

INVITATION TO TENDER

REQUEST FOR PROPOSALS FOR MICROSOFT SHAREPOINT DEVELOPMENT SERVICES

TENDER NO: QCTO RFQ 03/2023

CLOSING DATE: 07 JUNE 2023 at 11:00

Company Name		
Address		
Contact person		
Contact numbers	(w)	(cell)
Email address		

Compulsory Briefing Session

Bidders must secure a compulsory individual briefing session with the QCTO SCM office.

Date: 31 May 2023 - 06 June 2023

Link: To receive the link, kindly send an email to Tenders@qcto.org.za before 06 June 2023. Individual slots will be issued as agreed upon.

1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO amongst others are to develop standards for occupational qualifications including trades and skills programs, accredit skills development providers, and assessment centres, conduct assessments, quality assurance and issue certificates to qualifying candidates. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programs. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za/>.

Prospective, suitable, experienced service providers to provide Microsoft SharePoint Online development services to enhance and modify in-house Ms SharePoint Online forms.

1.1 PROPOSAL SUBMISSION

The proposal must be submitted in the following manner:

1.1.1 The proposal should be sent to tenders@qcto.org.za.

NB: Late Submissions will not be considered

1.2 ACCEPTANCE OF TENDERS

The QCTO does not bind itself to accept either the lowest or any other quote and reserves the right to accept the bid that it deems to be in the best interests of the organization. QCTO reserves the right to accept the offer in full or in part or not at all.

2. AIM OF PROPOSAL

The purpose is to procure the services of a suitable service provider to provide Microsoft SharePoint Online development services to enhance and modify an in-house Ms SharePoint Online forms system.

3. BRIEF SCOPE OF SERVICES

3.1 The QCTO has automated 5 manual forms into Ms SharePoint online. The forms are utilised by QCTO staff for different purposes. There is a need to enhance the forms and the workflows.

3.2 NB: A compulsory briefing session is a must between the bidder and QCTO.

3.3 NB: Bidders must set up a briefing session appointment with the QCTO SCM office between 31 May 2023 and 06 June 2023 for a run-through of the system to be enhanced.

3.4 Reference letters from public and related institutions as evidence of related services previously conducted.

3.5 The Bidder must provide the educational qualifications of their developers.

4. VENDOR PARTNERSHIP/CERTIFICATION

Interested service providers are required to have a suitable Microsoft Certification at the stage of responding to this advertisement and during the duration of the contract.

5. PROJECT TIMELINE

The successful bidder must be able to provide the required services within one (01) month from the date of receiving the purchase order.

6. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in the tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder's or related information and capabilities and, in these instances, the bidders will be obliged to provide QCTO with all necessary assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO.

The 80/20 principle will be applied in terms of the Preferential Procurement Regulations 2022.

The tender will be evaluated based on the following categories:

No.	Criteria	Sub-criteria	Points
1.	<p>Bidder's extensive knowledge and experience in Microsoft SharePoint. Reference Letters of similar work completed.</p> <p><i>NB: Please provide signed reference letters from company they provided similar services for, in company's letter head with contact person and their contact numbers.</i></p>	<ul style="list-style-type: none"> No evidence that bidder has undertaken similar projects(0 reference Letter) = 0 points Bidder has successfully undertaken 1 to 2 similar projects(1-2 reference letters) = 10 points Bidder has successfully undertaken 3 similar projects(3 reference letters) = 20 points Bidder has successfully undertaken 4 similar projects(4 reference letters) = 25 points Bidder has successfully undertaken 5 or more similar projects(5 or more reference letters) = 30 points 	30

2.	Bidder's Microsoft Partner Certification NB: Please provide certification	<ul style="list-style-type: none"> No evidence that the bidder is a Microsoft Partner = 0 points Bidder is a Ms Certified Partner = 5 points Bidder is a Silver Ms Certified Partner = 15 points Bidder is a Gold Ms Certified Partner = 20 points 	20
4.	Profiles or CVs of Certified team members with relevant qualifications.	<ul style="list-style-type: none"> No CV submitted = 0 points 1 CV of an official with the relevant Microsoft Certified qualification = 25 points 2 CVs of officials with the relevant Microsoft Certified qualification = 50 points 	50
		TOTAL	100

Each of the criterion is to be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than **70 out of 100 points on functionality, will be disqualified for this project.**

Stage 3: Pricing and Specific goals.

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 Preferential Procurement Regulations 2022**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document. **Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

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

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the specific goals as per table below:

Specific Goal	Number of Points
Women	5
Youth	5
Locality/Province	5
HDI	5

7. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the specific goals (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
Total	100

8. VALIDITY PERIOD

The validity period for this RFQ is 30 days.

9. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

1. Ms Nkhensani Maluleke Email: Maluleke.n@qcto.org.za
2. Ms Sithembile Mabaso Email: Mabaso.s@qcto.org.za

Any SCM related enquiries shall be directed in writing to:

Mr. Lekhotla Motlounq

Email: tenders@qcto.org.za