



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**TALETSO TVET COLLEGE, IN COLLABORATION WITH PURCHASING CONSORTIUM SOUTHERN
AFRICA (TALETSO)**

**REQUEST FOR PROPOSALS (RFP) FOR
POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE PROVISION OF BUSINESS MANAGEMENT
SYSTEM (BMS) AND THIRTY-SIX (36 MONTHS) SUPPORT SERVICE**

TENDER NO: PU4323/005

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender PU4323/005 is at 11h00 on Tuesday, 16 January 2024.

Tender number	PU4323/005
Date issued	03 December 2023
Compulsory Information Session	Date: 11 December 2023 Time:10h00 Venue: No 2766 Dr Albert Luthuli Road, Kgora Building (next to SABC building), Mahikeng, Mmabatho North West, 2735
Tender closing date	Date:16 January 2024 Time: 11h:00 Venue: Online Tender Submission will be Electronic on www.purcosa.co.za

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix C	Proof of Bank Account	Signed letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid Tax Pin
Appendix F	B-BBEE certification / Affidavit	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit
Appendix G	Audited Annual Financial Statements or Annual Financial Statements - recent	Provide fully signed Audited Annual Financial statements / Annual financial Statement
Appendix H	Declaration of Interest SBDs forms SBDs 4,6,2, 8 & 9 Forms to be completed in full	Please sign point 9 of this tender document and fully complete SBD Forms
Appendix I	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
Appendix J	COIDA (relevant industry)	Submit certified (not older than 6 months) copy of COIDA
Appendix K	Identity Documents	Submit certified (not older than six months) identify document/s for owner/s and agent/s that is/are going to assist the college

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

Functionality Criteria		Points Allocated
<ul style="list-style-type: none"> • Provide three (3) contactable references (on the client's letterhead) of contracts (completed or current) of similar size and nature (BMS) within the past five (5) years • 3 References verified • 2 References verified • 1 Reference verified 	= 30 Points = 20 Points = 10 Points	30
POs and award letters unacceptable		
Company's experience (Submit company profile) <ul style="list-style-type: none"> • More than 5 years of experience • Experience between 2 and 4 years • Experience below 2 year 	= 20 Points = 10 Points = 5 Points	20
Proof of locality (e.g. municipality bill, lease/rental, letter ward councillor) North West Province Outside NW	= 20 Points = 15 Points	20
Attach CVs (show relevant experience) and Qualifications of person (project manager and team) that will be assigned to this project Provided Not provided	= 30 Points = 00 Points	30
Total Points		100



Request for Proposal: PU4323/005

APPENDIX B

Technical Specifications and Pricing

Documentation	Requirement	Included in required format (Please tick)
Technical Specifications and Pricing		<input type="checkbox"/>

TOTAL TENDER AMOUNT INCL VAT: _____



Background Information:

New and Current Service Providers

1. The service provider must comply with TVETMIS technical and data specifications as well as any data policy and standards in terms of quality and reporting;
2. Any agreement with service providers must include a clause which clearly stipulates that the college, without any payment, has the right to a full copy of its own legacy data in a specified format (e.g. CSV file) that can be imported in case of a change of system. The timeframe of this availability can be negotiated between the college and service provider, but should not be shorter than 60 days after termination of a contract;
3. Any implementation agreement with a new systems provider must include a guarantee that timely mandatory submission of data to the Department will be ensured or complied with;
4. Furthermore, the agreement entered into with the new service provider must stipulate that the provider will, at own costs, ensure that the system is responsive to the legal and other requirements as stipulated in the Department's legislation, guidelines and directives;
5. In case of the data stored in a cloud environment, the service provider must guarantee that the data will never be deleted unless systems integration has been secured and the college data has been transferred to another system;

TVET Colleges

6. Colleges must ensure there is systems integration with other college systems where data is stored and submitted to the Department; and
7. The college is responsible for the timely payment of licenses and other fees due to the service provider as required to ensure uninterrupted access to and use of the data management system.

Prior to the procurement of new data management systems, TVET colleges are advised to consult with the Department to ensure that the new system being considered complies with minimum requirements stipulated in this circular.



Specification:

1. Student Information System:

- Student enrollment and registration
- Academic history tracking
- Attendance management
- Grade and assessment tracking
- Course scheduling and management (time tabling)
- Student portal for accessing personal information, grades, and schedules
- Student data repository

2. Course Management System:

- Curriculum development and management
- Course scheduling and resource allocation
- Instructor assignment and scheduling
- Learning materials repository
- Assessment and examination management

3. Financial Management: API Sage pastel

- Tuition and fee management
- Budgeting and financial planning
- Expense tracking and reporting
- Payroll processing for staff
- Financial reporting and analysis
- Send personalised communication via email
- Student flagging
- Auto allocation

4. Human Resources Management: (As a Module/API to people sage)

- Staff profiles and records
- Recruitment and onboarding
- Training and professional development tracking
- Performance evaluation
- Leave management

5. Facility and Resource Management:

- Classroom and workshop scheduling
- Equipment and resource allocation
- Maintenance and inventory management
- Space utilization tracking
- Library management

6. Communication and Collaboration:

- Internal messaging system
- Announcements and notifications
- Collaboration tools for staff and students
- Parent/guardian communication portal

7. Data Security and Privacy:

- Secure user authentication and access controls
- Data encryption and backup procedures
- Compliance with data protection regulations
- Back-up and frequent confirmation

8. Reporting and Analytics:

- Customizable reporting tools (eg TVEFMS, TVETMIS, monitoring and evaluation)
- Analytics for student performance, attendance, and financial metrics
- Dashboards for administrators to monitor key performance indicators

9. Integration Capabilities:

- Integration with external systems (e.g., accounting software, learning management systems, NSFAS, learner profiler, integration with the CSD, e-tender)
- API support for future integrations
- Compatibility with existing IT infrastructure (AZURE login based on college domain)
- Telecommunication (eg SMS)
- Matric certificates validation

10. Mobile Accessibility:

- Mobile-friendly interfaces for students, staff, and administrators
- Mobile applications for key functionalities

11. User Training and Support:

- Comprehensive user guides and documentation
- Training programs for administrators and staff
- Helpdesk or support system for issue resolution
- Induction and roll-out alignment

12. Scalability and Future-Proofing:

- Ability to scale with the growing needs of the institution
- Regular updates and support for new features and technologies

13. Accessibility and Inclusivity:

- Design the system to be accessible to users with disabilities (meet WCAG Standards - Web Content Accessibility Guidelines Standards)
- Multilingual support if applicable

14. Audit Trail and Compliance:

- Logging of system activities for auditing purposes
- Compliance with relevant educational and business regulations

15. Feedback Mechanisms:

- Surveys and feedback forms for continuous improvement
- Mechanisms for stakeholders to provide input on system functionality

16. Customisation

- Need based
- Agile system

17. User interface

- Visually appealing
- Intuitive
- User learning
- Interactive

18. Migration of current data

- Raw data to new BMS

19. Student Tracking

- Debt
- Results
- Records
- Applications
- Registration