

INVITATION TO TENDER

APPOINTMENT OF A SUITABLE EXTERNAL SERVICE PROVIDER TO MIGRATE DATA CAPTURED AND IMAGES SCANNED ON THE DIGITISATION PROJECT TO THE APPRENTICE CERTIFICATION SYSTEM FOR THE QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO)

TENDER NO: QCTO RFQ 16/2022

CLOSING DATE: 18 April 2023 at 11:00

Company Name		
Address		
Contact person	Ms/Mrs/Mr/Prof/Dr	
Contact numbers	(w)	(cell)
Email address		

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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/>.

The purpose of this project is to appoint a suitable external service provider to migrate data captured and images scanned for the QCTO on the Digitisation Project to the Apprentice Certification System for the Quality Council for Trades and Occupations (QCTO) so that the organisation will be able to meet the objectives of the Digitisation Project to ensure a complete database of learner records, and in accordance with the General Conditions of offer, as well as the specifications are requested to complete this tender document, together with all the standard bidding documents in full and submit proposals in sealed envelopes marked **Tender Number: QCTO RFQ 16/2022** and placed in the tender box at 256 Glyn Street Hatfield, Pretoria, 0083, not later than the closing time and date.

Table: 1.1

Closing Date	Address
CLOSING DATE: 18 April 2023 Time: 11:00	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

NB: Late Submissions will not be considered.

Table: 1.2

Questions
Closing date for Enquiries and Questions Date: 17 April 2023

Before submission, the tenderers must check that all pages are correctly numbered and that all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the tenderer.

Submission of proposals
Electronic proposals to be sent to: tenders@qcto.org.za before closing date and time

1.1 PARTNERSHIPS AND LEGAL ENTITIES

In the case of the tenderer being a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the tender.

1.2 CONSORTIUMS AND JOINT VENTURES

1.2.1 If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.

1.2.2 It is recognised that tenderers may wish to form consortia to provide the services.

1.2.3 In response to this invitation to tender, a consortium shall comply with the following requirements: -

1.2.3.1 A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members.

1.2.3.2 The tender document shall be signed so as to be legally binding on all consortium members;

1.2.3.3 One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;

1.2.3.4 The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium;

1.3 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 which it deems to be in the best interests of the organisation. QCTO reserves the right to accept the offer in full or in part or not at all.

2. AIM OF PROPOSAL

The purpose of this project is to appoint a suitable external service provider to migrate data captured and images scanned on the Digitisation Project to the Apprentice Certification System for the Quality Council for Trades and Occupations (QCTO) so that the organisation will be able to meet the objectives of the Digitisation Project to ensure a complete database of learner records.

The following is a description of what should be included in the migration of data to the QCTO Apprentice Certification System:

- The data migration should allow the migration of data to the on-premise Apprentice Certification system.
- Data migration should be strictly done within the context of the current Apprentice Certification system and the images scanned to the QCTO platform for access to users as well as data migration of Department of Higher Education and Training (DHET) National Technical Qualification information extracted from the external platform to the QCTO and transfer of data to DHET.

3. SCOPE OF SERVICES

3.1 The scope of work and expectations for the migration of data to the QCTO Apprentice Certification System and Extract, receipt and transfer to DHET related data is outlined as follows:

- 3.1.1 Migrate data from the digitisation database with regard to learner information and related image for successful issuing of replacement certificates and submission of data to the NLRD.
- 3.1.2 The service provider will recommend, design, develop and work with a QCTO representative in migration of data to an existing database with complete and incomplete records.
- 3.1.3 Work effectively with the service provider that developed the system and maintain the system and commenced with the migration work to complete the migration process.
- 3.1.4 The service will require that approximately 3 500 000 scanned pages and approximately 450 000 records to be migrated to the QCTO Apprentice Certification database. This also requires that the data captured in learner record books are migrated and that a repository be created on the Apprentice certification system for users to view the images and page through the books where data is captured in an electronic format.

- 3.1.5 To accept and store and then transfer captured data and images to the DHET on the Technical qualifications.
- 3.1.6 It should be noted that some of this work have already started and the framework is set to commence with the migration of data on the agreed fields with the digitisation service provider.

4. EXISTING INFORMATION TECHNOLOGY

Background of apprentice certification system

4.1.1 The following frameworks and libraries were used to develop the QCTO Apprentice Certification system:

- Language: **C#**
- IDE: **Visual Studio 2015**
- Frameworks and Libraries:
 - .Net Framework 4.5.2
 - Windows forms - Client
 - Entity Framework 5.0.0 – Database First
 - ItextSharp 5.5.10
 - ObjectListView 2.9.1
 - WCF

DB and Web Server:

- SQL Server 2014
- IIS 7.0
- The resources should be conversant with older (WinForms) and the latest .Net frameworks (MVC 5 and up) and Full-Stack c# developers.
- Excel plugins for exports/ imports or Asp.Net MVC. Check ethical or administrative issues surrounding manuscripts to ensure they are ready to be published.

5. DELIVERABLES

- 5.1.1 To ensure completion of records migration data as received from an External Service provider from the scanned images and data from the QCTO Digitisation Project to the QCTO Apprentice Certification System for a period of 3 months on site.
- 5.1.2 It is expected that the data migration should be completed not later than 31 October 2023. It should be noted that the digitisation project completion is 31 December 2023.
- 5.1.3 User accepting migration of data and sign off.
- 5.1.4 Work with the current service provider that support the QCTO Apprentice Certification system in completing the migration of the data and completion of the project deliverables.

6. EXPECTED MILESTONES

- 6.1.1 Kick-off Meeting – Discussion with QCTO representatives - Problem Understanding (To specify which resources);
- 6.1.2 Daily backups are made of the MSSQL Production Instance that needs to be configured with a maintenance plan by the QCTO IT Department.
- 6.1.3 Service Provider need to ensure that backups are secured. Regular tests need to be performed to ensure that backups are restorable
- 6.1.4 Progress meetings as scheduled by the QCTO

7. PRICING

- 7.1.1 The tenderer must submit details regarding the tender price for the services on the pricing schedule provided in SBD 3.3. The completed form/s must be submitted together with the price proposal.
- 7.1.2 Bidders are required to indicate their rates (costs) inclusive of all applicable taxes (VAT)
- 7.1.3 The Bidder's proposed cost for the project should be an all-inclusive maximum fixed price fee. The budget must encompass the migration of data project.
- 7.1.4 The cost schedule should be reflective of the estimated number of hours of work to be completed on the project: including rate of pay per hour, and other disbursements etc., must be submitted.
- 7.1.5 All other cost increases may be negotiated, not exceeding the actual inflation rate (CPI).
- 7.1.6 QCTO will not provide upfront payments.

8. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

- 8.1** The successful bidder will adhere to and comply with the rules and regulations of the contractor in respect of copyright and confidentiality of all documentation and processes of its professional activities.
- 8.2** The successful bidder shall not, during the course of its assignment or thereafter, disclose to any person any information relating to classified matters unless specifically authorised to do so by the contractor.
- 8.3** The successful bidder shall not grant any interviews or make any statements to the press or any other medium of public communication concerning or relating to the assignment and the contractor without the specific and prior authorisation of the contractor.

9. SERVICE LEVEL AGREEMENT

The successful bidders will be expected to enter into a service-level agreement with the QCTO.

The service level agreement will include, amongst others, the following:

- i. Period of agreement;
- ii. Changes to the proposed team;
- iii. Method of communication and reporting;
- iv. Non-performance;
- v. Financial penalties and termination of the contract;
- vi. Procedures relating to payments;
- vii. Procedures relating to management reports;
- viii. Terms of deliverables;
- ix. Reviews;
- x. Confidentiality; and
- xi. Disputes.

10. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a 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 Policy Framework Act.

The tender will be evaluated in three stages:

- Stage 1: Mandatory
- Stage 2: Functionality A: Industry Experience, expertise and capacity
- Stage 3: Price and Specific goals

Stage 1: Mandatory Evaluation

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements, and such documents must be signed by a duly authorised representative.

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• Correctly completed bid proposal and signed by authorised signatories			
• Proof of company/closed corporation registration and a copy of CM/CK certificates			

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• Copies of the identity documents of those with equity/shares			
• Duly Completed Standard Bidding Documents (SBD 1, SBD 3.3 SBD 4, SBD 6,1)			
• CSD Registration (National Treasury)			
• Letter of Good standing (COIDA)			

Note: Failure to meet or submit any or all the above mandatory requirements will lead to bidder being disqualified.

Stage 2 (a): Functionality (First Phase)

No.	Evaluation Criteria	Guideline	Scoring	Points
1	References	Bidder's relevant experience for the assignment: NB: Reference letters must be signed and dated. Bidders must Demonstrate company experience to perform the work. Bidders should submit reference letters, project completion certificates with details of the project and contact person details.	- A bidder with less than one (01) relevant Projects = 0 points - A bidder with one (01) to three (03) relevant projects = 10 points - A bidder with Four (04) to Five (05) relevant projects = 15 points - A bidder with Six (06) or more projects = 20 points	20
2	Project Organogram	Detailed organogram with clear roles and responsibilities for all team members where the following is addressed - Detailed organogram stating who is on the consultant's team; (Detailed Project organogram) - Qualifications and experience of consultants and/or team members are included, if applicable; and, - Roles and responsibilities of Consultant/Project team is/are clearly outlined.	- No project organogram submitted = 0 points - Project organogram without roles and responsibilities for any team members = 02 points - Detailed organogram with clear roles and responsibilities and qualifications (CV) for all team members = 05 points	5

No.	Evaluation Criteria	Guideline	Scoring	Points
3	Project Proposal	Detailed Project proposal demonstrating understanding of scope of work, expected milestones and good management - The depth and detail of the Project Proposal must demonstrate a thorough understanding of the Scope of work; and - Expected Milestones including delivery. - The proposal must demonstrate good management, work plans, scheduling and cost control, reporting and quality control.	- No project proposal submitted = 0 points - Detailed Project proposal does not demonstrate understanding of scope of work = 10 points - Detailed Project proposal demonstrating understanding of scope of work and expected milestones = 15 points - Detailed Project proposal demonstrating understanding of scope of work, expected milestones and good management = 25 points	25
4	Project Schedule	The proposed schedule must be realistic and must include the project scope.	- No project schedule submitted = 0 points - Project schedule is not realistic and does not include project scope = 15 points - Detailed Project schedule is realistic and includes project scope = 25 points	25
5	Detailed methodology	A detailed methodology where the assignment has been broken	No project methodology submitted = 0 points	25

No.	Evaluation Criteria	Guideline	Scoring	Points
		into logical tasks in accordance with the Scope of work.	- Project methodology submitted but is NOT logical in accordance with the Scope of work = 10 points - Project methodology submitted, and it is logical in accordance with the Scope of work = 25 points	
				100

Each criterion will 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 not be considered for price and Specific Goals.

Stage 3: Price and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

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 contribution where 20 points will be awarded to a Bidder as per table below:

Specific goals	Number of Points
Women	5
Youth	5
Historically Disadvantaged Individuals (HDI)	10

:

Note: Non-compliant contributors or failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal. In the case of B-BBEE certificates, the bidder must also submit the full verification report, which shows the percentage of Women, Youth and HDI ownership.

11. 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

12. TENDER VALIDITY PERIOD

The validity period for this tender is 30 days.

13. ENQUIRIES

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

Ms Annemarie Janse Van Rensburg

E-Mail: JanseVanRensburg.A@qcto.org.za

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

Mr Lekhotla Motloun

E-mail address: tenders@qcto.org.za

Kindly Quote QCTO RFQ 16/2022 on the subject line for all enquiries