

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VIRTUAL DATA ROOM SOLUTION
FOR CEF OVER A PERIOD OF 12 MONTHS**

1. BACKGROUND AND OVERVIEW

CEF is a Schedule 2 state owned diversified energy company with a focus on oil, gas, coal and renewable and clean energy options, reporting to the Department of Mineral Resources and Energy.

CEF requires a secure and easy to use virtual data room in which three (3) or more companies can store data and collaborate efficiently.

2. REQUIREMENTS

The winning bidder will be required to deliver the following:

- Create a secure, customizable and easy to use virtual data room.
- Provide the following key features:
 - Storage of 20GB for a period of 12 months with option to increase storage.
 - Unlimited Projects.
 - Five (5) Administrator Access.
 - Unlimited Guest User Access.
 - Intuitive, fast, mobile friendly and easy-to-use.
 - Permission-based user roles.
 - Two-Factor authentication.
 - Full audit trail with user activity is tracking and time stamping.
 - Single sign-on.
 - Ability to revoke access to files even after they are downloaded.
 - Bulk upload and downloading of files with drag and drop functionality.
 - Auto-indexing.
 - Automated reporting.
 - Custom reports.
 - Collaboration with commenting, notifications, and role-based Q&A workflows.

- Ability upload and view Office, PDF and other file types directly in the browser.
 - Ability to convert most formats to secure PDF format.
 - Data tracking & analytics.
 - Task assignment.
 - Watermarking.
 - Full text search functionality.
 - Third party integrations (Microsoft Outlook and 365).
 - Compatible with PC, Mac, Tablet and Smartphones.
 - Branding: Logo and Unique URL.
 - Built-in Electronic Signature.
- Security, Setup and Support Requirements
 - Immediate online Setup.
 - Online and telephonic support.
 - Guaranteed 99.95% data room uptime.
 - Both inbound and outbound data encryption.
 - Provides enhanced reliability and security with daily back-ups, malware mitigation.
 - ISO 27001-certified data centres.
 - User Training.

3. EVALUATION CRITERIA

3.1 Phase 1: Administrative evaluation criteria

Initial screening process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd document.

3.2 Phase 2: Mandatory evaluation criteria

At this phase the bidder must submit supporting document(s) to substantiate compliance with the requirement below. It must be noted that failure to meet the mandatory requirement will result in the bid being disqualified and not evaluated further.

No.	Mandatory	Comply	Not Comply
3.2.1	<p>Bidders must be the proprietor or a certified partner\reseller for the proposed virtual data room.</p> <p>Bidder must Submit proprietor\partner letter\certificate.</p>		

3.3 Phase 3: Technical Evaluation

At this phase the bidder must submit supporting document(s) to substantiate their technical abilities in relations to the requirements below. It must be noted that failure to meet the minimum functionality threshold of 70% will result in the bid being disqualified and not evaluated further.

Minimum Technical Threshold 70%			
Technical Information	Score	Proof of Document/s	Weighing %
Experience of the company (Bidder)			
3.3.1 COMPANY EXPERIENCE The bidder must have implemented a minimum of three (3) virtual data rooms in the past three (3) years. Please provide signed reference letters on client letterhead as proof for similar virtual data rooms implemented or work done in the past 3 years.		Reference letters	20%
5 Reference letters or more	5		
4 Reference letters	4		
3 Reference letters	3		
Less than 3 Reference letters	0		

3.3.2. VIRTUAL DATA ROOM KEY FEATURES

All service providers must provide a brochure with a list of available key features in their response. The brochure must include the following requirements:

Evaluation Criteria	Document as Evidence	Score	Weighting %
1. Storage of 20GB for a period of 12 months; 2. 5 or more Administrator access; 3. Full audit trail with user activity is tracking and timestamping; 4. Unlimited number of guest users and unlimited projects 5. User Training	Virtual data room brochure/list of features		20%
Solution meets all 5 features		5	
Solution meets 3 – 4 Features		3	
Solution meets 2 Feature or less		0	
1. Ability to revoke access to files even after they are downloaded; 2. Bulk upload and downloading of files with drag and drop functionality; 3. Auto-indexing; 4. Automated reporting; 5. Custom reports; 6. Collaboration with commenting, notifications, and role-based Q&A workflows; 7. Ability to upload and view Office, PDF and other file types directly in the browser; 8. Ability to convert most formats to secure PDF format; 9. Data tracking & analytics; 10. Task assignment; 11. Watermarking; 12. Full text search functionality;	Virtual data room brochure/list of features		20%
Solution meets all 12 features		5	
Solution meets 8 –11 Features		4	
Solution meets 5 - 7 Features		3	

Solution meets less than 5 features		0	
1. Third party integrations (Microsoft Outlook and 365); 2. Compatible with PC, Mac, Tablet and Smartphones; 3. Branding: Logo and Unique URL; 4. Built-in Electronic Signature;	Virtual data room brochure/list of features		20%
Solution meets all 4 features		5	
Solution meets 2-3 features		3	
Solution meets 1 feature		0	
1. Immediate online Setup; 2. Online and telephonic support; 3. Guaranteed 99.95% data room uptime; 4. Both inbound and outbound data encryption; 5. Provides enhanced reliability and security with daily back-ups, malware mitigation; 6. ISO 27001 certified data centres	Virtual data room brochure/list of features		20%
Solution meets all 6 features		5	
Solution meets 5 features		3	
Solution meets less than 5 features		0	

3.4 Phase 4: Commercial evaluation

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

- Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.