



**NATIONAL UNION OF DISABLED PERSONS OF UGANDA
(NUDIPU) TERMS OF REFERENCE FOR PROCUREMENT OF
MICROSOFT 365 BUSINESS STANDARD**

1.0 INTRODUCTION

National Union of Disabled Persons of Uganda (NUDIPU) is an umbrella organization that advocates for the inclusion of Persons with Disabilities' and their concerns in the mainstream development processes.

Due to the increased demand from NUDIPU partners to have a cloud solution to ease communication and collaboration. NUDIPU will require company machines to be licensed and software readily available for the various applications.

Microsoft licensing allows organizations to standardize their licenses companywide and to retain the possibility to add software licenses and online services at the same time.

NUDIPU therefore requires the services of a qualified Microsoft Cloud Solution Provider (CSP) for a period of three (3) years.

2.0 CSP LICENSING SCOPE

The CSP partner shall provide NUDIPU with access to the following Licenses:

No	Product Description	License Type	Period	Qty
1.	Microsoft 365 Business Standard	Monthly Subscription	3 Years	18

Additional Information to Bidders:

The licensed suppliers shall:

- i. Provide the first line of support to Microsoft products.
- ii. Advise on changes and advancements on Microsoft products.

3.0 MANDATORY REQUIREMENTS

Bidders to submit copies of the following **MANDATORY** documents (Yes/No)

No	Requirement	Yes	No
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1.	Attach a copy of certificate of Incorporation/Registration in Uganda		
2.	Attach a copy of a Trading license		
3.	Attach a copy of TIN Certificate		
4.	Attach a Microsoft Partnership Certificate		
5.	Attach NITA Accreditation		

NOTE: Tenderers must meet and pass all the parameters/requirements in the mandatory evaluation so as to be considered for technical evaluation. Please note that the authenticity of the above documents provided SHALL be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderer's bid nonresponsive.

4.0 TECHNICAL EVALUATION

No	Description of Criteria.	Requirements
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1.	<p>Proof and references</p> <p>Similar Experience</p>	<p>Tenderers/Bidders should provide supporting documentation as evidence of their ability to sell CSP licenses.</p> <p>1. Provide a list of at least five (5) clientele/customers in which the bidder has undertaken similar services/assignments in the last five (3) years, detailing the nature of the assignment, the value of the contract, contact person including contact addresses.</p> <p>2. For the list above, provide proof of copy of contracts or copy of Purchase Orders (<i>issued to the bidder</i>) for the sale of Microsoft/Office 365 licenses or other Microsoft cloud services such as Azure etc.</p> <p>i. Five (5) Contracts or LPO's ii. Three (3) Contracts or LPO's iii. One (1) Contract or LPO</p>
2.	Microsoft Partnership Level	<p>The Bidder should:</p> <p>I. Provided proof of being a Microsoft Gold or Silver partner.</p> <p>II. Show proof of being an authorized reseller of Microsoft CSP licenses.</p>
5.	Adequacy of the proposed Work Plan & Methodology in responding to NUDIPU requirements	<p>Tenderers/bidders to provide his proposed work plans and methodology to reflect the following:</p> <p>a) Timelines of License Delivery within seven (5) days b) Service Level Agreement (SLA) to be used d) Bidder to demonstrate the existence of a 24/7 help desk support system and Security Operation Center (s)</p>

Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification. Note that you may be required to produce original Certificates for ease of verification.

5.0 FINANCIAL EVALUATION CRITERIA

This will be based on the compliance to the following criteria by tenderers.

- i. The lowest evaluated total price inclusive of taxes
- ii. No correction of arithmetic errors - The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

PRICE SCHEDULE

No.	Product Description	License Type	Period	Qty	Unit Price	Total Amount
	18 Microsoft Business Standard Licenses					
	Support & Maintenance					
	Deployment & Migration					
	One off Staff training on how to use it.					
18% VAT						
Total Price for One (1) Year						
Grand Total Cost for One (1) Year Inclusive of ALL taxes						
Grand Total Cost Year (2) subscription Inclusive of ALL taxes						
Grand Total Cost Year (3) subscription Inclusive of ALL taxes						

NB: Year two (2) and Year three (3) subscriptions will not form part of the contract price, however bidders are required to provide the above cost for purposes of yearly subscriptions. This will be paid to the winning bidder in successive years (two (2) & three (3))

Deadline for submission of Bids

Bids documents to be submitted not later than 21st October 2022 to procurement email: procurement@nudipu.org