



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit a quotation for the requirements stipulated below:

DOCUMENT NUMBER:	SAQA RFQ: 2023/24 - 58
RFQ ISSUE DATE:	08 December 2023
RFQ CLOSING DATE AND TIME:	13 December 2023 @11:00am
RFQ VALIDITY PERIOD:	120 Days (from the RFQ closing date)
DESCRIPTION:	Request Provision of the Maintenance and Development of the Searchable Databases, VeriSearch, and the XML URL builder for SAQA's National Learners Record Database.
RESPONSES TO THIS RFQ SHOULD BE EMAILED TO:	rfq@saqa.org.za
ENQUIRIES	LMaila@saqa.org.za 012 431 5158

TABLE OF CONTENTS

1. TERMS OF REFERENCE.....	3
2. PURPOSE.....	3
3. SCOPE OF SERVICES REQUIRED	4
4. MANDATORY REQUIREMENTS.....	6
5. DURATION OF CONTRACT.....	6
6. PRICING SCHEDULE	7
7. EVALUATION CRITERIA.....	8
8. SPECIAL CONDITIONS.....	8

1. TERMS OF REFERENCE

INTRODUCTION

1.1. The South African Qualifications Authority (SAQA) is a juristic person under the National Qualifications Framework Act, 67 of 2008 (NQF Act) and a schedule 3(A) national public entity under the Public Finance Management Act, 1 of 1999. SAQA performs its statutory functions subject to the NQF Act and is responsible for overseeing the implementation and further development of the National Qualifications Framework (NQF) and ensuring the achievement of its objectives.

2. PURPOSE

2.1. SAQA seeks to appoint a competent Service Provider to Maintenance and Development of the Searchable Databases, VeriSearch, and the XML URL builder for SAQA's National Learners Record Database for a period of twelve (12) or Twenty-four (24) months.

2.2. The National Learners' Records Database (NLRD) (the electronic information system of the NQF) holds information about qualifications, part-qualifications, Professional Bodies and Professional Designations. This information is made generally available using web-based searchable databases, via the SAQA website.

The searchable databases are updated daily, thus ensuring the currency and relevance of this information.

2.3. The searchable databases must be continuously maintained and enhanced to ensure that the business rules of the NQF pertaining to qualifications, part-qualifications, Professional Bodies, and Professional Designations are reflected accurately.

2.4. In addition, the NLRD provides a secure FTP staging area for data loads and a password-protected XML service to its clients, which must also be updated and maintained. VeriSearch is SAQA's web-based search engine where clients can access verification results 24 hours a day and must be updated daily, ensuring the currency and relevance of this information.

3. SCOPE OF SERVICES REQUIRED

- 3.1. Ensure the accurate and timeous daily updating of the relevant server with the information required for the searchable databases by:
- a) Using suitable scripts, update the external SAQA server (server 1) from the NLRD's internal server once every 24 hours. Ensure that a copy of this extract is kept on SAQA's external server. Update the download scripts when structural changes are made to the NLRD. (Both SAQA servers are CentOS Linux servers.)
 - b) Have a dedicated server available (server 2, separate from the SAQA servers) for the staging (live hosting) of the searchable databases and the XML URL builder. Copy the extract from SAQA's external server to this hosting server. Allow for traffic of more than 100 GB per month, with expected peaks of up to 300 GB.
 - c) Have dedicated servers available (separate from the SAQA servers) for the secure FTP staging area for data loads to the NLRD and its related systems. Copy the extract from SAQA's external server to these hosting servers. Allow for the traffic of more than 12 GB per month.
 - d) Have a separate server available for user acceptance testing (testing server 3).
- 3.2. Host the searchable databases, VeriSearch, XML URL builder, and secure FTP staging area for data loads to ensure access to them, 24/7/365 to:
- a) Ensure the availability of the searchable databases, and their accessibility from the SAQA website, at all times.
 - b) Ensure the availability of VeriSearch and its accessibility from the SAQA website, at all times.
 - c) Ensure the availability of the XML URL builder to registered subscribers at all times.

- d) Ensure the security and integrity of the searchable databases, VeriSearch, and the XML URL builder.
 - e) Ensure ongoing search capabilities by means of user-defined SQL queries, generated via the standard search screen.
 - f) Ensure the availability and security of the secure FTP staging area for data loads (especially of learner achievements) to the NLRD and its related systems.
- 3.3. Monitor the daily updates to the searchable databases and VeriSearch, and report this daily to SAQA:
- a) Facilitate the sending of automated daily reports (in an e-mail format) to the relevant recipients at SAQA. This report must indicate the successful update of all tables from the internal SAQA server to the external SAQA server (for the searchable databases) and the successful import of data to the external server (for VeriSearch). Any issues that arise must be indicated in the reports.
 - b) Resolve any issues that arise with the daily updates, or any errors that occur, within an agreed number of hours.
- 3.4. Maintain, and further develop, the searchable databases, VeriSearch, and the XML URL builder:
- a) Maintain the searchable databases, which are written in PHP 5.3 and MySQL, and which have more than 2.1 million records. Some of these records are:
 - More than 18 000 qualifications.
 - More than 800 000 provider accreditation records.
 - More than 60 000 unit standard linkages to qualifications.
 - National Career Advice Portal (NCAP) data.
 - Edu.Dex data (Edu.Dex is a data validation tool used by the NLRD's data suppliers).
 - More than 860 000 secure verification records.
 - b) Maintain the XML URL builder. (SAQA is responsible for managing the users and passwords.)

- c) Further develop the searchable databases, VeriSearch, and the XML URL builder, based on requests and specifications from SAQA. Add tables, fields, and queries, where indicated and required.
- 3.5. Provide pre-agreed datasets to other stakeholders and additional support:
- a) Extract data from the external SAQA server for other stakeholders, which include (but are not limited to) the NLRD's Database Administrator and the National Career Advice Portal of the Department of Higher Education and Training.
 - b) Assist with the SSH copying of data, where required.

4. MANDATORY REQUIREMENTS

- 4.1. The bidder should submit formal reference letters from clients where it has previously performed the maintenance and development of databases. The reference letters should:
- a) Be on the client's letterhead;
 - b) Be signed and dated;
 - c) Indicate the work done;
 - d) Indicate the year the work was done, (please note that the reference letters should be within 5 years of the tender closing date; and
 - e) Show the client's contact details including contact name and telephone or email address.

5. DURATION OF CONTRACT

SAQA will enter twenty-four (24) months contract (SLA/PO) with the recommended service provider.

6. PRICING SCHEDULE

<u>DESCRIPTION OF THE SERVICE</u>	<u>Total</u>
<u>HOSTING, MAINTENANCE AND DEVELOPMENT PRICE SCHEDULE – YEAR 1</u>	
1. External hosting of the searchable database.	
2. Additional hosting and SSH support.	
3. External Storage as per specification (servers).	
4. VeriSearch SQL Express virtual machine hosting.	
5. Maintenance per month fixed retainer.	
6. New developments, as and when required, at the rate of a Senior Developer per hour (NB: 100 hours will be used for evaluation purposes only)	
<u>HOSTING, MAINTENANCE AND DEVELOPMENT PRICE SCHEDULE – YEAR 2</u>	
1. External hosting of the searchable database.	
2. Additional hosting and SSH support	
3. External Storage as per specification (servers).	
4. VeriSearch SQL Express virtual machine hosting.	
5. Maintenance per month fixed retainer.	
6. New developments, as and when required, at the rate of a Senior Developer per hour (NB: 100 hours will be used for evaluation purposes only)	
<u>Additional Items that might have been omitted</u>	
Total (Vat Inclusive)	

7. EVALUATION CRITERIA

The proposal will be evaluated in two (2) stages:

Stage 1: Admin requirements and screening of **mandatory requirements as per section 4 above.**

Stage 2: Price and Preference Points Evaluation

Bidders will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:

- i. 80 Points for pricing
- ii. 15 preference points for the company that has at least 51% black ownership
- iii. 5 reference Points for the company that has at least 30% black woman ownership.

NB: Bidders must submit the certified B-BBEE Certificates copies/Sworn Affidavits indicating ownership percentage to claim the preference points.

RFQ Special Conditions	
1.	Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
2.	Bidders must submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
3.	The proposal and required documents must be submitted using the PDF format only, through email to rfq@sqa.co.za .
4.	PROTECTION OF PERSONAL INFORMATION <ol style="list-style-type: none">a. In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).b. SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.c. All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.d. SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements that
I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL REGULATIONS, 2022

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the

table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership		15		
30% black woman ownership.		5		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iiii) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

