



REQUEST FOR QUOTATION (RFQ)

RFQ/ICT/024/25/019			
CLOSING DATE	20 June 2024	CLOSING TIME	12:00
PHYSICAL ADDRESS		POSTAL ADDRESS	
Metropolitan Park,Block C 8 Hillside Road Park Town 2193			

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
Full Names	Asisipho Matomane
Contact Number	010 219 3293
Email Address	AMatomane@merseta.org.za
RFQ Submission Email Address	quotations@merseta.org.za

Document Title	Request for Quotation(s)		
Document Number	FIN-TP-001(B)	Revision Date	03 June 2024
Page Number	Page 1 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

12 June 2024

changes.

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

Table of Contents

1. Introduction to Request for Quotation (RFQ)	3
2. RFQ Submission.....	6
3. Late submissions of the RFQ.....	6
4. Request for Quotation (RFQ) Rules.....	6
5. Technical Specification	7
6. Bid Evaluation.....	7



Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 2 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

12 June 2024

changes

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

1. Introduction to Request for Quotation (RFQ)

- 1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.
- 1.2 The merSETA is inviting quotations from potential service providers for the services described in the below:

Description of goods or services	
The objective of this project is to procure an electronic board pack software and license subscription for the merSETA Accounting Authority and its Committees for a period of 1 (one) year. The appointed service provider will enter into a contract with the merSETA.	
1.2.1 SCOPE OF PROJECT	
The merSETA hereby requests a proposal for an electronic Board meeting solution. The merSETA requires access for 42 users (made up of Executive and Non-Executive Directors, Senior Managers and 2 administrators from the Company Secretariat). The Board meeting solution should be able to fully facilitate the electronic distribution of Board meeting packs to all devices. The solution should also be able to ease the logistics of compiling the packs and improve overall governance within the merSETA. The following must form part of the services required:	
- The system should be securely accessible by all board members from any location and should support strong security features such as encryption or two-phase authentications; The system must be capable of providing enhanced security tools like remote locking; - The system should cater for users on mobile platforms and should also support most modern web browsers;	

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 3 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

- The system should allow for seamless scheduling of meetings with an online, collaborative meeting space where you can include venue maps; agendas; attendee list; meeting minutes; pre-and post-meeting actions and add related documents; integration capabilities with MicroSoft teams would be advantageous.
- The solution should provide for a meeting pack function which allows one to easily collate meeting documents, including agendas, index, minutes, dividers and page numbering, into one file. Board members should be able to perform annotations (highlight text, make notes etc.) and document sign off on their meeting packs, complete questionnaires, ask questions, place votes with or without Wi-Fi;
- The solution should provide an intuitive and functionally rich knowledge store;
- The solution should provide a centralised, collaborative platform where everyone can access and contribute to good decision making by capturing all decisions made and allowing easy to create surveys.
- Extensive end user as well as administrator training on the use of the system;
- The system should allow Board members to use its functions and content both online and offline and provide Board members with full access to minutes and resolutions;
- Proposals on the setup and configuration of the system on the merSETA premises;
- Customizable permissions for data access can be personalized down to the document level and user level to improve privacy and security;
- The system should have the ability to create virtual rooms for board committees or smaller groups to allow secure collaboration before and after meetings;
- The System must have data migration capabilities.

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 4 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

12 June 2024

changes

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

- **Through the deployment of this system, the merSETA wishes to achieve the following benefits:**

- Administrative time and cost saving;
- Instant and secure distribution of meeting packs;
- Collaborative, engaging, and easier to manage meetings;
- Apps available for Apple, Android and Windows devices;
- Mitigation of risks through procedures, and
- Transparency in decision making procedures.

OUTCOMES AND DELIVERABLES

- Provide an electronic Board Pack Software as per above requirements;
- Role and user profile management
- Network offline operational capability
- Storage model
- Hardware requirements
- Licensing model
- Reporting capabilities as follows
 - Dashboard capabilities
 - Notification and reporting capabilities
 - SMS engine integration capabilities
 - System exception log reports
- Information security measures
 - Data classification requirements (sensitive, secret, confidential etc.)
 - Password formatting and expiry management
 - Data encryption methodologies
 - Certificate management

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 5 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

12 June 2024

changes

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

REQUIREMENTS

- Respondent must have a minimum of five (5) years' industry experience and expertise on similar business assignments. This should be evident from the company registration and company profile
- Respondent must prove capacity to undertake a project of this nature and capacity to carry out such mandates by providing the merSETA with copies of the designated teams' CV's.
- The respondent must provide at least three (3) contactable letters of references ranging from 2018 to 2024 where the same service was rendered.

1.3 This RFQ is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2. RFQ Submission

- 2.1 Bid documents must be emailed to quotations@merseta.org.za on or before the closing date and time.
- 2.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

3. Late submissions of the RFQ

Submission of quotation(s) received late (after the closing date and time) will not be considered.

4. Request for Quotation (RFQ) Rules

4.1 The following rules will apply for this Request for Quotation:

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 6 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

- 4.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFQ.
- 4.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 4.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).
- 4.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 4.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

5. Technical Specification

- 5.1 It is expected that the service provider, upon submission of the quotation, will fully address the technical requirements of the below specification:

6. Bid Evaluation

- 6.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

6.1.1 Evaluation Stage 1: Compliance

- 6.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 7 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4 and SBD 6.1
--	---

6.1.2 Evaluation Stage 2: Technical Evaluation

6.1.2.1 Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.

Technical Specification			
No	Criteria	Description	Points
1.	The bidder must demonstrate that they have the capacity to render the required services and demonstrate industry experience and expertise on similar business assignments.	Five (5) years or more of experience	30
		Less than five (5) years up to four (4) years of experience	20
		Less than four (4) years up to three (3) years of experience	10
		Less than three (3) years experience	0
2.	The bidder must provide contactable letters of references (different organisations) with the past seven (7) years ranging from 2018 to 2024 where similar service was rendered. merSETA reserves the right to contact the referee. Appointment letters will not be regarded as reference letter.	3 or more relevant reference letters attached	15
		2 relevant reference letters attached	10
		1 relevant reference letter attached	5
		No or unsatisfactory reference letter(s) attached	0

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 8 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

3.	Detailed proposed methodology and project plan which must include but not limited to: - setup and configuration of the system on the merSETA premises	Fully complies - The bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines.	30
		Poor or unsatisfactory proposed methodology with no detailed project plan and timeframes.	0
4.	The bidder must prove capacity to undertake a project of this nature and capacity to carry out such mandates by providing the merSETA with copies of the designated teams' CV's. CVs which must indicate their experience, their professional background and qualifications.	The CVs must demonstrate experience and minimum qualifications. • Above 10 years' ICT experience = 25 • Above 8 – up to and inclusive of 10 years' in ICT = 20 • Above 7 up to and inclusive of 8 years' in ICT = 15 • Above 6 up to and inclusive of 7 years' in ICT = 10 • Less than 6 years' and up to 7 years' in ICT = 5 • Less than 5years' and up to 6 years' experience in ICT= 0	25
TOTAL			100
MINIMUM WEIGHTING SCORE			65
Any bid that fails to meet the overall minimum threshold of 65% will be disqualified for further evaluation on stage 3 (price and specific goals).			

6.1.3 Evaluation Stage 3: Preference Point System

6.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 9 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

The specific goals allocated points in terms of this tender	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)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

7. merSETA's RIGHTS

- 7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 7.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- 7.3 The merSETA reserves the right to award this bid as a whole or in part.
- 7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 7.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 10 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

- 7.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 7.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 7.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 7.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

8. UNDERTAKINGS BY THE BIDDER

- 8.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 8.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 8.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFQ, and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 8.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 11 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

- 8.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- 8.6. The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.



Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 12 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

12 June 2024

changes

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that :

- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

?

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PWD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 13 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

12 June 2024

changes

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

AUTHORISATION SIGNATORIES TO CONFIRM RFQ			
The employee signing below hereby affirms the accuracy of the information requested for the quotation.			
Supply Chain Management Representative			
Full Names	Asisipho Matomane	Date	11 June 2024
Signature			
Technical Representative			
Full Names	Stanely Masete	Date	11 June 2024
Signature			



Document Title	Request for Quotation(s)		
Document Number	FIN-RFQ-001(B)	Revision Date	03 June 2024
Page Number	Page 14 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled

12 June 2024

changes

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational