

South African National Accreditation System  
 Libertas Office Park  
 Cnr Libertas and Highway Streets  
 Equestria  
 Pretoria  
 0184

## REQUEST FOR QUOTATION



### PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

<b>DATE OF ISSUE:</b>	14 July 2022	<b>REQUISITION NUMBER</b>	REQ0004481
<b>CLOSING DATE:</b>	20 July 2022	<b>CLOSING TIME:</b>	11:00
<b>QUOTE VALIDITY:</b>	30 days from the date the RFQ closed	<b>Submissions and enquires to be made to:</b>	Ms Nkhesani Mathebula <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

#### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Shanduka enhancement	Quantity required
<p>1</p> <p>SANAS seeks and invite suitably interested qualified service providers to provide further development of our inhouse developed Accreditation application developed in SharePoint 2016 (known as Shanduka). SANAS requires the following functionality to be spec'd. developed, tested and implemented into our current Shanduka system:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Performance Enhancements</li> <li><input type="checkbox"/> DMS Email Functionality Enhancement</li> <li><input type="checkbox"/> Scope Database Extension</li> <li><input type="checkbox"/> Assessor Client View</li> <li><input type="checkbox"/> Process Adjustment and Renaming of Accreditation Fields</li> <li><input type="checkbox"/> Adjustment of Electronic Templates (Certificates)</li> <li><input type="checkbox"/> Nominated Representative Change Automation</li> <li><input type="checkbox"/> Accreditation Tasks Optimisation</li> <li><input type="checkbox"/> Old content migration (4 Libraries per Field of Accreditation)</li> <li><input type="checkbox"/> Adding the cancelled tender functionality under procurement on our <a href="http://www.sanas.co.za">www.sanas.co.za</a> website</li> <li><input type="checkbox"/> Add a recruitment button on our website <a href="http://www.sanas.co.za">www.sanas.co.za</a> in order to redirect to recruitment portal</li> </ul> <p><b>Please refer to Annexure A for the detailed requirement document</b></p>	
<b>Expected date of delivery:</b>	July 2022
<b>Contract or once-off:</b>	Once-off
<b>Technical / Mandatory requirements:</b>	N/A
<b>Other information:</b>	

### SECTION TO BE COMPLETED BY SUPPLIER

#### 2. SUPPLIER DETAILS

<b>Supplier name:</b>	
<b>CSD number:</b>	
<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	


**3. SCM COMPLIANCE REQUIREMENTS (please tick)**

<b>Central Supplier Database Report or Summary</b>	
<b>Completed and signed SBD 4</b>	
<b>Completed and signed SBD 6.1</b>	
<b>Completed and signed SBD 8</b>	N/A
<b>Completed and signed SBD 9</b>	N/A
<b>Certified valid B-BBEE Certificate</b>	

**Certified valid B-BBEE Certificate**

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

**EVALUATION PROCESS**  
 All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

**4. QUOTATION TERMS & CONDITIONS:**

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

**5. ACKNOWLEDGEMENT AND SUBMISSION:**

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:..... Signature: ..... Date: .....

## Annexure A

**1. BACKGROUND**

The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognizes SANAS as the only National Accreditation Body for the Republic of South Africa for conformity assessment, calibration, monitoring of Good Laboratory Practice, and to provide for matters connected therewith. SANAS is a Section 3A Public Entity for purposes of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).

SANAS have recently completed the development and implementation of our Online accreditation application and is currently being supported and maintained by the appointed developers.

**2. SANAS' CURRENT "AS IS" TECHNOLOGY.**

1.1 SharePoint Accreditation Application SANAS has an existing Microsoft SharePoint 2016 on premise Intranet called "Shanduka" utilizing workflows. Shanduka has been in use for a number of years with some custom developments made to best fit user and requirements. Shanduka has become a critical business tool and has empowered staff to collaborate, communicate, access and disseminate information across the organization. The overall objective is to maintain and support our accreditation application, taking full advantage of new functionalities that the latest version SharePoint 2016 and Office 365 provides and leveraging these to enhance the current look and feel and functionality of the Intranet. Furthermore, our Shanduka, Intranet and Website ([www.sanas.co.za](http://www.sanas.co.za)), is an internally hosted site used primarily to improve customer stakeholder experience and deliver quality content.

The Website must be supported and maintained to improve responsiveness to meet the needs of our stakeholders and customers accessing the site on a variety of devices, including tablets and mobile phones. SANAS customer web portal is a subset accessible from SANAS's website.

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This tool provides access to needed services for clients to apply for accreditation.

## 1.2 Technical Infrastructure

SANAS current Intranet is an on-premise solution based on the SharePoint 2016 platform. SANAS's server infrastructure is virtualized using Hyper V technology on DELL hardware on clustered servers for high availability. Hyper V hosts are connected via fiber channel to a SAN storage solution.

The SharePoint environment consist of the following servers and databases.

Front end application & web server	Windows Server 2016
Database server	Microsoft SQL 2016

**3. SCOPE OF SERVICES REQUIRED**

SANAS requires the following functionality to be spec'd. developed, tested and implemented into our current Shanduka system:

- Site Performance Enhancements
- DMS Email Functionality Enhancement
- Scope Database Extension
- Assessor Client View
- Process Adjustment and Renaming of Accreditation Fields
- Adjustment of Electronic Templates (Certificates)
- Nominated Representative Change Automation
- Accreditation Tasks Optimisation
- Old content migration (4 Libraries per Field of Accreditation)
- Adding the cancelled tender functionality under procurement on our [www.sanas.co.za](http://www.sanas.co.za) website
- Add a recruitment button on our website [www.sanas.co.za](http://www.sanas.co.za) in order to redirect to recruitment portal

**4. REQUIRED COMPETENCIES AND EXPERIENCE**

As the application to be supported and maintained is built inhouse as a bespoke solution, SANAS would like the assurance the preferred service provider would have below competencies, and therefore, SANAS required that the below competences are confirmed by the respondent of this Request for information.

Competencies	Competent	
	Yes	No
<b>Development tools</b>		
MS SharePoint Designer		
.NET		
C#		
CSS		
HTML		
JavaScript		
jQuery		
Bootstrap		
json		
rest API		
<b>Microsoft Stack</b>		
Windows 2016 server management and administration.		
SQL 2016 Enterprise server management administration.		
Microsoft Hyper-V cluster and virtual server farms.		
Virtual Web server's including public facing websites.		
Advanced Excel		
SharePoint 2016 - development - management - administration - Design and create custom SharePoint 2016 Workflows. - Design and create document libraries. - Integrations with other platforms such as web services. - Upgrades and patching - Reporting - Logs and Audits - Managing key risk metrics. - Ensure high availability and fault tolerance of SharePoint environments utilizing architectural design and scaling principles.		
<b>Consulting Skills</b>		
Ability to work effectively with senior stakeholders, project teams and business users.		
Knowledge of the Software development life cycle (SDLC): - Requirements gathering and planning. - Design - Development - Testing by developers and users (UAT) - Release / implementation - Maintenance		
Ability to assess problems and solve them with a strong sense of urgency.		
Can set and meet deadlines on multiple projects without frequent supervision.		
Knowledge Transfer / Training		
Change Management		
User Experience improvement		
Creating mockups, wireframes and solution diagrams.		
Identifies and evaluate industry trends in SharePoint environments to serve as a source of information and advisor for the company.		

## PRICING SCHEDULE

The below table must be included in the bidders proposal

Functionality	Hours to required to spec, develop, test and implement	Rate Per Hour VAT invclusive	Total VAT inclusive
Site Performance Enhancements			
DMS Email Functionality Enhancement			
Scope Database Extension			
Assessor Client View			
Process Adjustment and Renaming of Accreditation Fields			
Adjustment of Electronic Templates (Certificates)			
Nominated Representative Change Automation			
Task Optimisation			
Old content migration (4 Libraries per Field of Accreditation)			
<b>(A) Total for development VAT inclusive</b>			
	Hours per month	Rate Per Hour VAT invclusive	Total VAT inclusive
support and maintenance of all of the functionalities for 12 months			
<b>(B) Total for support VAT inclusive</b>			
<b>(A) + (B) Total Bid VAT inclusive</b>			
Adhoc hourly rate for any further development required			