



REQUEST FOR QUOTATION (RFQ)

RFQ DESCRIPTION	Sharegate Migrate Essentials License or Equivalent (1 Machine Activation)
RFQ ISSUE DATE	04 September 2026
CLOSING DATE & TIME	25 September 2026

Submissions must be electronically submitted to LydiaC@legal-aid.co.za on or before the closing date of this RFQ,

For queries, please contact **Name via email:** RendaniMu@legal-aid.co.za

SUPPLIER NAME :

POSTAL ADDRESS :

TELEPHONE NO :

FAX. NO. :

E MAIL ADDRESS :

CONTACT PERSON :

CELL NO :

SPECIFICATION FOR:

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the constitution. Legal Aid South Africa is a high-performance organization delivering its constitutional mandate to provide legal assistance to the poor.

1. Required Services

Legal Aid South Africa hereby invites qualified and reputable service providers to submit a Request for Quotation (RFQ) for the procurement of a Sharegate Migrate Essentials License or equivalent. The requirement is for a one (1) year subscription for a single (1) machine activation, to be delivered via Electronic Software Delivery (ESD).

Product	Sharegate Migrate Essentials License or equivalent (1 Machine Activation)
Quantity	1 Machine Activation
License Type:	Essentials License (1 Machine Activation)
Delivery	Electronic delivery within 7 days of award
Support and Maintenance	Comprehensive support and maintenance as part of its annual subscription.

2. Scope of Work

The appointed contractor shall undertake to provide Legal Aid with Sharegate Migrate Essentials License or equivalent (1 Machine Activation) and assistance with installation.

2.1. Technical Support

a. The appointed service provider shall provide comprehensive technical support to Legal Aid South Africa, ensuring the successful deployment of the Sharegate Migrate Essentials license or equivalent. This includes resolving all platform-related concerns and an obligation to provide immediate troubleshooting for any issues encountered during the software installation, license activation, or initial configuration phases.

2.2. License and contract management:

a. Support and maintenance services must also include management of licenses and contracts. This involves ensuring that Legal Aid South Africa has the appropriate licenses and contracts and that they are updated and renewed as required.

3. Mandatory Requirements

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Bidders must indicate their compliance/ non-compliance to the following requirements and to substantiate as required.

MANDATORY REQUIREMENTS	COMPLY	
	Yes	No
Proof of Authorization: A formal Letter of Authorization from Workleap or its authorized distribution partners is required. The letter must confirm the bidder's status as an authorized reseller of the migration tool or equivalent within South Africa for the duration of the contract.		

4. Technical and Functional Requirements

Max Points	Criteria	Points
40	Technical Track Record: Submission of a minimum of two (2) reference letters on the client's official letterhead. References must pertain to the successful supply and support of software licensing projects of a similar nature and magnitude within the last five (5) years. • 2 reference letters – 40 points • 1 reference letter – 20 points • No reference letter/reference letter older than five (5) years – 0 points	40
20	Electronic Software Delivery: A formal written commitment on the bidder's letterhead stating that the license will be delivered electronically within three (3) to five (7) business days upon receipt of an official Purchase Order. • Formal written commitment provided – 20 points • No formal written commitment provided – 0 points	20
20	Technical Support Commitment: A signed undertaking confirming the bidder will serve as the first point of contact (Tier 1 Support) for Legal Aid SA, covering installation and license activation. • Undertaking provided – 20 points • No undertaking provided – 0 points	20
20	Microsoft Ecosystem Expertise: Proof of Microsoft Solutions Partner (formerly Gold/Silver) status. • Proof of Microsoft Solution Partner provided – 20 points • No proof of Microsoft Solution Partner provided – 0 points	20
	TOTAL	100

5. Pricing

Item	Description	Unit measure	Qty	Unit Price	Total Price
1.	Sharegate Migrate Essentials License (1 Machine Activation) or equivalent 1 Year Subscription (ESD)		1		
				Sub Total	
				Vat 15%	
				Total	

6. PPR2022 SPECIFIC GOALS

- Historical Disadvantage Individuals (HDI) applied
- The following table will be used to calculate the score out of 20, for HDI.

<u>Specific goals</u>	<u>Points</u>	<u>Points Claimed</u> (to be completed by supplier)
Historically Disadvantaged individual (HDI)		
Enterprises with ownership of 51% or more by person/s who are black person/s.	<u>10</u>	
Enterprises with ownership of 51% or more by person/s who are women.	<u>5</u>	
Enterprises with ownership of 51% or more by person/s who are youth.	<u>3</u>	
Enterprise with ownership of 51% or more by person/s with disability.	<u>2</u>	
Enterprises with ownership of less than 51% by person/s who are black; or less than 51% by person/s who are women; or less than 51% by person/s who are youth or less than 51% by person/s with disability.	<u>0</u>	
Total	<u>20</u>	

Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied to

7. Terms and Conditions:

- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 90 days from the closing date;
- The full costs must be disclosed and no variances will be entertained;
- The following documents must be completed and returned together with the quotation:
 - SBD 1
 - SBD 3.1
 - SBD 4
 - SBD 6.1
- Quotation on a company letterhead must be provided;
- The service provider will not be entitled to a retainer fee;
- Prices to be fixed for a year upon appointment;
- **Bidders will be evaluated on the Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and Specific Goals: HDI = 20 points as tabulated above.**
- **Bidders who are claiming Specific Goals point should submit a B-BBEE certificate or a sworn affidavit;**
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant, not a government employee and is not a restricted supplier;
- This Request for Quotation is subject to the conditions of the General Conditions of Contract (GCC) and, any other legislation or Special Conditions of Contract (SCC);
- Quotations must be submitted by email to LydiaC@legal-aid.co.za
Technical enquiries should be directed by email to RendaniMu@legal-aid.co.za
- Hand delivered quotations will not be considered;
- Suppliers who are claiming B-BBEE points should submit a B-BBEE certificate or a sworn affidavit;
- Payments will be made within 30 days of the invoice date;
- Closing date of submission is on **25/09/2026 at 16H00**
- **Delivery Address:** Electronically submitted to LydiaC@legal-aid.co.za

8. Checklist:

Documents	SUBMITTED <i>please tick applicable</i>	
	Yes	No
Quotation		
Latest CSD Report		
Valid BBEE Certificate or Sworn Affidavit Certificate		
Valid SARS TAX compliance PIN		
SBD 1		
SBD 3.1		
SBD 4		
SBD 6.1		

LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE PROPOSAL.