



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/4/107

PROVISION OF SHAREPOINT AS AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEMS TO SADC SECRETARIAT

CONTINUITY SERVICES AT SADC SECRETARIAT DATE OF ISSUE OF RESPONSES: 5th December 2024

Question N ^o	Question	SADC Secretariat Response
Nr.1	Are you looking for a new implementation, migration, or an upgrade of an existing system?	SADC already has SharePoint online subscription
Nr.2	Do you already have an existing SharePoint environment? If yes, which version?	Yes – SharePoint Online
Nr.3	Are there specific systems or tools (e.g., CRM, ERP) that need to integrate with SharePoint?	YES - Impressions Electronic Signature Solution - Cloud and On-Premises File Shares - M365 E3 workloads such as Office Applications, Teams. - Copilot

Nr.4	Do you have existing file shares or content repositories that need migration? If Yes, how much storage capacity is required both migration AND future use of SharePoint for Year 1, Year 2 and Year 3?	Yes. +- 4TB, estimated to grow by 500GB annually.
Nr.5	How many users will access the system? Are they internal, external, or both?	500 Internal Users
Nr.6	Are there specific document lifecycle or retention policies to implement?	YES. Ranging between 3 years to 10 years
Nr.7	Which SharePoint features are essential (e.g., collaboration sites, intranet, workflows, BI dashboards)?	Features to be discussed during Requirements Gathering phase
Nr.8	Are there requirements for a corporate intranet or employee self-service portal? Or maybe you have this existing already?	YES. These are part of requirements.
Nr.9	How much growth in users or data do you anticipate in the next 1-3 years?	This was partially addressed in number 4. In the next three years, we expect the number of users to be around the same (500)
Nr.10	Do you prefer an on-premises, cloud-based (SharePoint Online), or hybrid deployment?	Cloud-based. SADC Already has subscription
Nr.11	Do you require high availability or disaster recovery options?	Both.
Nr.12	Do you have a preference for licensing models (e.g., per user, enterprise)?	SADC currently has per-user licensing model
Nr.13	Do you require ongoing support and maintenance after deployment?	YES. Nine (9) months post-deployment support.
Nr.14	Please may you advise if SADC would consider an alternative document management solution which is more cost effective than Microsoft Share Point.	We are open to being informed, but for this tender, we are looking for SharePoint solution.

Nr.15	Is this invitation to tender is open to SharePoint development consultancies based in the UK? If so, I would like to express our companies' interest to bid	The tender is open to all prospective bidders but preference will be given to member state countries.
16	Does the \$55,000.00 budget cover the licensing costs	No, the licensing costs are covered by SADC Secretariat, as we have a SharePoint online subscription as part of our E3 Microsoft Licensing
17	Can you please provide the list of application that will need to be integrated with SharePoint.	This was clarified in the previous request for clarification

End of Responses

Southern African Development Community
 CBD Plot 54385
 Phone: (267) 395 1863 | Fax: (267) 397-2 848