

## **RFQ 1263 - SHAREPOINT**

### **1. INTRODUCTION**

The National Agricultural Marketing Council (NAMC) is a statutory body established in terms of the Marketing of Agricultural Products Act, 1996. The main function of the council is to advise the Minister of Agriculture, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

### **2. SPECIFICATIONS**

The NAMC requires the services of a competent and accredited service provider to implement SharePoint for the NAMC.

The NAMC currently uses the Network Drive (H drive) and OneDrive (individual accounts). The NAMC therefore requires a local (based in South Africa) Microsoft Partner to implement SharePoint. The project does not include the implementation of Outlook, MS Teams or MS Project per se, but does include any configuration of the aforementioned environments required for seamless integration with the NAMC's SharePoint implementation.

**The NAMC envisages the implementation of SharePoint to happen in two phases:**

Phase 1: Enable the use of SharePoint for the NAMC.

Phase 2: Migrate information from current data sources to and replicate the existing network drive shared folder (H drive) customisations in SharePoint.

#### **Project location**

The project location is NAMC's main site in Pretoria/virtually.

The Service Provider may assume that the NAMC will allow resources to work remotely using MS Teams, provided it does not impact negatively on working together with the ICT Services Team.

If a project resource (NAMC or Service Provider) experiences any disruption or degradation of services, e.g., power failures or internet downtime that impact on delivery, the resource shall plan accordingly where possible and make the necessary arrangements to work at the NAMC's main site in Pretoria.

The NAMC reserves the right to at any time require the Service Provider to work at the NAMC's main site in Pretoria, and to do so for any length of time.

### **Project equipment**

The Service Provider shall ensure that its resources are fully equipped to carry out their activities on the project.

### **The design for the NAMC's Site's design must provide for the following principles and attributes**

Structured sites, which:

- Are created to align with the NAMC's organisational structure.
- Are subject to strict controls.
- Is allocated most of the storage capacity.

Unstructured sites for ad-hoc teams with creative freedom but with a minimum of storage space.



- Users can only access and use information they have been given access to.
- Group membership for each organisational level is maintained automatically.
- Authorised users can easily grant access but only within the limits assigned.
- Users cannot circumvent any rules that the NAMC may choose to implement regarding sharing or access control.
- Preventing the accidental sharing of information.

**Council Members:** Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Ms. S. Naidoo, Mr. G. Schutte, Dr. S.T. Xaba, And Mr. J.G. Mocke

The Potential future use of SharePoint for internal NAMC Intranet access.

Templates that already contain critical elements that NAMC can use to provision future sites at all levels and of all types quickly.

Metadata that NAMC can, preferably automatically, link to files or sites for records management purposes.

Retention policies for information.

In chronological order, collating e-mails related to a specific initiative or project in a site or site element.

Minimising duplication of files.

Moving of sites to align with any future organisational changes to the NAMC's structure while maintaining data ownership.

Controls required to ensure a managed and stable SharePoint site.

Maintaining all standard SharePoint functionality for future enhancements of sites.

Not limiting the available options for custom development.

### **Phase 1: Enable the use of SharePoint for the NAMC**

The principal objective of Phase 1 is to provide the NAMC with a SharePoint Site that it can use to store and share documents from the launch onward.

The Service Provider shall start no later than one week from the purchase order date.

The Service Provider shall provide a turn-key solution that meets the NAMC's requirements, including but not limited to:

- Documenting design and functional requirements specifications.
  - Designing the NAMC SharePoint instance in collaboration with the NAMC's ICT Services team and NAMC Management.
  - Documenting the as-implemented design, operating manual(s), and any other documentation required for the NAMC's to expand on and maintain its SharePoint instance beyond the project.
  - Configuring all aspects of SharePoint.
  - Configuring Teams, Outlook, and any other functionality included in M365 E3 and M365 Business Standard required for the SharePoint instance's designed functionality.
- Document Transfer the skills required to implement, support, administer and maintain the NAMC's SharePoint instance to the ICT Services team.

## **Phase 2: Migrate information from current data sources to SharePoint**

The principal objectives of Phase 2 are:

To assist the NAMC to migrate the information from the data sources to SharePoint as outlined. The data sources include namc network file drive and OneDrive.

To provide support to the ICT Services team to support the NAMC's SharePoint instance.

To build the customised functionality into SharePoint.

Enable the ICT Services team and the NAMC data stewards to migrate information from the data sources to SharePoint by:

Training and guiding the ICT Services team and the NAMC Data stewards in the use of the SharePoint migration tool.

**Provide support to the ICT Services team to support the NAMC's SharePoint instance by:**

Resolving post implementation problems.

Changing the design and templates to provide for unforeseen requirements.

Training the ICT Team in the routine support, administering and maintenance of the NAMC's SharePoint instance.

Training the NAMC staff on the most effective use of the SharePoint

Skills Transfer Plan

The bid must include a Skills Transfer Plan to indicate how the Service Provider will transfer skills,( e.g., assignment of tasks and mentoring). The NAMC will evaluate the quality of the plan based on its assessment of how effective the skills transfer will be.

The skills transfer plan must address at least the following elements.

1. SharePoint design, covering all aspects of the design including but not limited to design requirements elicitation.
2. SharePoint configuration including but not limited to creating content types and site template configuration and exporting.
3. SharePoint site set-up configuration and customisation.
4. Assigning and controlling access.
5. Site administration and maintenance.

	<b>Criteria</b>	<b>Scoring guideline</b>	<b>Points</b>
1	Company Experience The bidder must have demonstrable experience in providing in SharePoint Online deployment and maintenance as a Document Management System / Intranet. The bidder must provide 3 contactable references of similar work done in the past 5 (five) years i.e., reference letters on clients' letterheads.	Points will be allocated as follows: <ul style="list-style-type: none"> <li>• 3 or more relevant reference letters= 25 points</li> <li>• 2 relevant reference letters = 18 points</li> <li>• 1 relevant reference letter = 9 points</li> <li>• No relevant reference letter = 0 points</li> </ul>	20
2	The bidder must be Microsoft Certified Partner	Microsoft Gold Certified Partner = 25 Microsoft Silver Certified Partner = 15 Microsoft Certified Partner = 10	20
3	Team Experience The bidder's key personnel of the proposed team must have relevant qualifications, skills, and	Points will be allocated as follows: 8-year experience = 25 points 5-year experience = 20 points	25

	<p>experience in SharePoint Online deployment and maintenance as a Document Management System / Intranet.</p> <p>NB: Qualifications and proof of other documents must be attached.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> <li>• The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties (based on the scope of work) of this service and the key personnel responsible for each specialty.</li> </ul>	<p>3-year experience = 9 points</p> <p>Non-submission of CV(s) or less than 3-year experience or irrelevant experience = 0 Points</p>	
4	<p>Implementation Plan</p> <p>The bidder must provide the approach that will be followed to set up the solution to enable the required Document Management System / Intranet The approach must address, but not limited to,</p> <ol style="list-style-type: none"> <li>1) Project Management methodology</li> <li>2) Project Phases (based on delivery timelines)</li> <li>3) Project Activities</li> <li>4) Reporting</li> </ol>	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Project plan with all (5) key areas addressed with a project methodology, = 25 points</li> <li>• Project plan with (4) key areas addressed with a project methodology, = 14 points</li> <li>• Satisfactory: Project plan with (3) key areas addressed with no project methodology = 6 points</li> <li>• Non-responsive: No project plan</li> </ul>	25

	5) Assumed Risks and Mitigations	= 0 points	
5	<p><b>Skills Transfer Plan</b></p> <p>The bidder must provide the Skills Transfer plan that will be followed. The skills transfer plan must address, but not limited to,</p> <ol style="list-style-type: none"> <li>1) Share Point design</li> <li>2) SharePoint configuration</li> <li>3) SharePoint site set-up and customisation</li> <li>4) Assigning and controlling access</li> <li>5) Site administration and maintenance</li> </ol>	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Skills transfer plan with all (5) key areas addressed = 10 points</li> <li>• Skills transfer plan with (4) key areas addressed , = 8 points</li> <li>• Satisfactory: Skills transfer plan with (3) key areas addressed = 5 points</li> <li>• Non-responsive: Skills transfer plan with less than 3 key areas addressed or No skills transfer plan = 0 points</li> </ul>	10

### 3. TIMEFRAME

**CLOSING DATE FOR QUOTATION SUBMISSIONS IS TUESDAY (25/02/2025)  
AT 11H00. (NO LATE QUOTES WILL BE ACCEPTED)**

### 4. QUOTATION VALIDITY

**ALL QUOTATIONS SHOULD BE VALID FOR 90 DAYS**

**PLEASE NOTE:**

- **Do not render any service without an official purchase order from the NAMC. The NAMC will not be held accountable for any liability or financial losses should there be Failure to adhere to this instruction.**

**5. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:**

- Quote should be directed to National Agricultural Marketing Council (NAMC)
- Quote must be valid for 30 days
- Quote must be signed by a supplier, on the company official letterhead.
- Quote should be inclusive of logistics costs and VAT (If the supplier is VAT registered)

**PLEASE NOTE:**

- **If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.**

**6. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS**

- Tax compliance status verification through the Central Supplier Database (CSD) or SARS website using Tax Pin prior to the awarding of price quotation will be conducted.
- Where the recommended bidder is non-tax compliant, the bidder will be notified in writing and a period of 7 working days will be granted to a supplier to resolve their

tax obligations with SARS. (However, this principle may be compromised depending on the nature of the services requested).

- The supplier is required to complete and submit SBD 4 (Bidder's Disclosure), SBD 6.1 (Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022).
- The quotations between R 2 000.00 to R 1 000 000.00 including all applicable taxes will be evaluated on the 80/20 preference points scoring system. The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:
- N:B - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points but they will not be disqualified from the bidding process.

SPECIFIC GOAL	TOTAL POINTS
<b>Percentage (%) Black Ownership</b>	<b>Points (10)</b>
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5

31-40	4
21-30	3
11-20	2
1-10	1
0	0
<b>Percentage (%) Ownership By Women</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%) Ownership By Youth</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0

<b>Percentage (%) Ownership By People With Disability</b>	<b>Points (2)</b>
51-100	2
1-50	1
0	0

## 7. ENQUIRIES AND SUBMISSION OF QUOTATIONS

For more information relating to Supply Chain Management and submission of quotations:

Siphokazi Shude – [sshude@namc.co.za](mailto:sshude@namc.co.za) or 012 341 1115

## 8. DELIVERY ADDRESS

• Block A | 4th floor | Meintjiesplein Building | 536 Francis Baard Street | Arcadia | Pretoria | 0002