**TERMS OF REFERENCE**

**DSAC 03/21-22**

**APPOINTMENT OF A SERVICE PROVIDER TO PROCURE AND INSTALL ASSET MANAGEMENT SYSTEM FOR THE DEPARTMENT OF SPORT, ARTS AND CULTURE**

**CLOSING DATE AND TIME OF BID:**

13 July 2021 at 11:00

**SECHABA HOUSE (VWL BUILDING), 202 MADIBA STREET, PRETORIA**

**BID VALIDITY PERIOD: 90 DAYS**

#

1. **SUBJECT**

**APPOINTMENT OF A SERVICE PROVIDER TO PROCURE AND INSTALL ASSET MANAGEMENT SYSTEM FOR THE DEPARTMENT OF SPORT, ARTS AND CULTURE**

2. **PURPOSE**

 The purpose of the tender is to procure and install asset management system for the Department of Sport, Arts and culture.

3. **BACKGROUND**

3.1 The Department of Sport, Arts and culture is currently manages asset using asset management system which is old and outdated. The total number of major assets is ten thousand and the total number of minor assets is eight thousand

3.2 The types of moveable assets are Vehicles, Computer equipment, Office and furniture equipment, other machinery and equipment and Art and craft assets (Heritage assets). The Department also have immovable assets like, heritage buildings and statues. The total number of immovable asset is currently less than twenty.

 3.3 The assets are located at the following buildings, in Gauteng (Sechaba building, Old library building, National archives, 66 Regent Place and National Film archives, Ministers house and Deputy ministers house) and western Cape the assets are located in parliament office, Parliament towers (DG’s offices), ministers and Deputy ministers houses and DG’s Flat.

 **4. TASK DIRECTIVE**

 The Department requires the services of a duly experienced and knowledgeable entity in the Asset management system to undertake the tasks outlined in paragraphs 4.1 to 4.3. The bidders must confirm that they have read and understood the task description, and should indicate as such in the relevant c*o*lumn belo*w:*

|  | **Task** | **Noted** |
| --- | --- | --- |
| 4.1 | Uploading asset register* Install asset management system
* Migrating data from the current system to the new system
* Provide at least two scanners compatible to the new asset management system (Scanners must be able to read all types of barcodes including room barcodes)
 |  |
| 4**.1a** | Printing Inventory list* **inventory** list for each and every room in the different building
 |  |
| 4.2 | Customisation* The asset management system must be easily customised-e.g. Export to Excel
* Able to capture unique numbers (barcodes)
 |  |
| 4.3 | Reports* Asset management system must be able to **print Open** balances, additions and disposal balances summary reports and detailed reports for both major and minor and immovable assets,
* Inventory list reports
 |  |
| 4**.4** | Maintenance and support * Hosting in-house
* 3 years maintenance support and license
 |  |
| 4.5 | Training* Asset management team training- (4 staff members)-Asset verification for at least 20 rooms at Sechaba building.
* ICT training
 |  |

5. **LEGISLATIVE AND REGULATORY FRAMEWORK**

 This bid and all contracts emanating from this bid will be subject to the General Conditions of Contract issued in 2010 in accordance with of the Treasury Regulations 16A, published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract of 2010. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract takes precedence.

5.1 The Department may investigate possible fronting by any bidder and any bidder found to be fronting will be disqualified and blacklisted.

5.2 The service provider may not recruit or shall not attempt to recruit an employee of the Department of Sport, Arts and Culture for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

5.3 All bidders are required to submit detail of shareholdings status as follows: shareholder certificate with the names of directors and percentage of ownership and ID copies.

6. **EVALUATION STAGES**

6.1 The bid evaluation process consists of several stages that are applicable as defined in the table below:

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Applicable for this bid** |
| Stage 1 | Initial screening process to check compliance with bid requirements. | Yes |
| Stage 2 | Functionality requirement evaluation. | Yes |
| Stage 3 | Price and BBBEE evaluation. | Yes |

6.1.1 Stage 1:

 Verification of service provider (s) compliance with bid requirements and initial screening process.

6.1.2 Stage 2:

 The Technical proposal will be evaluated out of 100 points with a threshold of 70 points. Bidders that score less than minimum of 70 points will be disqualified. Bidders must score a minimum of 70 or more points to qualify for further evaluation on price and preference points.

6.1.3 Stage 3:

 Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017,which stipulate a 80/20 preference point system is applicable up to a rand value of R50 million (all applicable taxes included).

 • The following criteria will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2017, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.

 • Where BBBEE points are claimed, a valid certified copy of BBBEE certificate or original must be attached. Only SANAS accredited certificates will be taken into consideration, sworn affidavits or BBBEE certificate issued by CIPC (EME or QSE) must be valid at the time of the closing of the tender.

 • The points for this bid are allocated as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Components** | **Points** |
| 1. | Price | 80 |
| 2. | Preferential points: BBBEE | 20 |
|  | **Total** | **100** |

7. **EVALUATION PROCESS**

7.1 The 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) shall apply. The lowest acceptable bid will score 80 points for price and remaining 20 points for B-BBEE status level of contribution.

7.2 Prospective bidders will have to score at least 70 out of 100 points allocated

 For functionality before the company’s proposal will be considered for pricing.

8. **BID REQUIREMENTS**

 **General requirements**

 The following is required of bidders and should be submitted to the department as part of the bid submission:

8.1 Company profile.

8.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report to the tender document.

8.3 The tax status on CSD must be compliant, as Department is unable to award a contract to a company whose tax affairs are not in order as determined by SARS. A recommended bidder whose tax matters have expired or compliance status is invalid will be notified in writing of their non-compliance status and the bidder must be requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within 7 working days. The bidder should thereafter provide the Department with proof of their tax compliant status which should be verified via CSD. **Note that it is no longer a requirement for bidders to submit hard copies of tax clearance certificates as compliance to tax matters can be assessed and verified on the CSD report.**

8.4 **Original and valid and / or certified** copy of B-BBEE status level certificate bearing SANAS logo or registered auditor. Failure to submit a valid B-BBEE certificate will result in zero preference points being awarded for B-BBEE. B-BBEE certificates or sworn affidavits must be valid at the time of the closing of the tender.

8.5 Original Company Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with the Department.

8.6 Valid contact details including e-mail address.

8.7 Certified ID copies of all Directors.

8.8 Bidders are requested to provide one original and 4 copies of all documents.

8.9 Companies, who registered for VAT, should include VAT on their costing.

8.10 Any other details that may be relevant in respect of the tender evaluation criteria described above.

8.11 All bidders are required to submit details of Shareholder status as follows:

* Shareholder certificates with the names of Directors and percentage of ownership.
* Identity Documents of all Shareholders.

9. **EVALUATION CRITERIA**

 • All bids dully lodged will be evaluated by a panel first on functionality then price. The evaluation criteria are shown below:

 • For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to each of the evaluation criteria mentioned below.

|  |  |  |  |
| --- | --- | --- | --- |
| 9.1 Company ExperienceProvide proof of professional knowledge and experience in the asset management system* Reference letters from previous client not older than 3 years
* Minimum of 5 years’ experience in rendering similar projects
 | 30 | 0-6 = poor7-12=below average13-18 = average19-24= above average25-30 =good |  |
| 9.2 Project Plan* Clear project plan on how the migrating of asset register
* Clear milestone in terms of times frames and costing
* Clear demonstration on printing of inventory list for each room
* Compressive plan on training of Asset team and ICT team
 | 30 | 0-6 = poor7-12=below average13-18 = average19-24= above average25-30 =good |  |
| 9.3 Demonstrate asset management system ability> Present and demonstrate functions of the asset management system-(20 minutes presentation)> **Discloser Notes on financial statement**1.1 Opening balances1.2 Additions1.3 Disposal1.4 Number of assets-@R1 and number @cost.1.5 Major and Minor reports1.6 Immoveable assets reports1.7 movement of asset-audit trail | 40 |

|  |
| --- |
| 0-6 = poor7-13=below average14-20 = average21-27= above average28-34= good35-40 = excellent |

 |  |
|  |  |  | 100 |

10. **CONFIDENTIALITY**

10.1 No information or documentation may be used for any other purpose other than providing for a tender proposal to the Department, and no copies of any document may be made, except with prior written approval from the Department.

10.2 The successful bidders and staff will be required to sign a non-disclosure agreement.

11. **INTELLECTUAL PROPERTY AND OWNERSHIP**

11.1 Ownership and copyright of all documentation developed during the period of the contract will be vested in the Department of Sport, Arts and Culture.

11.2 All intellectual property rights relating to any work produced by the service provider in relation to the performance of this contract shall belong to the Department and may not be used for any other purpose by the service provider. The service provider shall give the Department all assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance of this contract shall remain the property of the Department of Sport, Arts and Culture and must be handed over to the Department on termination of the contract.

11.3 All service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted against the Department emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify the Department against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

12. **CONTRACTUAL ARRANGEMENT**

 The service provider is required to enter into a Service Level Agreement with the Department of Sport, Arts and Culture to perform all functions as set out in the project Specification or Terms of Reference and National Treasury General Conditions of Contract of 2010.

13. **FINANCIAL IMPLICATIONS**

13.1 All bidders must provide a cost breakdown for the tasks outlined in Paragraph 4 from point 4.1 to 4.3

13.2 No service will be provided to the Department before an official order has been

 Issued to the supplier or service provider.

13.3 Payments will be done according to the schedule and requirements as per the

 Service Level Agreement.

14. **CLIENT BASE**

 The Department of Sport, Arts and Culture reserves the right to contact references during the evaluation an adjudication process to obtain information.

15. **COMMUNICATION**

 The Department of Sport, Arts and Culture may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

16. **PRESENTATION**

 The Department of Sport, Arts and Culture may request presentations and or interviews from short-listed bidders as part of the bid process.

17. **SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. **Bidders must note that, the Department may conduct verification on the information submitted and any misrepresentation may result in an automatic disqualification.**

18. **CONFLICT OF INTEREST**

 The bidder or bidders group must submit a document (you may include it in your covering letter), stating whether any of its employees have any interest in the Department or whether any of Department’s personnel have any interest in the bidders or affiliated business.

19. **PACKAGING OF BID**

 Bidders to arrange the Standard Bidding Documents (SBDs) in your submission numerically and orderly.

20. **BRIEFING SESSION**

 The Department will have a visual briefing session.

21. **SUBMISSION OF BIDS DOCUMENTS**

21.1 Bidders are advised to ensure that bids are submitted allowing sufficient time for any

 Unforeseen events that may delay the delivery of the bid and time to access the

 Premises because of security arrangements when entering the department main

 Entrance.

21.2 All bidders are required to complete a bid register fully, when submitting bid

 Documents.

 The Bid register is available at the below-mentioned address.

21.3 Bidders should deposit their documents into the tender box available on the Ground

 Floor reception area by **11H00** at the address below:

 **Department of Sport, Arts and Culture, Sechaba House, 202 Madiba Street, Cnr Madiba and Paul Kruger Streets, Pretoria.**

22. **COST OF BIDDING**

 The bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process. The bidder will not be entitled to claim for travel and subsistence expenses. If such expenses are applicable, these charges must be included in the bid price.

23. **PRICE OR FEES NEGOTIATION**

 The Department may negotiate the price or fees with the preferred bidder/s during a competitive bidding process.

24. **LATE BIDS**

 Bids are received at the address indicated above. Bids received after the closing date and time will not be accepted for consideration and will be returned unopened to the bidder. Bids documents should be submitted before 11:00 on the closing date of the tender.

25. **BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF TENDER DOCUMENTS**

 The Department will respond in email to any request for clarification of the tender documents which it receives **no later than one (1) week prior to the deadline for submission of bids prescribed by the Department.** All enquiries related to the technical content of the Terms of Reference as well as the bid enquires may be directed **in writing** to the officials listed below:

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| For Bid Enquiries & Asset Management Enquiries |
| Mr. Tuelo Thubisi –Bid Enquiries |
| Tel: (012) 441 3504/ 072 604 7259 |
| Email: Tuelot@dsac.gov.za  |
| Mr. Rendani Ratshilumela- Asset Management |
| Tel: (012) 441 3006 / 072 613 0024 |
| Email: Rendanir@dsac.gov.za |
| *For Technical Enquiries: ICT* |
| Mr Siyabonga Mazibuko |
| Tel: (012) 441 3222/072 613 3556 |
| Email: Siyabongam@dsac.gov.za |