



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

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SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	02/10/2025	
Closing Date	13/10/2025	
Contact Number	010 023 5200	
Venue for delivery of goods /services	Woodmead North Office Park, 54 Maxwel Drive, Woodmead, Johannesburg, 2191, Gauteng Province, South Africa	
Responses must be via E-mail	scm@infoeregulator.org.za	
Contact Person	Pheko Laka	
APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF X110 MICROSOFT 365 E3 LICENSES WITH MICROSOFT TEAMS, INTUNE, & X1 MS ENTRA ID P2 LICENSE FOR A PERIOD OF 12 MONTHS.		
Specification to be supplied	Qty	Description
Microsoft 365 E3 Licenses with MS Teams, and INTUNE	110	Refer to Page 2
Microsoft Entra ID P2	1	Refer to Page 3

1. SPECIFICATION FOR SUPPLY OF X110 MICROSOFT365 E3 LICENSES WITH MS TEAMS and INTUNE & X1 MICROSOFT ENTRA ID P2 LICENSE FOR TWELVE (12) MONTHS.

The Regulator would like to appoint a service provider for the supply of X110 Microsoft 365 E3 Licenses with Microsoft Teams and Intune (for 110 users) and X1 Microsoft Entra ID P2 for twelve months. The licenses must be linked/registered on the Information Regulator's current Tenant ID and Primary domain.

1) X110 MICROSOFT 365 E3 LICENSES (WITH MICROSOFT TEAMS and INTUNE)

- MUST INCLUDE ALL SERVICES ON THE MICROSOFT E3 SERVICE PLAN**
- MUST INCLUDE MICROSOFT TEAMS LICENSES**
- MUST INCLUDE MICROSOFT INTUNE LICENSES**

IMPORTANT SERVICES TO BE NOTED ON THE QUOTE:

- Windows 10/11 Enterprise (Original)
- Microsoft 365 Apps for Enterprise
- Microsoft 365 Apps for Mobile
- Microsoft 365 On the Web / Microsoft 365 Web Apps
- Microsoft Defender for endpoint.
- Exchange Online (Plan 2)
- Microsoft Bookings
- Microsoft Teams
- Information protection for 365
- SharePoint (Plan 2)
- OneDrive for work (business) / OneDrive for Business
- Microsoft Azure Multi-Factor Authentication / Microsoft Entra Multifactor Authentication
- Microsoft Forms
- Microsoft Intune
- Universal Print
- Windows Autopatch
- Windows Update for Business Deployment Service
- Visio for the Web
- White Board
- Sway

2) MICROSOFT ENTRA ID P2

- MUST INCLUDE ALL ENTRA ID P1 FEATURES

- Microsoft Azure Multi-Factor Authentication / Microsoft Entra Multifactor Authentication
- Microsoft Defender for Cloud Apps Discovery

REQUIREMENTS

1. Request for Quotation Requirements

1.1 To guarantee an objective and fair evaluation process, all quotations submitted must be in accordance with the format described in the Request for Quotation. Failure to provide all or any part of the requested information in the required format may result in a quotation being excluded from the evaluation process.

2. Mandatory Submission of Documents (Failure to submit any of the below documents will result in disqualification of the proposal)

2.1 Company Profile comprising a description of your organisation, primary business activity, clients, relevant experience, management, partnerships, etc.

2.2 Three (3) Signed Reference Letters for similar work done within the last four (4) years. These letters must:

- Be issued on the official letterhead of the organisation to which the service was rendered.
- Clearly indicate that a similar service was provided.
- Be signed by the person responsible at the organisation; and
- Include the contact details of the person responsible for verification purposes.

2.3 Certification of Accreditation from the reseller or partner. The certification must:

- Be valid at the time of submission; and
- Clearly indicate that the bidder is authorised to render the required service.

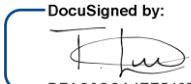
2.4 **Information Officer Registration Certificate.**

3. **RFQ Terms and Conditions**

- 3.1 Bidders must be registered with National Treasury (CSD) Central Supplier Database and attach a copy of their CSD report, or Unique number and Tax Pin in their bids to enable Information Regulator to confirm suppliers' tax status.
- 3.2 Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act.
- 3.3 Bidders must complete, sign, and submit updated SBD 4 and SBD 6.1 forms.
- 3.4 Bidders must indicate the estimated delivery of goods.
- 3.5 The quotation and required documents must be submitted through email to SCM@info regulator.org.za or as prescribed elsewhere in the RFQ.

4. **Other Important Requirements**

- 4.1 The service provider is required to register their Information Officer (IO) on the Information Regulator's eServices portal.
- 4.2 The eServices portal can be accessed here: [eServices: Information Regulator](#)

APPROVED BY		X	NOT APPROVED BY
Name:	Mr. T Luyaba		
Position	Chief Information Officer (CIO)		
<div><div><div>DocuSigned by:</div><div></div><div>DFAC8CCA4EE546B...</div></div><div>Signature</div></div> <div><div>02-Oct-2025 20:19 SAST</div><div>Date</div></div>			