REQUEST FOR PROPOSALS

Records Information Management System Development and Implementation

MATTHEW GONIWE SCHOOL OF LEADERSHIP & GOVERNANCE (MGSLG)
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1. Introduction

1.1 The Matthew Goniwe School of Leadership and Governance (MGSLG) is a Section 21 Company (Not for Profit Company) and an entity of the Gauteng Department of Education (GDE). It was established to research, develop and deliver cutting edge capacity building programmes in the areas of school Management & leadership, school governance and teacher development for capacity building of School Management Teams (SMT), School Governing Bodies and Teachers for schools in the Gauteng Province. MGSLG exists to support the vision and mission of the GDE “to ensure quality learning and teaching takes place in the classroom every day.”

1.2 The keeping and maintenance of a records management system is a legal requirement for institutions of our nature in order to properly store and retrieve information with ease.

2. Objective

2.1 To develop and implement an effective records information management system which complies with all the mandatory South African legal requirements, identified QMS Standards and international standardised best practices.

3. Scope of Services

The following are the scope of services requirement for MGSLG.

1. To carry out a records audit of the institution.
2. To compile a schedule and submit a development plan.
3. To develop a records information management policy that conforms to institutional strategy and QMS.
4. To develop a records information policy in accordance with standardized international best practice.
5. To develop a file plan and train staff on it.
6. To develop a disaster recovery plan.
7. To carry out a hand-over of the finalized institutional file plan.
8. To conduct monitoring and evaluation of the implementation of the file plan.

4. Methodology

Bidders must:

4.1 Submit a detailed work plan, outlining the process step-by-step from start to finish, providing timeframes.

4.2 Demonstrate a sound knowledge of all the legal requirements necessary for the development and maintenance of a records plan for MGSLG.

5. Pre-Qualification Competencies & Expertise Requirements

The bidder should:

5.1 Be able to develop a records information management policy and procedures
5.2 Have expertise in the field and at least five (5) years’ experience in document management and maintenance
5.3 Be able to offer staff training and ongoing support

6. Outputs and Deliverables

The successful bidder should:
6.1 Have consultation and agreement on needs for developing a records information management system;
6.2 Conduct an audit of all MGSLG documentation (both hard and soft copy) on both campuses;
6.3 Compile a schedule and submit a development plan;
6.4 Implement the institutional file plan and policy;
6.5 Train staff and develop capacity for maintenance by staff of the developed records system;
6.6 Finalise and handover the final records plan and policy;
6.7 Offer monitoring and evaluation on an ongoing basis;
6.8 Develop a strategy, policy and plan for disaster management.

8.7 Offer monitoring and evaluation on an ongoing basis;
8.8 Develop a strategy, policy and plan for disaster management.

9. Evaluation Process
The Evaluation Process comprises the following stages:

7.1 Stage 1: Initial Screening Process
During this phase bid documents will be reviewed to determine compliance with tax matters and whether original and valid tax clearance certificates have been submitted with the bid documents at closing date and time of bid.

7.2 Stage 2: Technical Evaluation
a) Bids will be evaluated strictly according to the Bid Evaluation Criteria stipulated in this section of the Terms of Reference. During this stage bidders’ responses will be evaluated for functionality based on achieving a minimum score of sixty percent (60%)

b) Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

c) Bidders will not rate themselves, but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.

d) The panel members will individually evaluate the responses received against the following criteria as set out below:

Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to develop a records information management policy and procedures with ongoing monitoring and evaluation</td>
<td>10</td>
</tr>
<tr>
<td>2. Ability to offer staff training and ongoing support</td>
<td>10</td>
</tr>
<tr>
<td>3. Project Plan</td>
<td>5</td>
</tr>
<tr>
<td>4. Time Frames within Projection (start to finish)</td>
<td>5</td>
</tr>
<tr>
<td>5. Clear Deliverables as per TORs</td>
<td>20</td>
</tr>
<tr>
<td>6. At least five years of Project Related Experience</td>
<td>5</td>
</tr>
<tr>
<td>7. Evidence of Recent Projects successfully completed in public</td>
<td>5</td>
</tr>
<tr>
<td>sector/schools</td>
<td>Total</td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
</tr>
<tr>
<td>Threshold Score</td>
<td>60%</td>
</tr>
</tbody>
</table>

We encourage promotion of B-BBEE through formation of consortiums and partnerships.

e) Each panel member will rate each individual criterion on the score sheet using the following scale:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – Excellent</td>
<td>Meets and exceeds the functionality requirements</td>
</tr>
<tr>
<td>4 – Very Good</td>
<td>Above average compliance to the requirements</td>
</tr>
<tr>
<td>3 – Good</td>
<td>Satisfactory and should be adequate for stated element</td>
</tr>
<tr>
<td>2 – Average</td>
<td>Compliance to the requirements</td>
</tr>
<tr>
<td>1 – Poor</td>
<td>Unacceptable, does not meet set criteria</td>
</tr>
</tbody>
</table>

f) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

g) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 60% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.

h) Any proposal not meeting a minimum score of 60% technical proposal will be disqualified and the financial proposal will remain unopened.

7.3 Stage 3: Price/Financial Stage

Price inclusive of VAT will be evaluated as indicated below.

a) In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by MGSLG on the 80/20 – preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to bidders on the basis of:
   • The bided price (maximum 80 points)
   • Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

b) The following formula will be used to calculate the points for price in respect of bidders with a Rand value below R1,000,000.00:

\[
Ps = 80 \left\{1 - \left(\frac{Pt - P_{min}}{P_{min}}\right)\right\}
\]

Where

- \(Ps\) = Points scored for comparative price of bid under consideration
- \(Pt\) = Comparative price inclusive of VAT of bid under consideration
- \(P_{min}\) = Comparative price inclusive of VAT of lowest acceptable bid
A maximum of 20 points may be awarded to a bidder for being a Broad-Based Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment entity stipulated in the Preferential Procurement regulations. For this bid the maximum number of Broad-Based Black Economic Empowerment Status points that could be allocated to a bidder is indicated in the following section.

c) MGSLG reserves the right to arrange contracts with more than one contractor.

7.4 B-BBEE Points

The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on 8 June 2011 (No. 34350) and effective from 7 December 2011. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from a SANAS accredited verification agency and accredited auditing firm. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of Points (80/20 System)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>9 Non-compliant Contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

a. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.

b. Bidders are requested to complete the various preference claim forms in order to claim preference points.

c. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE Status.
d. Supply Chain Management may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to B-BBEE Status.

e. Points scored will be rounded off to the nearest 2 decimals.

f. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE Status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.

g. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

8. Mandatory Requirements

The following documents are compulsory and should be submitted together with the proposal;

a. Valid original tax clearance certificate

b. Company registration documents

c. Certified copies of Directors’ Identity Documents (IDs) together with copies of the company’s shareholding portfolio

d. B-BBEE Certificates

e. Company profile highlighting B-BBEE status as far as management and shareholding is concerned

f. Three recent references of similar work done. References should provide the contact name, position, contact telephone numbers, description of work performed and dates of engagement

g. Details of probable team that will be tasked with the assignment and should include employee names, job title, short resume reflecting professional qualifications, date they joined the firm and current and previous work experience

h. Tender Submission Documents (available on MGSLG website) should be submitted as follows;
   1. Invitation To Bid,
   2. Declaration of Interest,
   3. Certificate of Independent Bid Determination,
   4. Pricing Schedule
   5. Contract Forms

The unregistered bidder should apply for registration on the MGSLG Supplier Database. Application forms for registration are available on the MGSLG Website www.mgslg.co.za. The duly completed application form should be submitted together with the proposal.

9. Communication

Supply Chain Management (SCM) Unit will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any official or representative of MGSLG in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.
10. Prohibition of Restrictive Practices
   a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is (are) or a contractor(s) was/were involved in:
      
      • Directly or indirectly fixing a purchase or selling price or any other trading condition
      • Dividing markets by allocating customers, suppliers, territories or specific types of goods or services;
      or
      • Collusive bidding.

   b. If a bidder(s) or contractor(s), in the judgement of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

11. Fronting
   a. MGSLG, in compliance with regulations, supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the MGSLG condemns any form of fronting.

   b. MGSLG, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine that accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry (DTI), be established during such enquiry/investigation, the onus will be on the bidder/contractor to prove that fronting does not exist. Failure to do so within 14 days from date of notification may invalidate the bid/contract and may also result in restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies MGSLG may have against the bidder/contractor concerned.

12. Presentation
   MGSLG may require presentation/interviews from shortlisted bidders as part of the bid process.

13. Non-Compulsory Briefing
   A briefing session will be held on 11 September 2014 at 11:00 at MGSLG Vrededorp office. This session will provide bidders an opportunity to clarify certain aspects of the process as set out in this document and to address any substantial issues they might have.

14. Timeframes and Formal Contract
   Successful bidder(s) will be required to enter into formal contract with MGSLG.
15. Packaging of Bid

The bidder shall place both the sealed Technical Proposal and Price/Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

15.1 Functionality/Technical Proposal

Bid No: 2014RIMS001
Description: Development and Implementation of a Records Information Management System
Bid Closing date and Time  29 September 2014 at 11:00
Name and Address of Bidder: ...........................................................

In this envelope, the bidder shall only address the technical aspects of the bid.

15.2 PRICE/FINANCIAL PROPOSAL

Bid No: 2014RIMS001
Description: Development and Implementation of a Records Information Management System
Bid Closing date and Time  29 September 2014 at 11:00
Name and Address of Bidder: ...........................................................

In this envelope, the bidder shall only provide the price/financial proposal.


16 Contact Details

MGSLG Supply Chain Management
Private Bag X9,
Melville, 2109

Postnet Suite 161,
Melville, 2109

Physical Address: 40 Hull Street, Vrededorp

For general enquiries: procurement@mgsl.co.za

For technical enquiries: procurement@mgsl.co.za
Appendix A: Checklist of Tender Submission Documents

The bidder is instructed to submit their proposals together with the following documents. Failure to submit complete documentation will render the bidder’s proposal null and void.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Checked by Bidder</th>
<th>Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vendor Application Form (if not registered)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2.</td>
<td>Declaration of Interest</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate of Independent Bid Determination</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td>Invitation to Bid</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td>Pricing Schedule Professional Services</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6.</td>
<td>Contract Form</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>