

# REQUEST FOR PROPOSALS

## DUBE TRADEPORT CORPORATION

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### **APPOINTMENT OF A SERVICE PROVIDER FOR AN INTEGRATED DOCUMENT AND RECORDS MANAGEMENT SYSTEM (IDRMS); INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEARS**

**REF NO.: DTP/RFP/12/CEO/08/2022**

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop Dube TradePort. Refer to [www.dubetradeport.co.za](http://www.dubetradeport.co.za) for more information on DTPC.

DTPC wishes to implement an Integrated Documents and Records Management System (IDRMS) in order to allow this public entity to “content-enable” its business applications so that the latest and most accurate information is readily accessible in the context of different business processes. The IDRMS must not only store the information in a secured and managed repository, but improve efficiency, meet legislative requirements in terms of records management functionality; ensure that records in all formats are managed in an integrated manner; and be readily available to the business user that needs to reference or update it within a transactional process.

The IDRMS should consist of at least the following applications:

- Document Management based on the Microsoft SharePoint platform;
- Records Management;
- Imaging and Scanning;
- The document process workflow or basic routing;
- Search and retrieval functionality; and
- Collaboration technology.

The application should be certified against US DoD 5015.2 requirements.

The services will include, *inter alia*:

- Design, build, implement and support the IDRMS;
- Configure Document Management on SharePoint 2019;
- Configure Records Management on any platform proposed by the Bidder;
- Train internal ICT and migrate Data from File Server;
- Supply migration technology;
- Create an IDRMS Governance Framework;
- Train business users on the IDRMS;
- Provide support for thirty-six (36) months on the IDRMS post implementation.

### **EVALUATION OF THIS BID**

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2022 using the 80/20 preference points system.

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The 20 preference points will be allocated to the following as included in the bid document:

- Enterprises (or bidders) who are at least 51% or more owned by Black People.

### REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from, **2<sup>nd</sup> October 2023 up to 10<sup>th</sup> October 2023** during the weekdays (Mon – Fri) between 08h30 and 16h00. A non-refundable document fee of R1000 (One Thousand Rands only) must be paid via EFT and **must be emailed** in order for the Bid Documents to be sent to you. No cash will be accepted and proof of payment must be emailed for the Bid Documents to be sent to you. Please allow 2 days for funds to reflect in the account. DTPC will only email documents once the payment has been cleared in its bank account. Payments must contain the reference, “**DTP/RFP/12/CEO/08/2022**” and must clearly identify the Bidder, e.g., “ABC Consortium”. Electronic versions of these documents will only be available on confirmation and/or proof of payment.

### Dube TradePort Corporation banking details:

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation; Account type: Current

A **COMPULSORY** briefing session meeting (**virtual**) for service providers, who have paid for and received the Bid Documents via email will be held via Microsoft Teams (**Virtually**) on, **11<sup>th</sup> October 2023 at 11:00**.

Enquiries should be directed via email: [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za)

### CLOSING TIME & DATE FOR SUBMITTING RESPONSES

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **27<sup>th</sup> October 2023**.

DOCUMENTS SHOULD BE CLEARLY MARKED “**APPOINTMENT OF A SERVICE PROVIDER FOR AN INTEGRATED DOCUMENT AND RECORDS MANAGEMENT SYSTEM (IDRMS); AND MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS**”.