



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: L. Mnyukana

Tel:039 940 2142

Ext 136

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
APPOINT SERVICE PROVIDER TO OFFER BOARDPACK SERVICES IN SUPPORT OF THE COUNCIL OFFICE.	INGWE/085/2023	DATE: 02/08/2023	TECHNICAL: MR. S. MDUNYELWA TEL: 039 940 2142 SCM: MR. L. MNYUKANA TEL: 039 940 2142

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation may be hand delivered before 12H00pm at Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to lmnyukana@ingwecollege.edu.za

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates or ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply.
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
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Magwa Road
Lusikisiki
Tel: 039 940 2142 ext.300

Siteto Campus
Mhlanga Village
Bizana
Tel: 039 940 2142 ext.400

Maluti Campus
Mli Road
Maluti
Tel: 039 940 2142 ext.500

Mt Fletcher Campus
Hospital Area
Mount Fletcher
Tel: 039 940 2142 ext.600

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EVALUATION CRITERIA

Stage 1 - Functionality (Attached)

Functionality will be evaluated based on capacity and experience, bidders who do not meet the minimum functionality assessment of 70% out of 100% will be considered non-responsive and will not be evaluated further.

Stage 2 - Price and Specific goals

Price	-	80 point
Specific goals	-	20 points

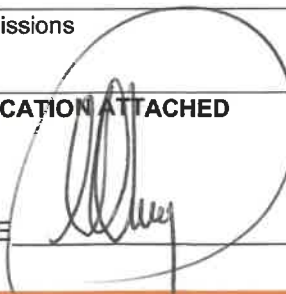
"On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023"

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	8	<ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	4	<ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	<ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> ID Copy CIPC (Company registration) CSD report (the ownership status of the 2 documents must correspond to be awarded points) Medical certificate SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality	2	<ul style="list-style-type: none"> Municipal rates account OR Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	<ul style="list-style-type: none"> No points will be claimed if the bidders failed to submit the required documents

NB: SPECIFICATION ATTACHED

SIGNATURE



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FUNCTIONALITY		REQUIRED EVIDENCE	SCORE POINTS
1. Experience			
(a) Number of clients (Contactable reference) or list of similar projects that the bidder has successfully undertaken in the past three years.			
More than 5 clients	40 points	A minimum of at least three (03) reference letters from satisfied previous clients that have been serviced in the past three years should be provided, the submission must be on the relevant client's letterhead and signed. Contact details of clients should be also provided. NB: 0 point will be claimed where submitted reference clients cannot be contacted.	40
4 clients	20 points		
3 clients	10 points		
0-2 clients	0 points		
2. Expertise			
(a) Project Leader with experience in handling Public Sector Governance Software with certificate in Project Management.			
More than 5 years' experience and qualifications.	30 points	CV and certified copy of qualification of the Project Leader depicting at least minimum of three (3) year' experience in leading similar projects and with experience. NB: 0 point will be claimed where the above is not attached and copies of certified copies will not be considered.	30
4 years' experience and qualifications.	20 points		
3 years' experience and qualifications.	10 points		
0-2 years' experience and qualification	0 points		
3. Methodology			
<input type="checkbox"/> Methodology is fully adequate to meet the requirements of the assignment	30 points	Demonstrate the implementation plan detailing how to maintain a high standard of customer care including after hour services and how the bidder will resolve exceptions.	30
<input type="checkbox"/> Methodology and approach cover minimum requirements	20 points		
<input type="checkbox"/> Incomplete methodology and approach	10 points		
<input type="checkbox"/> No methodology and approach	0 points		
Total			100 points



BOARDEFFECT - CLOUD-BASED BOARD MEETING MANAGEMENT SOFTWARE KEY FUNCTIONALITIES

1. Deliverables

- Supply, configure and maintenance of board meeting management software.
- Training of internal staff and/or members of governance committee structures across the organisation.
- Data is secured on the board meeting management software.

2. Specifications and capabilities of the board meeting management software:

- Cloud hosting with unlimited data storage for best corporate governance practice
- Single Sign On (Integration with local or Microsoft 365 Active Directory)
- Web and mobile interface (iPads, Android, Chrome, Safari etc.)
- Application provides two factor authentication
- Event calendar and meeting scheduler with integrations (e.g., Outlook, iCal, Google) with RSVPs and attendance tracking
- Ability to join virtual meeting directly from the proposed solution (Integration with video conferencing platforms e.g., Zoom, MS Teams)
- Prepare and distribute online interactive meeting books
- Dynamic agenda management (e.g., drag-and-drop documents to upload)
- No file size and document naming limitations when compiling a meeting pack
- Multiple digital format capabilities (pptx, xlsx, docx, pdf, tiff etc)
- Real time, simultaneous/synchronized document collaboration and editing with ability to set printing permissions
- Hyperlink feature to cross-reference/index related documents
- Dynamic reporting (e.g., login activity, term info, attendance, permissions, directory) and task management with progress tracking for the board, committees, etc.
- Audit logs

- Discussion Forums (e.g., discuss ideas at the committee level), knowledge base for users and interactive newsfeed
- Secure workrooms for boards and committees (easily scalable) with workroom-level permissions to allow for committee-level administrators.
- Data segregation
- Meeting pack annotation capabilities (shareable or private to user) with offline access
- Polls, surveys (e.g., Declaration of Interest, evaluations etc) and electronic voting feature that records, tabulates and retains voting information
- Approvals and digital signatures (verifiable and legally binding)
- Send reminders and notifications to board members for upcoming events, changes made on meeting details, meeting packs or documents added, updated or replaced
- Generate minutes, assign, align and track action items
- Store meeting packs and minutes of previous meetings, with these made accessible to members all the time
- Board materials wiped/deleted remotely from a user's device
- Document management capabilities with unlimited document storage space
- Active directory integration with custom fields and analytic tools
- Detailed project management and training plan
- White glove service

3. Technical Requirements

- 99.7% uptime
- Reliability and performance
- 24/7 operations, maintenance and support
- Terms pertaining to ownership of data and system penetration testing environment scalability for capacity needs
- Enterprise Grade Security
- Critical server redundancy and failover



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