



MICT SETA Head Office
Supply Chain Management
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RFQ NUMBER	RFQ/MICT/25/2022
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF AN ONLINE RECRUITMENT SYSTEM TO THE MICT SETA FOR PERIOD OF 3 YEARS
RFQ ISSUE DATE	19 May 2022
BRIEFING SESSION	N/A
CLOSING DATE & TIME	26 May 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries please contact rfqs@mict.org.za before 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: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Certified copies of CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
Designated Sectors: Local production and content (Where applicable)		
SBD 4 – Bidder’s Disclosure		

Note: This RFQ must be completed and signed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** 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 the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

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

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. 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.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFQ shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. 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 processes.

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION AN ONLINE RECRUITMENT SYSTEM FOR PERIOD OF 3 YEARS.

1. Introduction

The objective of this assignment is: "to procure an online recruitment system service for the Media Information and Communication Training Sector Education and Training Authority (MICT SETA)' for the period of three (3) years.

The MICT SETA is looking to appoint a suitably qualified and experienced service provider for the customisation, implementation, support and maintenance of an Online recruitment system.

2. Background

Media, Information and Communication Technology Sector Education ("MICT SETA") is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sectors in the Large, Medium, Small levy paying and non-levy paying companies in the sector.

This was as a result of Government's commitment to promote active labour markets policies and is demonstrated in the Skills Development Act of 1998 and the Skills Development Levies Act of 1999. As guided by its mandate, MICT SETA is as such, an agent of transformation by promoting employment equity and B-BBEE through skills development. In this context, MICT SETA is keen to form sustainable partnerships that will further promote its support for transformation.

Description of present system

The MICT Seta currently does the recruitment process manually from the advertising stage all the way to the interview stage. In short, if the SETA wishes to fill a vacant position an advert is published onto company website and across all social media platforms, in the case of senior managerial positions the advert will also be published on newspapers. Candidates who meet the minimum requirements will then send their applications to the designated MICT Recruitment mailbox. The received applications are then manually screened, a longlist (candidates who meet the minimum requirements) is then captured manually on an excel spreadsheet then presented to the shortlisting committee to determine the shortlist of candidates who will be interviewed.

Limitations of the current processes

- As mentioned above the recruiting process is fully manual and time consuming, it may take weeks just to screen applications for one (1) vacancy.
- The recruitment mailbox often fills up, forcing the ICT division to archive applications.
- Some applications are sent to Junk mail, someone who is not familiar with this could miss a good candidate's application.
- Creating subfolders and moving applications manually can result in missing applications.
- Attachments not opening due to unsupported formatting of the documents.
- The process of screening the applications is tedious and time consuming.
- The applicants are unable to track their application status.
- Lack of transparency regarding communication between MICT SETA and the applicant.

Proposed system

The Online Recruitment platform is aimed at developing a web-based and central recruitment Process system for the HR team. Some features of this platform will be:

- Profile creation for applicants
- Advertising vacancies (customised vacancy related question to eliminate applicants who don't meet the set criteria)
- The proposed system should be customisable as per the MICT SETA's corporate identity (branding),
- Storing application data,
- Surfing applications and immediately regretting those who don't meet the set criteria
- Exporting reports of applicants who meet criteria for shortlisting purposes
- Ability to move applicants through the recruitment process (inviting candidates for interviews and regretting candidates post interview etc.)
- Customized forms (adverts, reject letters, interview invites etc)
- The system should have filtering capabilities (contact details, dates, vacancies, gender etc)
 - The proposed system will be crafted according to our specification.

3. Project Objectives

3.1 Ensuring a robust and transparent recruitment process is undertaken in alignment with HR strategy.

3.2 To achieve the objective of HR KRA's with the recruitment and retention of the suitable candidates, the online recruitment system should include the following components:

3.2.1 User friendly

3.2.2 Relevant

3.2.3 Time saver

3.2.4 Cost effective

4. Scope of Work

- 4.1 To provide a National online platform for internal users.
- 4.2 Be able to place 50 online advertisements per calendar year.
- 4.3 Be able to regret candidates that answers "No" to qualifying questions.
- 4.4 Receive notification of the submitted application at every stage i.e. cv viewed, regrets, longlisted, shortlisted, interview invite, regret
- 4.5 Allow candidates to register their CVs on line and apply online whenever there is a vacant position.
- 4.6 Screening capability e.g. candidate answer screening questions for shortlisting purposes.
- 4.7 To streamline the advertisement and selection of shortlisted suitable candidates for interviews, the online recruitment platform needs to be useful and user friendly with customer support available for admin and technical assistance.
- 4.8 Relevant HR reports should be able to be generated when required for management information and decision-making

5. Key Users of the Solution

The following key users of the system are identified. This is without limitation

5.1 External User

- Register as user on the system
- Create the profile
- Build a resume or upload from your local drive
- Attach supporting documents
- Apply for job posts advertised
- Receive notification of successfully submitted application, regret or interview invite
- Receive notifications and also track application status

5.2 Internal User

The system must allow internal users to:

- Receive notification of submitted application
- Review and verify application and documentation for completeness.
- Create pre-screening questionnaires
- Generate and pull the reports based on the specific criteria.
- Approve / decline application. The ability to move applicants through the recruitment process (inviting candidates for interviews and regretting candidates post interview etc.)

6. Documents management

- 6.1 The service provider must build and maintain a document repository for all applicant documents.
- 6.2 The system must have capability to preview documents before downloading.
- 6.3 System must be able to maintain confidentiality of applicant documents.
- 6.4 System should accept different types of documents e.g. word,pdf etc.

7. Audit Trails

- 7.1 The system must maintain an audit trail of all activities within the system.
- 7.2 MICT SETA authorised users should be able to access and extract audit trail activity reports.

8. System Administration and Performance

- 8.1 The service provider will be required to sign an SLA for system uptime and availability to measure performance.
- 8.2 The system uptime should be guaranteed at 98% for the duration of the contract.
- 8.3 The system must be PoPIA compliant

9. Duration of the project

- 9.1 The proposed solution must be for a 3 year subscription.
- 9.2 During the 3 year period, the service provider should provide support and maintenance of the system.
- 9.3 The data that is generated during the use of the application will belong to MICT SETA during and after the licence has expired

9. Training and Skills Transfer

- 10.1 Training to MICT SETA staff addressing key users: Administrators and Supper users

11. Solution hosting (Cloud)

- 11.1 Bidders must submit an architecture of the hosting platform that will be implemented as part of the services.
- 11.2 The proposed solution must depict the primary and secondary sites for high availability.
- 11.3 Bidders must submit a solution architecture (network & server infrastructure) as part of this section of the bid.
- 11.4 The solution architecture must clearly depict the following:
- 11.5 Primary (production and failover server)
- 11.6 Secondary (continuity) site
- 11.7 Demonstrate frequency of synchronisation between the sites for continuity.

11.8 In addition, the architecture must depict the duration it takes to failover from the primary to the secondary.

11.9 Bidders must submit a backup solution architecture. Systems will be backed up according to MICT SETA's Backup Operations Procedure.

11.10 Production environment must be protected from external access, e.g through DMZ, or reverse proxy.

11.11 Bidders to provide adequate network connectivity and server capacity at all times for acceptable performance. This includes storage and memory which must be optimised from time to time to accommodate growth and scalability.

12. Duration of the contract

12.1 The project duration shall be aligned with the final Project Plan to be defined in the Project Charter. The contract shall not exceed 3 years.

12.2 Implementation of the project shall be concluded within 6 months of signing the contract.

12.3 The first 12 months following completion of implementation shall serve as the Initial Period of the contract wherein all system defects are identified and resolved.

12.3 Project deliverables and billing milestones will be aligned to the Statement of Work (SoW), which will be agreed upon during the project initiation phase. Failure to deliver as per the SoW alignment may lead to contract termination.

12.4 The following processes shall apply during expire / termination of the contract:

12.5 The bidder will not claim any ownership of data resulting from this bid as such shall remain the sole property of the MICT SETA.

12.6 The bidder will be required to extract a database of all data, system configurations, documentation, and handover to MICT SETA.

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

Bid shall remain valid for acceptance for a period of **60 days** counted from the closing date.

Item	Requirement Description	Quantity	Unit Price	Total Price (Exc VAT)
	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF AN ONLINE RECRUITMENT SYSTEM FOR A PERIOD OF 3 YEARS.			
1.	Online recruitment system	1	R	R
2.	Annual license fee for three (3) years	3	R	R
3.	Support and maintenance for 36 Months	36	R	R
4.	Training of four (04) users	4	R	R
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

Complete below:

1. Delivery Address: **MICT SETA Head Office**
Level 3 West Wing, Gallagher House
Gallagher Convention Centre, Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

EVALUATION CRITERIA

EVALUATION CRITERIA

RFQ's received will be evaluated against the following criteria:

1. MANDATORY CRITERIA

a.) Bidders must be accredited by the OEM of the solution that is being proposed.

Proof of compliance

Bidders must attach valid OEM Certificate or letter endorsed by the solution OEM.

Note: Bidders that do not meet the requirements of set mandatory criteria will be eliminated from further evaluation process.

2. FUNCTIONAL CRITERIA

Technical evaluation

Only bidders that have met the set mandatory criteria will be considered for functionality evaluation. Bids submitted will be evaluated on technical functionality out of a maximum of 100 points. A threshold of **70** out of the **100** points has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify for further evaluation on Price.

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:

FUNCTIONAL EVALUATION	SCORE
<p>SOLUTION DESCRIPTION</p> <p>Bidders must submit a detailed proposal to indicate the capabilities of the online recruitment platform as per the scope of work.</p> <p>Points allocation for the Requirements is [30 points]</p> <ul style="list-style-type: none"> • To provide a National online platform for four (4) internal users with the following capabilities; • Be able to place 50 online advertisements per calendar year; • Be able to regret candidates that answers “No” to qualifying questions. • Receive notification of the submitted application at every stage i.e. cv viewed, regrets, longlisted, shortlisted, interview invite, regret Allow candidates to register their CVs on line and apply online whenever there is a vacant position. • Screening capability e.g. candidate answer screening questions for shortlisting purposes. • To streamline the advertisement and selection of shortlisted suitable candidates for interviews, the online recruitment platform needs to be useful and user friendly with customer support available for admin and technical assistance. • Relevant HR reports should be able to be generated when required for management information and decision-making <p>Non-compliance with any of the above requirements = 0 points.</p> <p>Points allocation for the System Hosting [20 points]</p> <ul style="list-style-type: none"> • Solution hosting with the indication of site and server failover architecture. [10 points] • Compliance and security (detail how user data will be protected) [10 points] <p>Non-compliance with any of the above functionality = 0 points.</p>	<p>50</p>
<p>EXPERIENCE OF TEAM MEMBER</p> <p>Experience of Project Manager allocated to the MICT SETA to support the HR Team (Profile or CV to be attached)</p> <p>Points allocation for submission of Project Manager' CV's with:</p> <ul style="list-style-type: none"> • Five (05) years experience and above = 10 points • Two (02) to four (04) years experience = 05 points • Less than two (02) years experience= 0 points 	<p>10</p>

<p>Note: the projects in this factor refer to those delivered by the project team in any past company, not limited to the bidding company, i.e. linked to the individual.</p> <p>Non-compliance with the minimum requirement = 0 points</p>	
<p>PROJECT APPROACH AND METHODOLOGY</p> <p>The bidder/s must provide a detailed project implementation methodology and approach in executing the project and support services. The methodology and approach should include all of the following [20 points]:</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • End User Training (Training plan) [5 points] • Implementation plan of the solution as per the requirements [15 points] <p>Non-compliance with all of the above requirements = 0 points.</p>	<p>20</p>
<p>EXPERIENCE AND REFERENCES</p> <p>Track record in providing similar services to organisations with similar demographics to the MICT SETA in the past 3 years. At least 3 written references where similar work has been done in the past three years.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Three or more signed reference letters from different clients submitted = 20 points • Two signed reference letters from different clients submitted = 05 points • One signed reference letter submitted = 03 points • No reference letters submitted = 0 points <p>Contactable references must include name of company, contact details, and project description.</p> <p>MICT SETA reserves the right to contact references prior to award.</p>	<p>20</p>
<p>TOTAL SCORE</p>	<p>100</p>
<p>MINIMUM SCORE</p>	<p>70</p>

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder