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6 Streak Street
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NORTHERN CAPE

6A Long Street
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Kimberley, 8300
Tel: (053) 832 0051/ 2
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NORTH WEST

78 Relief Cnr Peter
Mokaba Street
Sparkling Office Park
Potchefstroom, 2531
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WESTERN CAPE

2 Old Pearl Road
Sumbel Building
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
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BID NO: SCMU: 08 - 2017/18

TERMS OF REFERENCES FOR QPR MATRIX FOR STRATEGY MANAGEMENT DASHBOARDS

1. INTRODUCTION

The purpose of this request for Bids, is to find a suitable accredited, competent and experienced service provider(s) to help the ETDP SETA address requirements for a strategy management dashboard solution.

Note: The service provider is expected to deliver within 2/3 weeks after the award.

2. PROJECT SCOPE / DELIVERABLES

a. Required Software

The ETDP SETA requires the QPR Matrix software solution to be installed and hosted on premises on existing servers. The systems should cater for the following class of users:

- 21 Full access users
- 10 Viewers or read-only users
- Total: 30

b. Number of Dashboards

The system should be configured to have the following dashboards/scorecards and reports:

- 20 – 30 Dashboards
- Monthly Report
- Quarterly Report
- Annual Report

c. Current Environment

The ETDP SETA systems software environment is composed of the following:

1. Microsoft Active Directory
2. Microsoft Server 2008+
3. Microsoft SQL Server 2012

The current business applications which are used by the ETDP SETA are the following:

1. MS Great Plain for Financial Management
2. VIP for Human Resource Management and Payroll
3. Indicum SETA Management Systems for Core business operations

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3. SCOPE OF WORK

a. Services

The ETDP SETA requires ongoing maintenance and management of the solution including performing the following services:

- Project Management
- Analysis and Design based on the ETDP SETA Strategic Plan and Annual Performance Plan
- Solution Implementation
- Integration to Existing Systems
- Testing
- Training of users and administrators
- Ongoing Support of the solution

b. Software Features

The software should have the following features:

General

- The system should support an organisational structure view based on the SP and APP.
- The system must provide a flexible graphical capability for strategy mapping and dashboards.
- The system enable dashboards with various combinations of performance indicators data series such as actual & targets, in relation to various periods.

Performance Indicators

- The system should support flexible periods i.e. different financial years & quarters & months.
- The system must support custom calculations applied to indicators.
- Support for both qualitative and quantitative indicators.
- The system must lock data once it has been captured so that it cannot be changed again.
- The system must provide alerts and notifications.

Reporting

- The system must support easy analysis of performance data and analysed data must be included in reports generated by users.
- Reports should be scheduled and automatically sent to a selected managers
- Reports be generated to MS word based on the ETDP Reporting Templates (Monthly, Quarterly and Annually)
- The system should be able to export data directly to Excel and PowerPoint from the system.

Integration

The current applications for which integration is required are the following:

- MS Great Plain.
- VIP.
- Indicium SETA Management Systems.

Security

- The system must implement role based security.
- The system must have an audit trail.

4. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

STAGE 1

The evaluation will be guided by ETDP SETA procurement policy. Bidders will be evaluated on the Administration of the **Mandatory documents requested**. Failure to submit these documents will lead to disqualification.

4.1.1 MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Proof of certification/partnership with QPR
2. Original valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS* – **SBD 2**
3. Declaration of Interest – **SBD 4**
4. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
5. Certificate of Independent Bid Determination – **SBD 9**
6. CIPC registration documents
7. Central Supplier Database Registration Report

NB: Failure to submit any of the above documents will lead to disqualification.

STAGE 2

The 80/20 preference point system shall be applicable

Price	80
<ul style="list-style-type: none"> • Completed and Signed Covering letter/ Invitation to Bid - SBD1 • Signed budget / pricing schedule. Failure to submit a signed budget / pricing schedule will result in the committee accepting the submitted price as the final bids 	
BBBEE status level contributor	20

5. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

- 5.1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
- 5.2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
- 5.3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
- 5.4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
- 5.5. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
- 5.6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
- 5.7. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
- 5.8. **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
- 5.9. Bids submitted are to hold good for a period of 90 days.
- 5.10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
- 5.11. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
- 5.12. All bids must first meet the pre-qualification criteria to be considered for evaluation.
- 5.13. Companies that are in the process of **de-registration in the CIPC** will not be considered.

6. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Tenders as from 11h00 on **13 November 2017**

No late bid/bids will be accepted. **Price bids submitted through telex, facsimile and email will not be acceptable.**

Bids **must** be hand delivered in a marked tender box situated at:

UMOYA HOUSE

2-6 New Street South

Ghandi Square

Johannesburg

2091

7. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00** on **27 November 2017**

8. CONTACT PERSON

All enquiries regarding this bid/price bids must be in writing only and be directed to: Supply Chain:

Email: SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, shall not be considered.

ETDP SETA does not bind itself to accept the lowest bids or any other bids and reserves the right to accept the whole or part of the bids.

ETDP SETA is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of a bid before the closing date.