



<b>RFI NUMBER</b>	<b>RFI/MICT/01/2021</b>
<b>RFI DESCRIPTION</b>	<b>RFI FOR A SERVICE PROVIDER TO PROVIDE A PAYMENT SOLUTION FOR LEARNER STIPENDS PAYMENT.</b>
<b>RFI ISSUE DATE</b>	<b>19 November 2021</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>CLOSING DATE &amp; TIME</b>	<b>03 December 2021 @ 11:00 AM RFI submitted after the stipulated closing date and time will not be considered.</b>
<b>EMAIL FOR SUBMISSIONS</b>	<b><a href="mailto:bidqueries@mict.org.za">bidqueries@mict.org.za</a></b>

Submissions must be emailed to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za) **before closing date of this RFI.**

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: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NAME: \_\_\_\_\_

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

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

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

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

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

SIGNATURE OF BIDDERR: \_\_\_\_\_

## **Request for Information**

### **Statement of needs**

MICT SETA is seeking a payment solution from a service provider for the payment of stipends to +/- 500 learners in different Learnership programmes ending February 2022.

### **MICT SETA 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.

### **Requirements**

Service provider will be required to provide MICT SETA with a high level project plan for the payment of stipends to learners and previous experience of similar projects.

### **Project Scope**

It is expected that the selected vendor will adhere with all relevant law and legislation and ensure that stipends are paid to learners timeously.

When invoicing MICT SETA the selected vendor will be required to furnish the proof of payment to the learners.

## Vendor Questionnaire

Question	Response
Vendor name Parent company	
Vendor address	
Name of person responsible for the information contained in this RFI	
Telephone number Fax number Email address Web page	
Years in operations	
Vendor location: Corporate office Local offices Other office	
Number of employees: Total Development Implementation Sales & Support	
How long has your company been engaged in payment solutions	
What industry certifications and/or designations does your organization pose and maintain?	
How much lead time does your organization require to mobilize an experienced team for this type of project?	

## **RFI Response Process and Deliverables**

The four primary goals of this RFI include receipt of the following:

1. Overview of service provider product and/or solution relative to MICT SETA's requirements and project scope
2. Budgetary cost estimates\*

\*MICT SETA acknowledges that any initial high level budgetary estimates provided cannot be guaranteed and are subject to fluctuations as scope and specific deliverables are refined, and in that spirit, MICT SETA understands that any ballpark estimates provided are subject to change.

3. Personal information protection (adherence with the POPI Act).
4. Service Level Agreements
  - a. Provide details related to percentage of uptime
  - b. Support response times
  - c. Define any tiered support offerings and provide details

MICT SETA is encouraging a competitive response process amongst all potential suppliers. After reviewing information from a completed RFI, if MICT SETA determines to move forward with the proposed project, suppliers may be chosen to proceed to the next step in the process which is a formal invitation to submit a competitive Request for Proposal/Request for Quotation.

## **RFI Response Participation**

Service provider interested in participating in this RFI are asked to please confirm their intent within three (3) business day of receiving this RFI. An email expressing your intent to participate is sufficient, and should be addressed to the attention to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za). Please include "Intent to Respond for Payment Solutions RFI" in the subject line of your email, or if you received this RFI via email, you may simply reply to that email directly.

## **RFI Schedule**

RFI responses are due no later than 11AM Pacific time on Friday 03/12/2021.

## **RFI RELATED questions / clarifications / submission**

All questions, notices, or other communications related to this RFI, as well as the final response, should be directed via email to.

## **RFI terms & conditions**

This RFI is only a request for information about potential products/services and no contractual obligation on behalf of MICT SETA whatsoever shall arise from the RFI process.

## **Liabilities of MICT SETA**

This RFI does not commit MICT SETA to pay any costs incurred in the preparation or submission of any response to the RFI.

## **Confidentiality & RFI Ownership**

Information contained within this document is confidential and is provided only to give service provider a sufficient understanding of MICT SETA's requirements. Under no circumstances should information be disclosed to any third party.

This RFI is both confidential and proprietary to MICT SETA, and MICT SETA reserves the right to recall the RFI in its entirety or in part. Service provider cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of MICT SETA.