

REQUEST FOR INFORMATION

REQUEST FOR INFORMATION

RFI NUMBER: RFI/IT/MICT/01/2020

DESCRIPTION OF RFI: SERVICE PROVIDER THAT CAN GIVE INFORMATION ABOUT HOSTING SYSTEM FOR IT DIVISION FOR THEM TO BE ABLE TO MAKE CHANGES AND MANTAIN AN INVOICE TRACKING SYSTEM FOR A PERIOD OF 12 MONTHS

BACKGROUND

This Request for Information calls for service providers to provided MICT SETA with information and costing about hosting software application that MICT SETA Information Technology department can be able to make changes and maintain an Invoice Tracking System application for the period of 12 months.

RFI documents are obtainable from **11th February 2020** from the following websites:

- **Government E-Portal** <http://www.etenders.gov.za>
- **MICT SETA Website**

Compulsory Briefing Session will be held (where applicable)

Not Applicable

Closing Date: 17th February 2020

For enquiries contact MICT SETA Supply Chain Management E-mail: bidqueries@mict.org.za Bid email address

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between MICT SETA and any Respondents unless and until MICT SETA has executed a formal written contract with the selected supplier.

MICT SETA

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI/IT/MICT/01/2020
RFI TITLE	: SERVICE PROVIDER THAT CAN GIVE INFORMATION ABOUT HOSTING SYSTEM FOR IT DIVISION FOR THEM TO BE ABLE TO MAKE CHANGES AND MAINTAIN AN INVOICE TRACKING SYSTEM FOR A PERIOD OF 12 MONTHS

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	11th February 2020
RFI Available from	ETender Port portal MICT SETA Website
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	17th February 2020 AT 11:00AM
Delivery Venue	MICT SETA Head Office 19 Richards Drive Gallagher Convention Centre Gallagher House Level 3 West Wing
Contact details	MICT SETA Bid Queries bidqueries@mict.org.za

MICT SETA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to MICT SETA - website, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES

1. MANDATORY DOCUMENTS

- 1.1** CSD report (Central Supplier Database)
- 1.2** The bidder must submit proof of authority from the OEM to distribute and/or sell within South Africa.
- 1.3** The bidder to provide evidence of approved reseller and support licenses for the required software distribute and/or sell within South Africa.
- 1.4** Detailed Pricing Schedule.

2. REQUEST FOR INFORMATION:

2.1 DEFINITIONS

2.1.1 “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.

2.1.2 “**RFI response**” - a written response in a prescribed form in response to an RFI.

2.1.3 “**Hosting Partners**” - companies who entered into an agreement with MICT SETA in the areas of application management; application hosting, application service provision, and marketplace hosting are incorporated in this category.

2.1.4 “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded to him.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the MICT SETA, written approval to divulge such information will have to be obtained from MICT SETA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the MICT SETA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF Respondent: _____

PHYSICAL ADDRESS: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax: _____

E-mail address: _____

4. The manner of submission of the RFI

4.1 Respondent shall submit RFI response in accordance with the prescribed manner of submissions as specified below.

4.1.1 Respondent shall submit 1 (one) Original hard copy, 1 (one) detailed pricing schedule hard copy and 1 (one) electronic copy (on a single memory stick).

4.1.2 The original copy must be signed IN INK by an authorised employee, agent or representative of the respondent and initialised on each and every page of the information.

4.1.3 The memory stick must be marked with the responding organisation's name and RFI number. The memory must be enclosed in a cover that is also marked with the responding organisation's name and RFI number.

4.1.4 All additions to the information documents i.e. appendices, supporting documentation, photographs, technical specifications and other support documentation covering suggested solutions etc. shall be neatly bound as part of the schedule concerned.

4.1.5 Staff adequately trained: Training for technical staff, power user training, and train the trainer- costing must be included

4.1.6 A draft Master Supply Agreement and a Maintenance and Support contract included.

4.1.7 Change management processes and implementation process must be included

4.1.8 Collaboration and integration processes must be included

4.1.9 Costing of the information must be included and clearly marked. This will assist the MICT SETA in the budgetary processes.

5. SITUATIONAL ANALYSIS

The MICT SETA Information Technology department is currently developing an Invoice Tracking System: The plan is to have external users registering on the system to submit their invoices and internal users logging into the system to process the submitted requests. The IT department does not have the web server to host this application.

6. SCOPE OF SERVICES AND TECHNICAL SPECIFICATIONS FOR RFI REQUIREMENTS

6.1 Overview of System Requirement

Data Storage	Languages	Platform	Other
SQL Database	C#	Windows Based application. (Visual Studio 2017)	The application sends emails internally and externally.
Actual documents stored in a Folder within the application	JavaScript		
Estimated storage capacity: 500 GB	Html5 (Hypertext Mark-up Language) and CSS (Cascading Style Sheets)		

7. DETAILED COSTING SCHEDULE

- 7.1 The solution objectives together with scope of work should be used when compiling the pricing for the delivery of the services
- 7.2 All costing must be shown inclusive of any applicable taxes.
- 7.3 Costing must be done inclusive of any applicable travel or allowances of any kind and should therefore be inclusive of all foreseeable costs to achieve the objective.
- 7.4 A fixed fee (if applicable) associated with the delivery of the service shall be submitted in the following format in a separate sealed envelope as indicated:

ITEM	ONCE OFF IMPLEMENTATION AND SETUP FEE	MONTHLY FEE
TOTAL 12 MONTHS COST	R	R
TOTAL RFI OFFER (VAT Inclusive)	R	R

- 7.5 The number of units (e.g. hosting licenses) must be specified if they are limited in any way. Any unit costs (e.g. costs for additional user licenses or server or additional desktop support) must be explicitly quoted.

8. GENERAL INFORMATION

Contact Persons for Queries

Enquiries in respect of this RFI should be addressed to:

SCM

E-mail: bidqueries@mict.org.za

All queries to be e-mailed.

8. RFI SUBMISSION INFORMATION

8.1 SUBMISSION DETAILS OF RFI/IT/MICT/01/2020

RFI responses should be submitted to the below address at the tender box situated at the reception clearly marked:

MICT SETA Head Office
19 Richards Drive
Gallagher Convention Centre
Gallagher House
Level 3 West Wing

END OF THE REQUEST FOR INFORMATION DOCUMENT