

**8 JULY 2020**

**PROCUREMENT OF ELECTRONIC BOARD PORTAL TECHNOLOGY**

<b>RFQ</b>	<b>RFQ/MICT/15/2020</b>
<b>RFQ ISSUE DATE</b>	<b>8 JULY 2020</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>RFQ DESCRIPTION</b>	<b>PROCUREMENT OF ELECTRONIC BOARD PORTAL TECHNOLOGY</b>
<b>CLOSING DATE &amp; TIME</b>	<b>15 JULY 2020 @ 11:00</b>
<b>EMAIL FOR SUBMISSIONS</b>	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>

Submissions must be emailed to [rfqs@mict.org.za](mailto:rfqs@mict.org.za) on the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## DETAILED TECHNICAL SPECIFICATION

### PROCUREMENT OF ELECTRONIC BOARD PORTAL TECHNOLOGY

#### 1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The MICT SETA requires a suitably qualified supplier for the Procurement of Electronic Board Portal Technology.

#### 2. SCOPE OF WORK

- 2.1 The MICT SETA hereby requests a proposal for an electronic Board meeting solution. The MICT SETA requires access for 29 users (made up of 15 Board Members, 04 ARC Independent members, 02 Administrators and 07 Senior Managers and the CEO). The Board meeting solution should be able to fully facilitate the electronic distribution of Board meeting packs to official MICT SETA devices. The solution should also be able to ease the logistics of compiling the packs and improve overall governance within the MICT SETA.

#### 3. REQUIREMENTS

- 3.1 Simple, functional, effective and efficient Board portal technology
- 3.2 The technology should be securely accessible by all board members from any location and should support strong security features such as encryption or two-phase authentications. The system must be capable of providing enhanced security tools like remote locking;
- 3.3 The technology should cater for users on mobile platforms, cloud capabilities and should also support most modern web browsers;
- 3.4 The solution should provide for a meeting pack function which allows one to easily collate meeting documents, including agendas, index, minutes, dividers and page numbering, into one file. Board members should be able to perform annotations (highlight text, make notes etc.) and document sign off on their meeting packs, complete questionnaires, ask questions, place
- 3.5 votes with or without Wi-Fi/Data;
- 3.6 Ability to collect electronic signatures on documents for compliance in secured manner
- 3.7 Ability to create virtual rooms (groups and sub-groups) for board committees or smaller groups to allow secure collaboration before and after meetings;
- 3.8 The solution should provide an intuitive and functionally rich knowledge store;
- 3.9 The solution should provide a centralised, collaborative platform where
- 3.10 everyone can access and contribute to good decision making by capturing all decisions made and allowing easy to create surveys;
- 3.11 Capacity to handle multiple logins from multiple devices
- 3.12 Integrated options such as performance dashboards, web, conferencing, financial reporting. Integration with MICT SETA technologies/systems and
- 3.13 further provide user guides
- 3.14 Ability to update features continuously;
- 3.15 Provision of regular security, exception reports and audit trails

- 3.16 Logical access controls, with data encryption
- 3.17 Ability to customise data classification (sensitive, secret, confidential, etc.)
- 3.18 Customizable permissions for data access can be personalized down to the document-level and user level to improve privacy and security;
- 3.19 Allow Board members to use its functions and content both in online and offline mode and provide Board members with full access to minutes and resolutions;

**4. DELIVERABLES**

- 4.1 Provide an electronic Board Pack Software as per above requirements;
- 4.2 The application must be off-shelf, with limited and/or flexible customization;
- 4.3 Role and user profile management, access rights administration and security management;
- 4.4 The application should be able to function in both online and offline modes;
- 4.5 A solution that can support dedicated, cloud and hybrid storage functions;
- 4.6 Hardware support requirements for Apple, Android and Windows operating environments;
- 4.7 Licensing and pricing model (with clear Capex and Opex cost elements);
- 4.8 Collaborative capabilities - Instant Messaging (IM), and flexibility to customise and integrate MICT SETA e-mailing system.

**5. PRE-QUALIFICATION CRITERIA**

- 5.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 5.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)
- 5.3 Bidder must complete and sign the RFQ document by the authorised company representative

**Note: All bidders who do not comply with the items listed above will be disqualified.**

**6. COSTING MODEL**

- 6.1 The quotation must reflect a detailed cost breakdown aligned to the bidders proposes solution.
- 6.2 Bidder must clearly include any and all associated total cost of delivery of goods or services including but not limited to the list above.

**See table below as reference:**

Description	Qty	Unit Price	Price
Solution setup			
Software Licenses			
Data Hosting			
Deployment			
Training			
<b>Sub-total</b>			
<b>Vat</b>			
<b>Total</b>			

## 7. FUNCTIONAL EVALUATION CRITERIA

### 7.1 Price and BBBEE

7.1.1 As the RFQ price is estimated to be between R 30 000.00 and R 50 million, therefore RFQ responses will be evaluated on the **80/20** Price & BBBEE preference point system.

#### Technical Evaluation

7.2 The RFQ submission will be technically evaluated out of a maximum of **100**. A threshold of **80** out of the 100 has been set (**Phase 1**) – bidders who qualify will be evaluated against phase 2.

7.3 Should the bidder meet the requirements on phase two, that will be required to present to the Board Portal of consideration MICT SETA. (**Phase 2**) will be evaluated out of **38 points**.

**Note:** All bidders achieving less than the set threshold will be declared non-responsive.  
Assessment of evaluation of the functional/ technical criteria will be based on the table below.

#### Phase 1

Category	Description	Weight
<b>Capacity and Experience of the service provider:</b>	The bidder must demonstrate that they have the capacity to render the required service. Proof of experience of entity in supplying the same solution. The bidder must provide a minimum of three (3) references from the public institution confirming implementation of a Board Portal Solution. <ul style="list-style-type: none"> <li>3 letters provided= <b>20 points</b></li> <li>4-5 letters provided= <b>40 points</b></li> </ul> <b>Non-compliance with the minimum requirement = 0 points</b>	<b>40</b>
<b>Project Plan</b>	The bidder must provide a project implementation plan which details how the solution will be carried out. The project plan must have deliverables with clear time frames, skills and resources utilised in order to deliver proposed solution <ul style="list-style-type: none"> <li>Project plan aligned to deliverables in the RFQ document = <b>20 points</b></li> </ul> <b>Non-compliance to any and all of the above = 0 points</b>	<b>20</b>
<b>Customer Service and support proposal</b>	<ul style="list-style-type: none"> <li>24/7 Service support plan for the duration of the contract = <b>5 points</b></li> <li>Portal to view all contracted services, statistics and reporting (<b>Bidder to provide evidence of the Portal i.e. screenshots etc.</b>) = <b>10 points</b></li> <li>Bidder required to provide a workflow or diagram offering monitoring, with real time alerts of all services as listed in the section 2 and 3 of RFQ document.</li> </ul> <b>Non-compliance with all of the above information = 0 points</b>	<b>40</b>
<b>TOTAL</b>		<b>100</b>

- 7.4 Bidder/s who meet the above mentioned minimum threshold **out of 100**, qualify for further evaluation on phase two. Successful bidder/s will be notified and given 24 hours' notice for the presentation.
- 7.5 Bidder/s are required to present to the Board Portal Solution for consideration MICT SETA and will be evaluated **out of 38 points**.

**Phase 2**

Category	Description	Weight
<b>Presentation of board portal solution</b>	The board portal solution presentation must be fully aligned to the requirements listed in section 3 of the RFQ document. <b>(2 points against each element listed in section 3 of the RFQ document)</b>  <b>Non-compliance with all of the above information = 0 points</b>	<b>38</b>
<b>TOTAL</b>		<b>38</b>

- 7.6 Bidders are required to pass the minimum threshold of **38 points** on the functional criteria (presentation – phase2) in order to be considered for the final phase which is price and BBEE.
- 7.7 Bidders who score less than **0 points** will not be considered for the final phase, thus be disqualified.

**8. ADJUDICATION USING A POINT SYSTEM**

- 8.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 8.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 8.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 8.5 Must two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

**9. POINTS AWARDED FOR PRICE**

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{min})}{P_{min}} \right\}$$

Where:

- $P_s$  = Points scored for comparative price of bid under Consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{min}$  = Comparative price of lowest acceptable bid

**10. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

<b>B-BBEE Status Level of contributor</b>	<b>Number of points 80/20 system</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 10.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 10.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 10.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 10.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 10.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 10.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 10.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

**11. COMMUNICATION**

Respondents are warned that a response will be disqualified must any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ must be emailed three days before the closing date.

## **12. CONDITIONS TO BE OBSERVED WHEN RFQING**

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

### **MICT SETA reserves the right to:**

- 12.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 12.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 12.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 12.4** Award a contract to one or more bidder(s).
- 12.5** Accept any RFQ in part or full at its own discretion.
- 12.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 12.7** Must bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

## **13. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)