



PUBLIC INVESTMENT
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**BID NO (PIC007/2020): REQUEST FOR PROPOSAL
TO APPOINT A SUITABLY QUALIFIED BIDDER FOR THE
PROVISION OF BOARD AND COMMITTEE MEETINGS
MANAGEMENT SOLUTION FOR A PERIOD OF FIVE (5)
YEARS**

Committed to serving our clients

BACKGROUND AND EVALUATION CRITERIA

- RFP was advertised on:
 - 9 August 2020 in Sunday Times
 - 10 August 2020 PIC Website: www.pic.gov.za. Closing date is 11 September 2020.
 - To be submitted electronically to tenders@pic.gov.za. Bidders can respond via email size up to 10mb), one drive (Dependent on bidder) or WeTransfer (up to 2GB). In all instances bidders must use the tender reference number and send it to tenders@pic.gov.za
 - Deadline for submission of questions is 2 September 2020(tenders@pic.gov.za)
- Questions and answers will be published on PIC website from 17/08-04/09/20
- Validity Period: 90 days

Minimum Requirements- Phase 1

- The bidder must comply with the following minimum requirements to respond to this RFP. Bidders who are NOT compliant will be disqualified.
- The technical resources assigned to this service MUST have experience in implementing IT systems.- Indicate comply/Not Comply/ Ref Par in RFP Response
- The technical resources assigned to this service MUST have a minimum of five (5) years' experience providing Meetings Management Solutions. Indicate comply/Not Comply/ Ref Par in RFP Response
- CV of the technical resources indicating the relevant experience must be provided; Indicate comply/Not Comply/ Ref Par in RFP Response
- Valid certified copies of the resource's certifications must be included for verification.
- The bidder is expected to provide at least 4 (four) contactable client references of companies where Meetings Management have been successfully delivered and maintained within the last 5 (five) years. Indicate comply/Not Comply/ Ref Par in RFP Response

BACKGROUND AND EVALUATION CRITERIA (continue)

PHASE 2: Admin Evaluation Criteria

- ***The bidder will proceed to the next stage when they comply with the following requirements:***
 - Submission of:
 - A valid and original Tax Clearance Certificate/Valid Tax Pin Number.
 - *BBBEE status level certificate –Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not valid, no points will be allocated for BEE).
 - *EME's and QSE's –sworn Affidavit
 - *Signed and completed declaration of interest document
 - *Signed and completed SBD 1 – Invitation to Bid document
 - *Signed and completed Company Information document
 - *Latest audited Financial statements within the last two years
 - *Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document
 - Acceptance of the conditions as stipulated in the bid document
 - Submission of all attached as per the bid evaluation criteria, the bid document and a separate pricing proposal

EVALUATION CRITERIA (continue)

Phase 2 cont.

- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number
- Bid Documents (1 x Technical and Administrative proposal and 1 x Fee proposal to be submitted as separate documents) to be submitted **electronically** to tenders@pic.gov.za quoted reference number PIC007/2020
- All the documents must be in PDF format and be clearly indexed
- All information stipulated in paragraph 13 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.
- A percentage breakdown of the work allocation between the parties must be clearly indicated.
- A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.

BACKGROUND AND EVALUATION CRITERIA (continue)

Evaluation Criteria (continue)

Phase 3 :Functional – Minimum score 70%

CRITERIA	WEIGHTING
Technical Lead – Years of experience in implementing Meeting Management Solutions	10
Company Experience (References)	10
Compliance with Meetings Management solution scope	80
TOTAL	100

Evaluation Criteria (continue)

Pricing and BEE

➤ **Phase 4 : Price (80) and BEE (20)**

Price:

- When completing the Pricing Bidder must take note of the following:
- All pricing (including services, resources, hourly rates charged etc.) to be quoted in South African Rand including VAT.

Bidders to incorporate pricing assumptions which will include:

- Forex;
- Upfront payment; and
- Price fluctuations.

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SCOPE OF SERVICES

➤ **The Bidder is expected to cover the following project scope items in the delivery of the of Meetings Management Solution project:**

➤ **Requirements Gathering and Analysis**

The bidder is expected to conduct thorough requirements gathering sessions with PIC stakeholders. Deliverables expected but not limited to: Business Requirements Specification, Technical Requirements Specification and Software Requirement Specifications.

➤ **Design**

Based on the requirements gathered, the bidder is expected to configure and deliver a Meetings Management Solution that meets all approved requirements/specification to the PIC's.

Deliverables expected but not limited to: System Architecture and Detailed Design Specifications.

➤ **Implementation and Configuration**

Bidder is expected to configure and deliver a Meetings Management Solution that meets all approved requirements/specification

➤ **Testing**

The bidder is expected to lead the testing effort for the configured solution. The bidder will be requested to produce test cases, test summary reports, test results, quality assurance plan, revised bug lists and user acceptance test.

SCOPE OF SERVICES (Continuation)

➤ **Deployment**

The bidder is expected to deploy the fully tested solution to environments such as Development, Quality Assurance, Pre-Production and Production and Disaster Recovery environments respectively. The Pre-Production environment must be similar to the Production environment for use by the PIC.

➤ **Data Migration**

The bidder is expected to lead and perform data migration (as per scope agreed with the PIC during the Analysis phase) from the current PIC Meetings management solution onto the proposed solution.

➤ **Maintenance and Support**

The bidder is expected to provide comprehensive maintenance and support for the deployed of the Meetings Management solution for a period of Five (5) years. New upgrades to the solution will be carried out as per the PIC's solution upgrade processes. The bidder is expected to upskill PIC IT personnel and document detailed operationalization manuals.