

19 APRIL 2023

**REQUEST FOR QUOTATIONS FOR
CONFERENCE MANAGEMENT
MOBILE APPLICATION**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to assist with Provision, customisation, testing, hosting, support, and maintenance of a Conference Management Mobile Application to be used for the International Railway Safety Council (IRSC) 2023 (Conference), and the RSR's Annual Railway Safety Conference (ARSC) for year 2024

2. Considerations/background

- 2.1. The IRSC-2023 will be hosted and organised by the RSR in South Africa between 01-06 October 2023, for which several local and international delegates are expected to attend.
- 2.2. After IRSC-2023, the RSR will continue to host the ARSC in 2024 and beyond. The ARSC provides a platform where industry stakeholders come together to exchange experiences, solutions, and lessons for improving railway safety.
- 2.3. Therefore, the RSR seeks to use a suitable Conference Management Mobile Application ("Mobile App") for seamless and enhanced collaboration, connectivity, communication, and engagement among the ARSC 2024 and IRSC 2023 conference delegates ("delegates").

3. Scope of work / Specification

Specifications are as follows:-

**FUNCTIONAL REQUIREMENTS FOR THE REQUIRED CONFERENCE MANAGEMENT
MOBILE APPLICATION**

3.1 The Mobile App must provide the following capabilities:

3.3.1 Capability for conference delegates to create and maintain an online professional public profile.

3.3.2 Capability for delegates to schedule meetings with other delegates.

3.3.3 Capability for delegates to manage a personalised schedule of event sessions.

3.3.4 Capability for delegates to send private in-app messages to other delegates.

3.3.5 Capability for delegates to receive important updates and announcements from the conference organizing team (activity feed).

3.3.6 Capability for delegates to access conference/event documentation and content (Speaker lists and profiles, conference agenda, exhibition advertisements, sponsorship info, floor plan, photo gallery, presentation gallery).

3.3.7 Capability for real-time transmission of presentations, Engagement, Registrations, Check-ins, Polling, sharing of electronic Business Cards through QR Codes.

3.3.8 Capability for delegates to take notes on Mobile App

3.3.9 Must have “Help” or “Contact us” functionalities.

3.3.10 Must have an admin interface, allowing the Conference Organising Team special access to manage the app from a back end, including uploading and downloading Presentations, Photos, Videos, updating the conference program, generating conference reports.

3.3.11 Must have “Live” attendance monitoring.

3.3.12 Must have an interactive navigation link that directs the delegates to physical conference and technical visit sites or any key landmarks in proximity.

3.3.13 Must have a “search” function that allows delegates to search for delegates with interests to set-up meetings.

3.3.14 Must be able to operate on Windows, iOS & Android smartphones, and tablet devices.

3.3.15 Must have a user Interface which can be customised to align to the following:

- IRSC corporate branding
- ARSC 2024 and 2025 branding.

REQUIREMENTS FOR IRSC 2023, AS WELL AS THE ARSC 2024

3.2 The service provider should deliver on the following scope of work for the IRSC 2023, as well as ARSC 2024:

- 3.2.1 Provision, customization, testing and hosting of RSR's Conference Management Mobile Application ("Mobile App") for the IRSC 2023 and ARSC 2024.
- 3.2.2 Provide customer support, admin access, training of ten (10) RSR staff, and Mobile App enhancements.
- 3.2.3 Automatically create user profiles for registered delegates on the Mobile App by integrating via API, with the registration portal provided by the IRSC organizer.
- 3.2.4 Activate the Mobile App in all appropriate App Stores.
- 3.2.5 Ensure Mobile App is available for download 12 (twelve) months after the last day of the 2023 IRSC.
- 3.2.6 Ensure Mobile App is available for download six (6) months after the last day of ARSC 2024

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof

of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Criteria Evaluation

5.1 The service provider must submit reference letters relevant to the provision of a Conference Management Mobile App . The reference letter/s should at least include the name of client, contact person and details (tel or e-mail); and description of services.

5.2 The service provider must submit a brochure / technical specification of the proposed existing Mobile App.

5.3 The service provider must submit a CV and qualification/s of a Web/ Application developer.

EVALUATION CRITERIA

ITEM	FUNCTIONALITY CRITERIA	POINTS
COMPANY EXPERIENCE (REFERENCE LETTERS)	<p>The service provider must submit reference letters relevant to the provision of a Conference Management Mobile Application. The reference letter/s should at least include the name of client, contact person and details (e-mail or tel); and description of services.</p> <p>The scoring of company experience will be as follows:</p> <ul style="list-style-type: none"> • Three (3) relevant reference letters = 30 points • Two (2) relevant reference letters = 20 points • One (1) relevant reference letters = 10 points • Zero (0) relevant reference letters = 0 points 	30
BROCHURE / TECHNICAL SPECIFICATION	The service provider must submit a Brochure / Technical Specification of the proposed Existing Mobile App:	40

THE PROPOSED EXISTING MOBILE APP	<p>The scoring of Brochure / Technical Specification of the proposed Existing Mobile App will be as follows:</p> <ul style="list-style-type: none"> • The proposed existing Mobile App satisfies all fifteen (15) functional requirements indicated in section three (3) = 40 Points • The proposed existing Mobile App satisfies fourteen (14) of the 15 functional requirements indicated in section three (3) = 30 Points <p>The proposed existing Mobile App satisfies thirteen (13) of the 15 functional requirements indicated in section three (3) = 20 Points</p> <ul style="list-style-type: none"> • The proposed existing Mobile App satisfies twelve (12) of the 15 functional requirements indicated in section three (3) = 10 Points • The proposed existing Mobile App satisfies less than twelve (12) of the 15 functional requirements indicated in section three (3) = 0 Points 	
SERVICE PROVIDER'S WEB / APPLICATION DEVELOPMENT CAPABILITY	<p>The service provider must submit a Web / Application developer with a minimum NQF level 6 ICT qualification:</p> <p>NB: CV and Qualification / Certificate of the Web / Application developer must be submitted.</p> <ul style="list-style-type: none"> • Submitted a Web / Application Developer with a minimum NQF level 6 ICT or related qualification/certificate; and with at least 3 years' 	30

	<p>experience as a Web / Application Developer = 30 Points</p> <ul style="list-style-type: none"> • Did not submit a Web / Application Developer with a minimum NQF level 6 ICT or related qualification/ certificate; and /or with at least 3 years' experience as a Web / Application Developer = 0 Points 	
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Service Providers must obtain a minimum of 70 points out of 100 points to be considered for price and specific goal points evaluation.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate

		<ul style="list-style-type: none"> • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
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6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. **Technical Enquiries**

7.1. SCM: Lesego Dire

lesegod@rsr.org.za/087 284 6655

7.2. Project Manager: Thabang Mothoa

[thabang.mothoa@rsr.org.za /087](mailto:thabang.mothoa@rsr.org.za/087) 284 6666

8. **Closing Date and Time for responses to this request for quotation**

8.1. The request will be **closed on 27 April 2023 at 15h00**. Responses may be emailed to lesegod@rsr.org.za