



Terms of Reference and Request for proposals with quotations:

Migration of SAHRC On-Premise SharePoint to SharePoint Online (Office365)

Deadline for Submissions: 08 MARCH 2022

SAHRC TOR 12-2021

1. Background

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

2. Objective

SAHRC seeks to appoint a suitable service provider; to migrate the Commission's On-Premise Microsoft SharePoint Server 2013 to SharePoint Online (Office365). The SharePoint 2013 infrastructure resides on-premise and all servers run in a virtual environment.

3. Scope of service

- Evaluation of the current environment to understand and develop migration taxonomy to address growth and structural changes.
- Identify potential migration risks and provide/implement mitigation plans.
- Post migration support.
- Establish new SharePoint Online Production environments using Office365.
- Build Workflows

4. Deliverables

- 100% Successful migration

- Easy access online

5. Pricing

- A detailed price breakdown structure must be included
- All pricing must be shown inclusive of any applicable VAT

6. Project Timelines

Project Assignment and Duration

Go online from 1st March 2022

7. Evaluation Criteria

Please note that the following evaluation criteria will be used:

All quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

Evaluation on functionality, as in Table 1 below:

- i. Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 80%
- ii. The overall score must be equal or above 80% in order to proceed to for Price and BBBEE evaluations.
- iii. The minimum threshold for qualification by functionality is 80%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting
1.	Bidder must have over 5 years' experience of relevant service 0 = less than 1 year experience 1 = 1 year experience 2 = 2 years of experience 3 = 3 years of experience	40

	4 = 4 years of experience 5 = 5 years or more of experience	
2.	Bidder's proposed project methodology and plan outlining how SAHRCs requirements will be implemented	20
3.	References included for executing a project of similar magnitude in the last 3 years, signed and on the letterhead of the company 0 = no reference letters submitted or they are not in the last 3 years or not signed and on the letterhead of the company 1 = 1 reference letter submitted 3 = 2 reference letters submitted 5 = 3 relevant reference letters submitted	20
4.	Cost effectiveness of the quote including breakdowns of the implementation phases and total cost of the project must be included in the quotation	20
	Total	100

Price evaluation based on the 80/20 preferential point system.

Only Bidders that have met the 80% threshold in functionality evaluation will be evaluated in for price and BBBEE. Price and BBBEE will be evaluated as follows:

- The price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$	80

The following formula will be used to calculate the points for price:

Where

Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

Stage 2 – BBBEE Evaluation (20 Points)

a. BBBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	10
6	8
7	6
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- B-BBEE Certificate or sworn affidavit

8. Mandatory procurement documents required:

Quotation showing a detailed fee breakdown structure and all pricing must be inclusive of any applicable VAT;

- 8.1.1 Proposal
- 8.1.2 Valid Tax Clearance Certificate
- 8.1.3 BBBEE Certificate.
- 8.1.4 Company Profile
- 8.1.5 Central supplier database report
- 8.1.6 Standard bid document 4
- 8.1.7 Standard bid document 7.2

8.1.8 Standard bid document 6

9. Confidentiality, independence and objectivity

The service provider will hold all material and information exchanged in the course of the implementation of this project in the strictest confidence, and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

10. Contact Details

Submissions must be emailed to: tenderoffice@sahrc.org.za

For further information and clarification, contact Rulani Khuvutlu on rkhuvutlu@sahrc.org.za

Submissions are due by Tuesday, 8 March 2022, before 11h00.