

Date: 19 September 2023

ADDENDUM NO: 1

Tender: BID NO PIC016/2023

REQUEST FOR PROPOSAL ON THE APPOINTMENT OF A QUALIFIED BIDDER TO PROVIDE THE RECORDS CLEAN-UP PROJECT FOR A PERIOD OF THREE (3) YEARS.

Phase 2: Functionality

Please note that there are amendments from Page 20-23 of the functionality evaluation criteria as in the table below and ignore the initial one. All bidders are requested to utilise the amended one as this is the one to be used on evaluating all bids.

Phase 2. Functionality

5 TECHNICAL/FUNCTIONAL SCORING CRITERIA

5.1 With regards to technical/functional, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below:

Criteria	Requirements from service providers	Weighting
1. Project and Change Management	Project Plan detailing timelines and deliverables of the project and change management it will take for the winning bidder to implement and close out the project.	20
2. Organogram	Detailed organogram indicating members who will be part of the project.	10
3. Company Competency	A track record including previous and current projects. Minimum requirements of 2 related clean-up projects exceeding R5 million or above.	15

<p>4.Team Competency</p>	<p>Detailed CVs of team.</p> <p>The core project team to be involved in the provision of the Records Clean-Up Services must have a combined minimum of fifteen (15) years' experience. This is excluding the required experience of the Project Team Lead.</p> <p>The Project Team Lead must have a minimum of ten (10) years (e.g. from 2013 to current) of experience providing Records Clean-Up Services, or</p> <p>The Project Team Lead must have a bachelor's degree in information science or any equivalent qualifications.</p>	<p>15</p>
<p>5. Methodology</p>	<p>Methodology clearly articulating the stages of the required services and;</p> <p>Period of delivery with the project duration of a minimum of 2 (two) years.</p>	<p>25</p>
<p>6. References</p>	<p>Provide 3 (three) contactable references on a letterhead from corporates confirming successful operationalization of Records Clean-Up Service.</p> <p>The letters must include the company name, the services offered, contact person and contact numbers.</p> <p>The reference letters must be in the form of individual letters from the respective corporates. Reference letters must not be older than seven (7) years.</p>	<p>15</p>