

- Tenderers are required to submit a copy of CIPC Registration
- Tenderers are required to submit a Certified copy(s) of members I.D's
- Tenderers are required to submit a copy of share certificate
- Tenderers are required to submit a Proof of Disability from Medical Practitioner
- Tenderers are required to submit a Proof of Office Location (lease agreement, statement of account from the municipality and/or confirmation of address/clearance from the municipal councilor)
- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line
- Tenderer must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided
- Tenderers should submit a Valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.
- Tenderers to provide certified copy of Company Registration Certificate
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked **"Envelope A -Technical Proposal"** and **"Envelope B – Financial Proposal"**. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-signed "Form of Offer" in the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.

### EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and Specific Goals.

### Score breakdown:

- 80 Points for Price
- 20 Points for Specific Goals

All respondents with functionality less than 70% of the total functional requirements will not be considered.

### PROPOSAL DOCUMENT & SUBMISSION:

The RFP document will be available for download on **30 June 2023 12h00 (Noon)** at [www.elidz.co.za](http://www.elidz.co.za) under **Opportunities >> Tenders**.

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00 on the 24 July 2023. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted.

### TENDER ENQUIRIES:

Queries relating to this tender may be addressed to:

Ms Z. Mtebele      T: +27 43 702 8200 | E: [zandile@elidz.co.za](mailto:zandile@elidz.co.za)

