

# TERMS OF REFERENCE FOR WEB-BASED PERMIT FEE MODEL INTERFACE



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## 1. BACKGROUND

- 1.1. The Railway Safety Regulator, RSR, embarked on a process to develop a new safety permit fee model.
- 1.2. The RSR will make use of the Safety Permit fee Model for the calculation of the safety permit fees for all railway operators.
- 1.3. The calculation of Safety Permit Fees payable by each Operator will be based on their Activity costs, Safety costs and the Base costs.
- 1.4. The Activity costs are derived from the activity data i.e. tonnages, number of passengers/tourists and kilometers travelled with loaded goods. While the Safety costs are derived from the occurrences and incidences reported and the base cost will be a flat rate set for a financial year.

## 2. STATEMENT OF INTENT

- 2.1. The Railway Safety Regulator (RSR) wishes to appoint a service provider to develop a web-based application for Safety Permit Fee Model and interface it with the RSR website.
- 2.2. The permit fee model has already been developed and the requirements of this RFQ is to take the model and develop a web-based application which will assist both RSR and its operators to compute the permit fee.
- 2.3. The objective of the safety permit fee model computation is to:
  - a) Allow railway operators to input data and establish what their permit fee will be. The input data consists of.
    - Activity data i.e. tonnages (dangerous or general freight), number of passengers or tourists and kilometres travelled.

### 3. SCOPE OF WORK

3.1 The appointed service provider will develop a web-based application for Safety Permit Fee Model and interface it with the RSR website

3.2 The service provider will:

- a) Develop the web-base application using Microsoft-based technology,
- b) Test the solution with RSR users,
- c) Provide training (train the trainer),
- d) Upload the developed safety permit fee model information from an excel spreadsheet onto a system,
- e) Link the source data to the system. An update to the source data should automatically update the system.

3.3 The application should read the source data as per the designed permit fee model.

3.4 The system should execute a report of the calculations (permit fee).

3.5 The system should have security feature such as username and password.

3.6 Once the computation is completed, the railway operators should be able to:

- Upload their verified/audited activity data and
- Compute their Safety Permit Fees based on figures they input.

### 4. MANDATE

4.1 The Solution should be based on Microsoft technologies.

4.2 The winning bidder will be required to engage with RSR ICT for security requirements or Infrastructure related requirements.

4.3 Testing to be done at the services providers' premises.

4.4 The execution and implementation of the solution will follow RSR PMO methodology.

## 5. PROJECT DELIVERABLES

5.1. After the appointment, the service provider will

- Provide a computation interface on the RSR website.
- Provide the necessary training to RSR personnel, about 5 to 10 people.

## 6. QUALIFICATIONS AND EXPERIENCE

6.1 The service provider shall comprise of:

- (a) A Qualified and experienced expert in system computation.
- (b) The persons must have previous experience of at least 5 years in a similar project.

## 7. RESPONSIBILITY OF THE RSR

7.1. The RSR shall provide the service provider with the following:

- a) Developed Safety Permit Fee model document.
- b) Permit Fee Model

7.2. The RSR, hereby agree to remunerate the service provider at the agreed hourly rates, including such other unavoidable incidental costs incurred in the execution of this Terms of Reference in line with the pricing schedule/table below.

## 8. PROPOSAL SUBMISSION

8.1 The bidder must provide a detailed proposal, addressing and including at least the following:

- a) Demonstrable capacity to deliver on all the desired services that include response to the project scope and allocated resources.

- b) A detailed methodology on how the project scope will be delivered.
- c) A Project Management plan, covering project management reports.
- d) All prices should be VAT Inclusive and include all travelling, and accommodation expenses as they will be arranged and paid for by the service provider.

## 9. COMPULSORY BRIEFING SESSION

The bidders will be required to attend a **compulsory briefing session**. Failure to attend briefing session will lead to your submission not being considered.

## 10. PHASE 1: COMPLIANCE DOCUMENTS

Kindly refer to section 4 of the RFQ attached.

## 11. PHASE 2: MANDATORY REQUIREMENT

None



## 12. PHASE 3: FUNCTIONALITY EVALUATION

The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria **Error! Reference source not found.**below: -

### Functionality Criteria

FUNCTIONALITY CRITERIA		100
12.1.	BIDDERS REFERENCE LETTERS	10 POINTS
	<p><b>Bidder must submit reference letters from previous or current clients indicating experience in successfully interfacing data with the website (mini calculator), within the past 10 years.</b></p> <p>The reference letter/s should at a minimum state the following:</p> <ul style="list-style-type: none"> <li>Name of the client</li> <li>Contact Person's name, surname, position contact number and e-mail</li> <li>Dates when work was performed.</li> <li>Value of the contract</li> </ul>	<ul style="list-style-type: none"> <li>Provided five (5) or more reference letters: <b>10 Points</b></li> <li>Provided four (4) reference letters: <b>08 Points</b></li> <li>Provided three (3) reference letters: <b>05 Points</b></li> <li>Provided two (2) reference letters: <b>02 Points</b></li> <li>Provided one (1) reference letter or no letter or invalid letter: <b>0 Points</b></li> </ul>
12.2	BIDDER'S TECHNICAL TEAM QUALIFICATION & EXPERIENCE	45 POINTS

	<p>Enclosure:</p> <p>1. The Team will comprise of 2 (two) experts</p> <p><u>The CV's and certified certificates of both experts will be used for evaluation for the Web Interface design Specialists and average their scores.</u></p> <p><b>The scoring of the key personnel will be as below:</b></p> <p><b>Specialists – (Average points = 20 Max).</b></p> <p><b>Points will be split between the two experts e.g. if score is 20, each will score 10 if they meet the requirement.</b></p> <p>1. Qualifications – Relevant Qualification in IT [or its International Qualification equivalent <b>as verified by South African Qualification Authority (SAQA)</b>. It is the responsibility of the bidder to secure the verification]</p> <p>             b) Bachelor's Degree = 20 points              c) National Diploma = 15 points              d) No qualification = 0 points           </p> <p><b>2. Years of work experience in IT systems development– Average points = 25 Points (Clarify number of years with each employer)</b></p> <p>             a) 10 years or more = 25 points              b) 8 or more years but below 10 years = 20 points              c) 5 years to below 8 years = 15 points              d) Below 5 years = 0 points           </p>	
<b>12.3</b>	<b>APPROACH TO WORK</b>	<b>45 POINTS</b>
<b>12.3.1</b>	Structured Approach/Methodology and Project Plan covering management of the scope.	
<b>12.3.1.1</b>	<p><b>Structured Approach/Methodology</b> (Comprehensive Methodology that highlights techniques that will be employed for the project, this must include the approach and alignment to best practice)</p> <ul style="list-style-type: none"> <li>Well defined approach methodology= 30 points</li> <li>Moderately defined approach methodology= 20 points</li> <li>Poorly defined approach methodology= 10 points</li> <li>No approach methodology= 0 points</li> </ul>	<b>30</b>



12.3.1.2	<b>Project Plan covering management of the scope with milestones/phases and timelines</b> <ul style="list-style-type: none"> <li>Well defined Project Plan= 15 points</li> <li>Moderately defined Project Plan= 10 points</li> <li>Poorly defined Plan Plan= 05 points</li> <li>No project plan= 0 points</li> </ul>	15
	<b>TOTAL</b>	<b>100</b>

Only bidders that scored a minimum of **70 points** of the total points at the functionality phase will proceed to the next evaluation.

### 13.1 PRICING SCHEDULE

Hours to be Spent for duration (Estimated)	Unit cost (In Rands)	Total (Maximum)
Solution development		
Training costs		
<b>Sub Total</b>		R
<b>VAT @ 15%</b>		R
<b>Grand Total</b>		R

All prices should include VAT and include all travelling, and accommodation expenses as they will be arranged and paid for by the service provider.