



## REQUEST FOR QUOTATIONS (RFP): INVITATION FOR SERVICE PROVIDERS TO RENDER ICT SUPPORT SERVICES TO THE NECT FOR A PERIOD OF THREE (3) YEARS.

**BID NUMBER: NECT/2022/09/002**

**RFQ SUBMITTED BY:**

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Numbers: (Cell) \_\_\_\_\_ (Tel) \_\_\_\_\_

E-mail: \_\_\_\_\_

<b>NECT: SCM ENQUIRIES</b>	<b>TECHNICAL ENQUIRIES</b>
<p>Contact person: Thobekile Shezi</p> <p><b>Tel: 012 752 6200</b></p> <p><b>E-mail: <a href="mailto:scm@nect.org.za">scm@nect.org.za</a></b></p>	<p><b>Contact Person:</b> Siphelele Zikhali</p> <p><b>Tel: 012 752 6200</b></p> <p><b>Email: <a href="mailto:scm@nect.org.za">scm@nect.org.za</a></b></p>
<p><b>CLOSING DATE:</b></p> <p><b>CLOSING TIME:</b></p> <p><b>VIRTUAL BRIEFING SESSION</b></p> <p><b>TENDER VALIDITY:</b></p> <p><b>SUBMISSIONS: HEAD OFFICE (GAUTENG)</b></p> <p><b>Address:</b> 272 West Avenue, Block D Lakefield office Park, Centurion, 01632</p>	<p><b>23 September 2022</b></p> <p><b>11:00am</b></p> <p><b>09 September 2022 @14h00 PM</b></p> <p><b>90 Days</b></p> <p>A bid posted or couriered (at sender's risk) to the NECT, PO Box 11150, Die Hoewes, 0163, in good time so as to reach the Trust before the above-mentioned closing date and clearly indicated attention supply chain management unit, may be accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Trust disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.</p>

## 1. Terms of Reference

The National Education Collaboration Trust (NECT) herewith invites proposals from interested service providers to submit proposals to render ICT support services for the period of three (3) years.

## 2. ENTITY BACKGROUND

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

NECT's point of departure is that government and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Civil society, with its diversity and flexibility, is able to support government by innovation and accelerated delivery. Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system

## 3. SUBMISSION AND PROCESSING OF PROPOSALS

- a) All proposals must be submitted on **company letterheads**.
- b) All service providers must submit their Broad-Based Black Economic Empowerment (**B-BBEE**) **Verification Certificates** in order to claim preference points. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid or Sworn Affidavit for B-BBEE EME (Exempted Micro Enterprises) with an annual total revenue of R5 million or less, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- c) **Late and incomplete submissions** will not be accepted.
- d) In bids wherein the **consortiums and joint ventures** are involved, an agreement fully signed by all partners involved must be submitted.
- e) No portion of the bid may be sub-contracted.

#### **4. MANDATORY REQUIREMENTS**

A service provider may be disqualified for failure to comply with the following:

- a) Provision of a valid Tax clearance certificate.
- b) Submitting information that is fraudulent, factually untrue, or inaccurate.
- c) Failure to attach a declaration of interest.
- d) Failure to attach company registration (for both parties in case of joint venture/consortium).
- e) Failure to attach a B-BBEE certificate or sworn affidavit.
- f) Failure to attend a compulsory virtual briefing session.
- g) The submission of a bid which does not meet the specifications and conditions of the bid.

#### **5. OBJECTIVE AND SPECIFICATIONS OF THIS RFQ**

The purpose of this Request for Proposal is to appoint a service provider for the provision of outsourced day to day ICT support Services to the NECT.

#### **6. SCOPE OF WORK**

The ICT partner is required to support NECT in the following areas:

- a) Day-to-day support to NECT staff on all ICT related matters
- b) Ensure safe and secure IT environment (firewall, anti-virus)
- c) Implement sound IT controls to prevent loss of information and ensure necessary controls to ensure business continuity (cyber security controls)
- d) Provide technical support and advise on various organizational software, e.g., accounting system, ERP's, payroll system etc.
- e) Assist with compiling specification and evaluation on procurement of ICT equipment and software's.
- f) Recommend necessary and up to date IT equipment to improve the efficiency of the NECT operations.
- g) Provide reliable data back-up systems.
- h) Ability to support education related ICT interventions.
- i) Implement controls to safeguard the IT equipment.

#### **7. EVALUATION METRICS & CRITERIA**

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- a) This RFQ will be conducted in accordance with NECT procurement policy.

- b) Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.
- c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in three (3) steps, namely:
  - Step 1: Mandatory requirement
  - Step 2: Functionality evaluation
  - Step 3: BEE and Pricing
- d) Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality may be assessed on the reasonability of the rates provided.
- e) The evaluation criteria for the assessment of the proposals will be based on qualitative and quantitative aspects of the proposal.

## **8. SUBMISSION REQUIREMENTS**

### **Step 1: Mandatory requirements**

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate
- c) Declaration of interest
- d) Company registration documents including Identity documents of Directors.
- e) Banking details – original cancelled cheque or bank statement/ Confirmation letter.

### **Step 2: Functionality Evaluation**

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluation.

<b>CRITERIA</b>	<b>MAX POINTS</b>
<b>1. Relevant Experience in the bidder's area of expertise:</b> <ul style="list-style-type: none"> <li>• 1-2 years of experience = <b>15 points</b></li> <li>• 3 -5 years of experience = <b>25 points</b></li> <li>• 5 or more years of experience = <b>35 points</b></li> </ul>	<b>35</b>
<b>2. Portfolio evidence:</b>	<b>20</b>

CRITERIA	MAX POINTS
Portfolio evidence or reference letters (on letterhead) from reputable previous clients and organizations: <ul style="list-style-type: none"> <li>1 signed letter of references = <b>10 points</b></li> <li>2 signed letters of references = <b>15 points</b></li> <li>3 or more letters of references = <b>20 points</b></li> </ul>	
<b>3. Skills and expertise (provide the list of resources with their Qualifications, experience and detailed CV's):</b> Resource with 10 years or more relevant experience and qualifications: years. <ul style="list-style-type: none"> <li>5-10 years = 20 points</li> <li>10 years or more = 30 points</li> </ul>	<b>30</b>
<b>4. Technical Approach (Project Design, Management Plan)-</b> Methodology/approach to implement ICT support services and a clearly defined implementation plan.	<b>15</b>
<b>Total</b>	<b>100</b>

SCORING	
<b>Very Good: 11-15</b>	Important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of their area of expertise.
<b>Good: 5-10</b>	The approach is tailored to address the specific objectives and requirements and is sufficiently flexible to accommodate changes that may occur during the execution. There is a fair degree of details that facilitate understanding of the proposed work plan.
<b>Satisfactory: 1-4</b>	The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule but are not detailed
<b>Poor: 0</b>	Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.

### Step 3: B-BBEE and Pricing

B-BBEE Status level of contribution	Number of points (80/20 system)
1	20

2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

The evaluation for Price and B-BBEE shall be based on the 80/20 PPPFA. The principle and the points for evaluation criteria are as follows:

Evaluation criteria	Points
Price	80
BEE	20
<b>Total</b>	<b>100</b>

## 9. TERMS AND CONDITIONS OF THE BIDDERS

- NECT reserves the right not to award the bid/project/contract.
- Successful Bidder/s may be invited for presentation when deemed necessary.
- NECT reserves the right to negotiate price with the preferred bidder.
- NECT reserves the right to appoint more than one (1) service provider
- Late submissions will not be considered.