



Request for Quotations

Purpose of this Document

The Gauteng Film Commission (GFC) wishes to appoint suitably qualified and experienced Service Providers to submit quotations and fee structures for the renewal of Microsoft Office 365 for a period of 12 months.

The following documents and requirements need to accompany the quotations

- Tax clearance certificate accompanied by a pin for further verification.
- Certified BBBEE certificate, SBD 4,6,8 and 9.
- All prospective bidders must be registered on the Central Supplier Database (CSD)

Completed quotes must be submitted via email to quotes@gautengfilm.org.za by no later than 19 June 2024

Technical Enquiries should be directed to Mr. Bubele Ngxola at bubelen@gautengfilm.org.za

Evaluation Process

PRICE AND BBBEE POINTS

The 80/20 preferential point system as per the [Treasury Framework Act of 2000](#) will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status

Specification

The appointed service provider/s will be expected to deliver on the following specification:

Key Deliverables	Quantity	Specifications
Microsoft 365 Business Standard	27	12 Months Subscription
Microsoft Exchange Online Plan	12	12 Months Subscription
Microsoft 365 Business Basic	3	12 Months Subscription
Windows 11 Operating system Pro	1	Single license