



REQUEST FOR QUOTATION

Description of service required:

FOR MHLATHUZE WATER SEEKS TO CONTRACT THE SERVICES OF AN ICT TECHNOLOGY SPECIALISTS WHO IS A CREATIVE PROBLEM-SOLVER FOR THE POSITION OF ICT CONSULTANT.

Part A: Request for Quotation Documentation

1. Cover Letter.
2. Terms of Reference / Specifications.

Part B: Returnable Documents and Schedules:

1. Returnable Documents which must accompany the quotation

- 1.1. CSD report not older than one week.
- 1.2. Valid Tax letter with pin.

2. Returnable Forms which must accompany the quotation

The forms must be fully completed, signed, and dated appropriately.

- 2.1. SBD 4: Declaration of Interest.
- 2.2. SBD 6.1

3. PLEASE NOTE:

- 3.1. Supplier must be registered on the National Treasury Central Supplier database.
- 3.2. The quotation must be on the supplier's letterhead.
- 3.3. Quotations must be in accordance with the specifications, unless otherwise stipulated.
- 3.4. Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page.
- 3.5. Suppliers must complete all the Returnable Schedules and submit all the Returnable Documents.
- 3.6. The quotation must be valid for 90 days.

Enquiries regarding specifications may be directed to: smndaweni@mhlathuze.co.za

QUOTATION CLOSING		
CLOSING DATE	CLOSING TIME	MODE OF SUBMISSION
15 March 2023	12h00	Mhlathuze Water SCM Building Attention SCM Manager Cnr Battery Bank and South Central Arterial Alton Richards Bay 3900

1. BACKGROUND : MHLATHUZE WATER

Background to the Assignment

ICT Consultant TOR

Mhlathuze Water seeks to contract the services of an ICT technology specialists who is a creative problem-solver for the position of ICT consultant.

The objective of the assignment is to provide ICT technical support, ICT Management and advisory services to Mhlathuze Water.

IT Consultant Responsibilities:

- Analyzing existing ICT systems and infrastructure.
- Diagnosing IT system problems, inefficiencies, and weaknesses.
- Planning timelines for completion of projects (current and future).
- Understanding the Organization business needs for the implementation of key ICT strategic projects.
- Implementing technological solution/s to meet business needs.
- Analyzing and determining security threats, including Cyber security vulnerabilities
- Providing advice on technology best practices, including ICT Governance.
- Collaborating with the technical in-house team to ensure familiarity with technology.
- Training and mentorship of staff
- Monitoring, management and providing technical support to all ICT solutions and systems
- Producing detailed reports on the efficacy of the technology including ICT risks
- Updating all ICT policies and procedures including the development on new Policies and procedures
- ICT budget and expenditure management including contract management

IT Consultant Requirements:

- Degree in computer science, information systems, or related field.
- A minimum of 10 years of professional work experience in developing, implementing information technology solutions, ICT Management and Risk Management.
- Proficiency with database languages and programming.
- Excellent written and verbal communication.
- Good interpersonal skills.
- Creative problem-solving skills.
- Analytical mindset.
- Good time management and organizational skills.
- Demonstrated knowledge and experience in developing SOPs and policies

DURATION OF THE CONTRACT

Time-frame: 4 months

N.B. Travel and Accommodation Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time

1. SPECIFIC GOALS

1.1. The RFQ will be evaluated based on the 80/20 principle being:

1.1.1. 80 Points for price and 20 points

Price	BBBEE level	Total Points
80	20	100

Pricing will be evaluated using the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration.

P_t = Price of bid under consideration.

P_{\min} = Price of lowest acceptable bid.

RFQ EVALUATION CRITERIA

Documents for assessment Any Bidder that scores less than 50 points in Functionality shall automatically be disqualified.

RETURNABLE DOCUMENTS

List of Returnable Documents

T2.1 LIST OF RETURNABLE DOCUMENTS

Bidders are required to submit the following with their bids:

No.	Description	Submitted YES / NO
T2.1.1	Proof of Company Registration	
T2.1.3	In the case of a Joint Venture/Consortium submitting a tender, submit a JV agreement as well as a resolution of the Joint Venture together with a resolution by its member authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.	
T2.1.4	Proof of Registration with National Treasury Central Supplier Database (CSD)	
T2.1.5	Proof of Registration with SARS (Valid PIN from SARS confirming compliance status) / Tax Clearance Certificate	
T2.1.6	Certified and valid copy of BBBEE Certificate or a Sworn affidavit.	