



REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY (CATHSSETA)

SBD 1

Description

CATHSSETA seeks to appoint a service provider to provide CATHSSETA with ASSESSMENT ON THE USABILITY OF CATHSSETA SHAREPOINT SYSTEM

Date issued

17 June 2022

RFQ number

Closing Date:

28 June 2022

Closing Time:

13:00 pm

CSD Registration number

SUBMISSION

The successful bidder will be required to fill in and sign a written Contract Form

(SBD 7)

Proposal documents to be emailed before the closing date and time to : supplychain@cathsseta.org.za

The following particulars must be furnished;
(failure to do so may result in your bid being disqualified):

Name of bidder

270 George Road, Noordwyk, Midrand, 1687

Tel No.: 0860 100 221 | 011 217 0600 | Email: supplychain@cathsseta.org.za

Postal Address

Street Address

Telephone Number

Code:

Number:

Cellphone Number

Facsimile Number

Email Address

VAT Registration Number

Has an original and valid tax clearance certificate been submitted? (SBD 2)

Yes

No

Has a B-BBEE Status Level Verification Certificate been submitted? (SBD 6.1)

Yes

No

If yes, who was the certificate issued by? [tick applicable box]

<input type="checkbox"/>	An accounting officer as contemplated in the Close Corporation Act (CCA)
<input type="checkbox"/>	A verification agency accredited by the South African Accreditation System (SANAS)
<input type="checkbox"/>	A registered auditor

NOTE: a B-BBEE Status Level Verification Certificate must be submitted in order to qualify for preference points for B-BBEE

Are you an accredited representative in South Africa for the goods / services / work offered?

Yes	No	[If yes, please enclose proof]
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Total Bid Price:

Total number of items offered:

Signature of bidder

Capacity under which this bid is signed

Date

1. BACKGROUND TO CATHSSETA

The Skills Development Act (No 97 of 1998) (SDA) makes provision for the establishment of Sector Education and Training Authorities (SETAs) for each national economic sector and thereby aims to develop the skills of the South African workforce by increasing the investment in education and training in the labour market; and encouraging employers to play a meaningful role in developing employees, particularly the previously disadvantaged. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) was established through the SDA, to research and establish nationally recognised Sector Skills Plan (SPP) supported by skills development programmes serving the interest of the following sectors:

- Culture, Arts and Heritage
- Tourism and Travel Services
- Hospitality
- Gaming and Lotteries
- Conservation; and
- Sport, Recreation and Fitness

These sectors are diverse and unique and they play a significant role not only in the economy, but also in the broader quest for social cohesion and formulation of a unique South African national identity.

CATHSSETA's critical success factors are described as the key processes that deliver services to the CATHSSETA beneficiaries, i.e. learners and employers. The process is based on the three critical components of the CATHSSETA service delivery Value Chain:

- Facilitation of Learning Interventions. Involves facilitation of all skills development initiatives
- Quality Assurance of Skills Development. Involves accreditation of skills development facilitators, verification of learners, and development of occupational qualifications
- Employer engagements. Involves the receipt of levies and payments of grants.

The importance of the three areas are the points of integration between them.

2. SCOPE OF THE PROJECT

CATHSSETA is a medium sized organisation with a staff compliment of approximately 90 employees with its Head Office located on 270 George Road, Noordwyk, Midrand , KwaZulu Natal & Free State Regional Office, Thekwini TVET College, 262 Daintree Avenue, Asherville, Durban and Western Cape Regional Office based at Northlink College Tygerberg, Rothschild Boulevard, Panorama.

2.1. SharePoint assessment:

- Assess the current CATHSSETA SharePoint system and provide a comprehensive system health report;
- Full SharePoint farm inventory;
- SharePoint Security Analysis;
- Feasibility study to upgrade current SharePoint;
- SharePoint Mitigation plan;
- Detailed SharePoint Report.

2.2. SharePoint Installation and configuration

- Re-installation of SharePoint software;
- Renewal of the current licensing of SharePoint;
- System configuration;
- Implementation of intranet services;
- Research trends and recommend innovative ways to improve CATHSSETA SharePoint system;
- Provide process improvement plan;
- Perform user account management plan;
- Configure hybrid setup between on-premises SharePoint and Microsoft 365 SharePoint;
- Provide system configuration documentation.

2.3. Support and Maintenance

- Provide system support for a period of 6 months;
- Design a SharePoint ICT Infrastructure maintenance plan for a period of 6 months;
- Recommend system areas that need maintenance;
- Develop a maintenance installation and configuration procedures;
- Plan and recommend backup operations;
- Provide a backup plan;
- Provide system training to all CATHSSETA employees;

- Provide skills transfer for SharePoint administration.

2.4. Service provider must provide a comprehensive project plan with timelines.

2.5. Service provider must provide a detailed proposal for this project.

3. EXPECTED OUTPUTS/DELIVERABLES

3.1. A complete fully functioning SharePoint solution with support and maintenance.

4. SERVICE PROVIDER REQUIREMENTS/COMPETENCIES

The service provider is expected to have at least but not limited to the following competencies:

- 4.1. Have experienced personnel where key staff assigned to the project have at least 5 years' experience in SharePoint configuration and administration. (Provide CV's and certified certificates).
- 4.2. Service provider must have resources that are Microsoft Certified on SharePoint configuration.
- 4.3. Adequate capacity and equipment to execute the project.
- 4.4. Project management skills.

5. PERIOD OF PERFORMANCE

The appointed service provider will enter into a contractual agreement with CATHSSETA for a period of 6 months commencing from 01 July 2022 ending 31st December 2022.

6. CONDITIONS

- a) All quoted prices accepted from the successful service provider/s will remain fixed and firm from date of acceptance until the 31st of December 2022, the service provider/s must take this into consideration.
- b) The RFQ should be submitted with a detailed proposal of service.
- c) Proposal must be submitted with a detailed cost breakdown and total amounts must be inclusive of VAT.

- d) A Service Level Agreement shall be signed with the preferred service provider.
- e) The CATHSSETA reserves the right to invite short listed service providers to present their proposals for final decision

7. EVALUATION CRITERIA

Responses will be evaluated in accordance with the following functionality criteria:

8. PREFERENCE POINT SYSTEM

The RFQ will be evaluated on the 80/20 (Price and BBBEE points) preference point system in terms of the PPPFA Act and its regulations 2017. The contract will be awarded to the service provider that scored the highest total number of points. All Responses that achieve the minimum qualifying score **70** for functionality, will be evaluated further in terms of the price and preference point system as follows

Criteria	Points
Price	80
B-BBEE	20
Total	100 points

NOTE: the failure to attach proof of valid BBBEE will result in the forfeiture of preference points

9. SUBMISSION OF QUOTES

The following documents are mandatory; failure to submit the below documents will disqualify your bid:

- Government Procurement: General Conditions of Contracts are obtainable from <http://www.cathsseta.org.za> conditions of contracts;
- Original, and Valid Tax Clearance Certificate;
- SBD 4, 8 and 9 (Completed and signed)
- BBBEE certificate (optional)
- The proposal must be valid for 60 days from the closing date of bid.

10. CONTACT DETAILS AND DISCLAIMER

All enquiries must be directed by e-mail to supplychain@cathsseta.org.za before the closing date. CASTSSETA reserves the right to engage with more than one service provider, and to apply and follow CASTSSETA Supply Chain Management guidelines. **All costs incurred in drafting the quotation are those of the service provider.**

11. CLOSING DATE

The quotations must be submitted by no later than, **24th June 2022 at 13:00pm.**

12. TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit Bids.
- SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- The original Tax Clearance Certificate must be submitted together with the bid.
- In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch Office nationally or on the website www.sars.gov.za.
- Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, Taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

