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prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATIONS
SPECIFICATION OF
INTEGRATED CAMPUS ADMINISTRATION SYSTEM (ICAS)
ANNUAL SOFTWARE LICENSES AND SERVICES

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1.   Executive Summary

Train Operations uses a training software solution called Integrated Campus Administration System (ICAS) which is used to train and assess the safety critical grades within the Rail division. This is a request for the renewal of the software licenses and services (upgrade and the migration) of ICAS to the new infrastructure environment.

2.   Purpose

The purpose is to request quotations for iCAS software licenses for a period of two (2) years which is payable annually. The required service is to upgrade our current ICAS version to the latest version and to migrate to the new infrastructure.
ICAS is used nationally within PRASA Rail (Metrorail) and Long-Distance division (MLPS) for training, evaluations, and examinations.

3.   Background

Integrated Campus Administration System (ICAS) is a training application software solution used by Trains Operations department nationally in the PRASA Rail division for training and assessment of train drivers, metro-guards, yard officials, train control officers and for screening and assessing the section managers.

It is used for training of new personnel and re-validation of the personnel that have been out of the operations for six months or more. It is a safety critical software which is used within the PRASA Rail division, and it is a compliance requirement to meet the Rail Safety Regulator (RSR) as it is used in the safety critical grades. The annual software licenses need to be paid for the Train Operations to be able to perform training and assessments. The iCAS software has the products keys which must be activated for the current system to be used.
ICAS need to be upgraded and migrated to the latest new infrastructure environment to eliminate risks associated with the old environment.

4.   Scope of work

A successful bidder will need to do the following:
- Provide product keys for the software solution to operate.
- Provide technical support for the software related problems.
- Provide documentation and guidelines for installation / usage of the software.
- Provide software roadmap and indicate any minimum requirements for compatibility (i.e. browsers, O/S).
- Provide a two years quotation for annual ICAS software licenses payable annually from anniversary date.
- Provide super-user and technical training.
- Ensure that a license is provided for the duration of the engagement without interruption after anniversary of the current license.
- Provide services for upgrade and migration of the current iCAS to the new infrastructure environment.

5. Mandatory Technical Requirements

The bidders need to fully meet the mandatory technical requirements below to be evaluated further:

No.	Description of requirement	Comply Y/N
(a)	Provide two clients reference letters for supporting and licensing for iCAS. The Service Provider must attach a **minimum of two signed reference letter with contactable details** which clearly state their relevant experience in reselling and supporting iCAS. The reference letter can be either from current clients where a contract exists or from previous contract where the iCAS software licenses, upgrade and support was provided, and the letter must not be older than three years. ***The letter should clearly list the kind of service that was provided by the service provider.***	
(b)	A valid signed partnership document from OEM for iCAS and indicating the resellership status or distributorship of the iCAS software licenses. Provide **documentation from iCAS OEM which confirms the partnership / reseller / distributor status**. This should not be older than two years.	

6. Bill of Quantities

6.1. Annual software Licenses Renewal

Bidders must provide costs of annual ICAS software licenses for two years which is payable annually and also provide the cost for the services for upgrade and migration of iCAS. The below table need to be completed.

DESCRIPTION	Quantity	TOTAL COST (Excl. VAT)
Software Licenses Renewal (First Year)	1 yr	R
Software Licenses Renewal (Second Year)	1 yr	R
TOTAL1 (EXCL. VAT)		R

6.2. Training and other costs

Bidders must provide costs for training, services and disbursements and any other applicable costs for the indicated numbers of users (technical and business (super-users)).

DESCRIPTION	TOTAL COST (Excl. VAT)
Super user training (4 super users)	R
Technical Administrators (4 users)	R
Services for upgrade / migration / support for iCAS (**640 hours**)	R
Disbursements	R
Any other costs (where applicable)	R
TOTAL2 (Excl. VAT)	R

6.3. Total Bid Price

Bidders must provide costs on the table below which is a sum total of the costs of the sub totals from the tables above (sections 6.1. and 6.2.) to can provide a **total bid price**.

SUB TOTALS AS ABOVE	AMOUNT
Total 1 (Under 6.1. above) (EXCL. VAT)	R
Total 2 (Under 6.2. above) (EXCL. VAT)	R
SUM OF SUB TOTALS (Total 1 and Total2 (EXCL. VAT))	R
TOTAL BID PRICE (INCL. VAT)	R

7. Specific goals

Note to tenderers: *The tenderer must indicate how they claim points for each preference point system and never leave it blank.*)

The specific goals allocated points in terms of this tender	Returnable	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Women Owned	Certified copy of ID Documents of the Owners	4	
Black Youth Owned	Certified copy of ID Documents of the Owners	4	
Owned by Black People with Disability	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	4	
Entities with B-BBEE of at least Level 1 or Level 2	B-BBEE certificate / signed affidavit. NB: (In case of JV, a consolidated scorecard will be accepted)	4	
EME or QSE 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	4	