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**Request for Proposal for the Provision of  
Development and Maintenance of QA Dashboard  
System for the period of sixteen (16) months**

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**BID NO: CHE/QAF/08/02/2023.**

**Date Issued: 04 August 2023**

**Closing Date and Time: 24 August 2023 at 11:00 am  
Compulsory Briefing Session: 10 August 2023 at 14:00  
at the below address**

No.: 1 Quintin Brand Street  
Perseus Technopark  
Brummeria  
Pretoria East  
0020

**Bid Validity Period: 90 days.**

**TENDER BOX ADDRESS:**

The Council on Higher Education (CHE)  
Reception Area  
No.: 1 Quintin Brand Street  
Perseus Technopark  
Brummeria  
Pretoria East  
0020

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL ON HIGHER EDUCATION**

BID NUMBER:	CHE/QAF/08/02/2023	DATE OF ISSUE: CLOSING DATE:	04 August 2023 24 August 2023	CLOSING TIME:	11:00 am
DESCRIPTION	<b>Provision of development and maintenance of QA Dashboard system for a period of sixteen (16) months.</b>				
COMPULSORY BRIEFING SESSION	10 August 2023 at 14:00 Venue: 1 Quintin Brand Avenue, Persekor Park, Lynwood, Pretoria				
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:</b>					
1 Quintin brand street Persekor Park Lynwood Pretoria East 0020					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Future Gumede		CONTACT PERSON	Britta Zawada	
TELEPHONE NUMBER	012 349 3876		TELEPHONE NUMBER	012 349 3800	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Gumede.F@che.ac.za		E-MAIL ADDRESS	Zawada.B@che.ac.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1 Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2 All bids must be submitted on the official forms provided – (not to be re-typed) as listed under – paragraph 3.1 [mandatory requirements] below.
- 1.3 This bid will be evaluated in terms of the preferential procurement policy framework act, 2000, and the preferential procurement regulations, 2022 under the 80/20 preference points system.
- 1.4 This bid shall be governed by the general conditions of the contract (GCC) which can be obtained from the national treasury website:  
[ocpo.treasury.gov.za/Resource\\_Centre/Legislation/General%20Conditions%20of%20Contract](https://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract)
- 1.5 Bidders who wish to claim the preference points should complete SBD 6.1 form in full. (attached).
- 1.6 The bid must be submitted with the following standard bidding documents: SBD 4 and SBD 1
- 1.7 The bid must be accompanied by a briefing session certificate as proof that they have attended the compulsory briefing session as indicated in part a above.
- 1.8 Copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified sworn affidavit.

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of the state to verify the taxpayer's profile and tax status.
- 2.3 Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- 2.4 Bidders may also submit a printed TCS certificate together with the bid.
- 2.5 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS CERTIFICATE / PIN / CSD Number.
- 2.6 Where no TCS pin is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

**SIGNATURE OF BIDDER:**

.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:**

.....

**DATE:**

.....

## INTRODUCTION

### 1. PURPOSE OF THE REQUEST

CHE seeks to appoint a service provider that will render development and maintenance of QA Dashboard system for sixteen (16) months.

#### 1.1.1. OBJECTIVES OF THE BID

CHE intends to select a preferred service provider for the services mentioned above based on the fulfillment of the specification requirements and competitive price that will be submitted.

### 2. ENQUIRIES

2.2.1. Should it be necessary for a supplier to obtain clarity on any matter arising from or referred to in this Bid document, please refer your inquiries, in writing, to the contact person(s) listed below. CHE reserves the right to place responses to such queries on the website.

Mr. Future Gumede	Telephone	012 349 3876
	E-mail	Gumede.F@che.ac.za

### 3. RESPONSE FORMAT

Suppliers shall submit the response per the **format specified below** together with a **formal proposal**; failure to do so may result in a disqualification of the bidder's response.

**NB: Failure to meet all requirements in the bid document, the bidder(s) will be disqualified.**

- Schedule 1:** Invitation to Bid SBD 1  
**Schedule 2:** Declaration of Interest – SBD 4  
**Schedule 3:** Specific Goals – SBD6.1

### 4. CHE's TERMS AND CONDITIONS OF THE BID

1. CHE's conditions of purchase shall apply. No services must be rendered, or goods delivered before an official CHE Purchase Order form has been received or a service level agreement is signed.
2. Late and incomplete submissions will not be accepted.
3. The tax matter must be tax compliant as requested.
4. Responses to this bid must be submitted in a sealed envelope, clearly marked with the description and number of the bid.
5. CHE shall pay 30 days after receipt of an original invoice.
6. All invoices must be submitted to Finance.

## 5. TAX CLEARANCE REQUIREMENTS

- a) Bidders are required to submit a CSD report indicating the bidder's tax matters or CSD number.
- b) Failure to be tax compliant or fix tax matters within seven (7) days after receiving notification will disqualify your response to this bid.

## 6. EVALUATION CRITERIA

Will be an evaluation of price and preferences.

This bid will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022. The allocation of points will be as follows:

<b>Price</b>	80
<b>Specific goal:</b>	
51% Black Owned	10
51% Ownership by Black Women	10
<b>Total</b>	<b>100 points</b>

***NB It is the responsibility of the service provider to submit proof of specific goals.***

## 7. PRICING REQUIREMENTS.

All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated.

- a) The Supplier must indicate **clearly** which portion of the price is linked to the exchange rate.
- b) The cost of delivery and other charges must be included in the total price.
- c) Please note that CHE will require the successful bidder to obtain forward cover (where applicable) equal to this amount immediately upon receipt of a letter of acceptance.

## 8. REASONS FOR DISQUALIFICATION

CHE reserves the right to disqualify any bidder which does any one or more of the following,

- a. Suppliers who are not tax compliant within seven (7) days after sending the notification.
- b. Suppliers who submitted incomplete information and documentation according to the requirements of this Bid.
- c. who submitted information that is fraudulent, factually untrue, or inaccurate, for example, memberships that do not exist, BEE credentials, experience, etc.
- d. Supplier who received information not available to other vendors through fraudulent means; and/or
- e. Suppliers who do not comply with any other *requirements* as stipulated in this bid document.
- f. Suppliers who do not comply with the mandatory functional requirements suppliers who fail to sign their bid response or do not complete SBDs.

- g. CHE reserves the right to cancel or reject any quote and not to award the bid to the lowest bidder or award parts of the bid to different bidders, or not to award the bid at all.

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**DECLARATION BY BIDDER**

the undersigned (NAME).....certify that:

- i. I have read and understood the conditions of this Bid.
- ii. I have supplied the required information and the information submitted as part of this Bid is true and correct.

.....

**Signature**

.....

**Date**

**Capacity**.....

**9. BID EVALUATION CRITERIA**

- 9.1 CHE reserves the right not to accept the lowest bid price from a service provider.
- 9.2 Similarly, CHE reserves the right not to select any of the prospective service providers submitting proposals.
- 9.3 CHE will take into consideration black economic empowerment (specific goals), and proof of this to accompany the bid response.
- 9.4 The 80/20 preferential point system will be applied to evaluate the Bid.**

## 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 interest<sup>1</sup> 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 proprietors/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

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<sup>1</sup> 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.



2.2 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**

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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 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 PROCUREMENT REGULATIONS, 2022**

### 1. 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).

### 1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

(a) Price; and 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated

or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

## 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:

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

Where

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

#### 4. 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)
Black (51%)		10		
Black Women (51%)		10		

#### 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 in 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;
- iv) 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 because of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered because 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

**Terms of Reference and Specifications:**  
**Development of the QA-Dashboards System**

Request for bids to appoint a service provider to provide development and maintenance of QA Dashboard for the Council on Higher Education (CHE) for sixteen (16) months.

**Terms of Reference and Specifications:**  
**Development of the QA-Dashboards System**

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## 1. Background

The Council of the CHE approved the *Quality Assurance Framework* (QAF) in September 2020. This Framework provides for a digital system which will provide institutional track records for each on the Higher Education Institutions (HEIs) that the CHE deals with.

The QA-Dashboards are defined as

*QA-Dashboards are digital track records for each of the higher education institutions in which institutional data is visually presented, and where the decisions of previous EQA activities are collated, analysed and interpreted per institution. The information is harvested and aggregated from diverse informational sources for analytical purposes to produce the dashboards. The information on the QA-dashboards will form important input into future EQA activities, in order to streamline, simplify, differentiate and integrate the EQA activities.* (QAF, 2020: 21-22).

Two of the principles of the QAF are integration and simplification and Annexure A of the QAF speaks of an *ICT-supported architecture* for the QAF.

*The CHE and the HEIs will need to work in an integrated way in the QAF. For the CHE, this means working across EQA functions and managing data on institutional quality in an integrated manner. For the HEIs this means being able to demonstrate a high level of functionality of the various elements of the IQA systems operating as part of a quality management system and being able to manage and use their quality-related data in an integrated and coherent way...*

The ultimate aim is to use an integrated Management Information System to have *shared online platforms, data warehousing and data analytics will be used in innovative ways, for example by supporting collaboration between the regulatory bodies.* (QAF, 2020: 62)

The Business Case for the overall, enterprise-wide MIS was discussed and approved as a first step in this process by the ICT Committee of Council, and as part of the overall Digitization Strategy of the CHE. However, since the QAF is to be implemented in 2024 based on a decision by Council, it was decided to start the design and development of the overall system by first focusing on the QA-Dashboards as a Minimum Viable Product (MVP).

The QA-Dashboards as an MVP for the overall MIS was approved by Council at its meeting of March 2023.

## 2. Description of the product

The scope of the project is therefore reduced to the Minimum Viable Product (MVP), presented in Figure 5 in the attached report, which consists of the following three components.

- a) A data input system (cf. Section 12 for the detailed requirements)
- b) A data warehouse platform and data marts (cf. Section 13 for the detailed requirements)
- c) Privacy and security requirements (cf. Section 14 for the detailed requirements)

- d) Dashboards and reports (cf. Section 15)
- e) User training manuals and training sessions
- f) Ongoing maintenance until the system has been stabilized.

The CHE uses a cloud platform. The landing zone described below in Figure 6 of the report indicates the services that are required on MS Azure to host and run the overall, enterprise-wide MIS. The CHE has a license and the required services for the Azure platform. The system must be developed to be integrated with the other CHE systems such as MS 365.

The activity plans will commence when the contract is signed, but the final date for delivery of the system, after testing, should be January 2024, with maintenance continuing for a year.

### **3. Objective of the project**

The objective is to have the MVP, the QA-Dashboards, available for a final pilot phase by January 2024, to be presented to the HEQC at the February 2024 meeting.

### **4. Expected outcome and deliverables**

The deliverable is a developed and configured system which has gone through a first pilot and testing to support the MVP, i.e. the QA-Dashboards, as described in the QAF and in the attached design report (Annexure A).

The technology should be intuitive, easy to use and available from most devices. This is essential for technology adoption and proliferation throughout the CHE. To this end, solutions will be evaluated based on their ease of use and ability to seamlessly integrate with other systems. Furthermore, systems will use the same authentication and authorization models to ensure that users are provided with a single sign-on experience.

The stipulated period of maintenance should be included to ensure that the system is stable and fulfills the requirements.

### **5. Project Key Performance Indicators**

The project success indicators will be that the project evaluation team to be appointed by the CHE from a group of ICT peer experts have tested the system and are satisfied that it conforms to the design.

### **6. Completion date**

The completion date for the project is that the final pilot must be available on 31 January 2024, with four renewable 3-month maintenance period thereafter as per the activity plan in Section 16 of the attached report. The project will be initiated on 1 October 2023, with the final pilot delivered on 31 January 2024, and 12 months of maintenance and support, hence a total of 16 months.

### **7. Competency and expertise requirements**

The CHE requires a multidimensional team of developers who can develop the QA-Dashboards as specified:

- on the Azure platform,
- with the Office A5 365 suite (specifically Power BI) and with,
- data warehousing expertise.

It is critical that the development team selected for the project are well-versed in multidimensional design, interface development, data warehouse development, and the development of analytic dashboards.

The team has to be familiar with the overall intention and design of the MIS of which the QA-Dashboards will be sub-component.

Recent audited financial statement have to be provided

*\* NB: CHE will conduct a screening of mandatory documents to check whether bidders meet the compliance requirements. Not providing these documents may result in the bidder being disqualified from evaluation.*

## **8. Reporting requirements**

The successful team will submit a project plan which will include regular reporting and oversight by the team of experts appointed by the CHE, under the management of the QAF project leader. Service Providers must submit a detailed work plan specifying methodologies and processes to be followed, and monthly reporting.

## **9. Special conditions**

Payment will be made in three tranches; one-third on the delivery of the first pilot, a second payment on the delivery of the final pilot system at the end of January 2024, and the final payment at the end of the 3-month maintenance period, which will include hand-over and user training. A minimal fee for the possible renewal of the maintenance contract may be added per 3-month period of the renewal up to a total of 12 months.

It should be noted that the awarding of this contract is subject to the availability of funding.

**Table A: Pricing**

Service Type	Period	Amount (VAT inclusive)
System Development	Fixed for 4 months	
Stabilization, maintenance, and training	Fixed for 3 months	
<b>Total Bid Price</b>		

**NB: A detailed breakdown of the milestones must be submitted with the bid document in line with section 09 special conditions, price will be evaluated on the above table.**

**Table B: Rate breakdown for maintenance for 9 months as and when requested.**

Breakdown of Rates in terms of Level			
Service Type	Junior Level Rate per hr (VAT inclusive)	Mid- Level Rate per hr (VAT inclusive)	Senior Level Rate per hr (VAT inclusive)
Maintenance for 3 x 3 months as and when required; possible caps may apply based on budget as and when requested			

**NB: Subject to negotiations and market price.**

## NOTES REGARDING PRICING

*The total contract amount (Total Development Cost plus Maintenance Cost in Table A) **must** be all-inclusive. This means all direct and indirect related costs must be included in the annual fee. No additional cost will be considered post-award of the bid. Note that failure to propose the fee will render the entire bid non-responsive and will result in the bidder scoring zero out of 80 points achievable on the price criteria.*

*\* Rate should base on the senior level rate per hour as per Rate breakdown Table (Table B).*

## 10. Compulsory/Mandatory Requirements

Gate 1:

**Table C: Compulsory/Mandatory requirements:**

Portfolio of Evidence or documents	Yes	No
<b>1.1 Proposal Methodology</b> <ul style="list-style-type: none"><li>• The Bidder must indicate how they will (software, method) meet essential and desirable requirements of the bid.</li><li>• Project management and documentation.</li><li>• Maintenance and Development requests.</li><li>• Setup a multiple developer environment.</li><li>• Manage the access and development process.</li></ul>		
<b>1.2 Provide recent audited financial statement</b>		
<b>1.3 Capacity to perform task</b> <ul style="list-style-type: none"><li>• The Bidder must provide a minimum of 3 CVs indicating the experience and qualifications of the personnel proposed to provide the service.</li><li>• The Bidder must be able to show an understanding of the CHE's role and mandate in the higher education sector.</li><li>• CVs of the project team will be analysed for years of experience linked to the development expertise, project management, and experience in the proposed methodology.</li><li>• The Bidder must provide certified copies of qualifications i.e. relevant Degree, Diploma, and Certificates in Azure and Office A5 365 suite (specifically Power BI).</li></ul>		

<ul style="list-style-type: none"> <li>The Bidder must provide evidence of experience using Microsoft SQL Server, Data Analysis (data collection, cleaning, analysis, visualization with PowerBI) with demonstrated ability to deal with large and complex structured and unstructured datasets.</li> </ul>		
<b>1.4 The Bidder must provide a maximum of three (3) Written and Contactable References relevant to the development of custom-built systems</b> <ul style="list-style-type: none"> <li>Reference reports must not be more than 1 (One) year old.</li> <li>The bidder must indicate the number of years of developing and maintaining customised built system, a minimum of three (3) relevant to the bid.</li> <li>The bidder must provide a portfolio of systems indicated above.</li> </ul>		
<b>1.5 Signed SBD1, SBD4 and SBD6.1</b>		
<b>1.6 CSD number or report</b>		

NB: Failure to meet all requirements above, the bidder(s) will be disqualified.

Gate 2: Evaluation criteria on Price and Specific Goals (80+20) = 100 points

Only Bidders that have met the **compulsory requirements** in Gate 1 will be evaluated in Gate 2 for price and specific goals. Price and Specific Goals will be evaluated as follows:

In terms of Preferential Procurement Regulations (2022) pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the **80/20** - preference point system in terms of which points are awarded to bidders based on:

- ❖ The bid price (maximum **80** points).
- ❖ Specific goals – 10 points for 51% black-owned companies and 10 points for 51% women-owned companies (maximum **20** points)



## 1. BID EVALUATION CRITERIA

Bids will be evaluated as follows:

### 1.1 PREFERENCE POINT SYSTEM

The formula below will be used to calculate the preference points system:

This bid will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022. The allocation of points will be as follows:

Where 80 points are for price and 20 points are for specific goals as per the below table.

*Ps = Points scored for the comparative price of a bid under consideration*

*Pt = Comparative price of the bid or offer under consideration*

*Pmin = Comparative price of lowest acceptable bid*

The table below reflects the number of points to be allocated to a bidder based on broad-based black economic empowerment contribution:

<b>Price</b>	<b>80</b>
<b>Specific goal:</b>	
51% Black Owned	10
51% Ownership by Black Women	10
<b>Total</b>	<b>100 points</b>