



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO HOST, MAINTAIN AND SUPPORT BOTH THE INTRANET AND THE
WEBSITE FOR 24 MONTHS (2 YEARS)**

Quotation Number	ASA 04/ 01/2021
Advert Date	05 / 02/ 2021
Bid Closing date	19/02/2021 at 12:00 pm
Address for Submission	Agrément South Africa 1 Meiring Naude Street Brummeria Building 17B Second Floor Pretoria



innovative construction product assessments

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Address: Building 17B, 2nd Floor, Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria

1. Background

Agrément South Africa was established in 1969 and was operating within the *Council for Scientific and Industrial Research* (CSIR) under the auspices of its Built Environment Unit. In December 2015, Agrément South Africa was recognised as an independent agency that could provide an impartial judgment in the evaluation of innovative construction products and systems in the interests of the consumer and the construction industry at large.

Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was thereby established as a Schedule 3A entity from 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

Agrément South Africa seeks to appoint a suitably qualified service provider to compile its Annual Report.

2. Background to the Assignment

Agrément South Africa as part of its strategic goal to meet the e-government strategy and provide accessible, responsive, transformed, developed and regulated services for all, through technology. ASA's website need information to be migrated to it, hosted in a secure environment and maintained as and when a need arise or changes have effected.

Prospective service providers are advised to go through the existing ASA website and to have an understanding of the magnitude and diversity of information to be collected and hosted on these websites and the intranet.

3. Objective of the assignment

The objective of the assignment is for the ASA to appoint a reputable service provider to host, support and maintain the website and Intranet, for the period of 24 Months.



4. Currently hosted website

- The current hosting environment a dedicated virtual machine running Linux

Current Physical Environment:

- SUSE Linux Enterprise Server 12 SP3
- Used Web Server Platform: Running Apache
- Scripting Language: PHP
- Backend Database: MySQL

5. Backups and Restore

- 5.1 Ensure that all data is backed and provided to ASA for record keeping.
- 5.2 ASA has its own Microsoft License which include Office 365 (Microsoft SharePoint). It is the responsibility of the bidder to ensure that all licenses requirements are fulfilled.

6. Scope of work and project deliverables

The scope of work and project deliverables are as follows:

Item No.	Scope of work	Deliverables
1	Maintenance, hosting and support of the Website and intranet. for a period of 24 months a. Project Planning b. Requirements analysis c. Design and development blueprint of the intranet d. Migration of contents to the website e. Testing of the website and intranet f. Train and skills transfer g. Ongoing hosting, maintenance, and support	Proposal Document Detailed Project Plan Quality Assurance Plan Support and Maintenance SLA document Disaster recovery plans Website access logs

7. Project timeframes

The estimated timeline for completing the migration from current hosting provider is one month from the date of signing the contract. The support and maintenance will be effective from the date of implementing the solution.

8. Evaluation Process:

8.1 Phase 1: Submission of Proposals

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Valid B-BBEE Certificate/Sworn Affidavit (Certified)
- Valid Tax Clearance Certificate/Tax Pin,
- Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 9.
- Signed General Conditions of Contract.
- All proposals will be evaluated by an evaluation team for functionality and price


8.2 Phase 2: Technical Specification and Functionality Evaluation

The service provider's proposal will be evaluated against the set criteria indicated under paragraph 8.4 below. A form will be used which will reflect the name of the service provider, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be effected on a basis of consensus.

The following scoring matrix will be used:

Very poor	Poor	Fair	Good	Very good	Excellent
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:


$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration
So = Total score of bid under consideration
Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 70% in order to proceed to Phase 2.

8.3 Phase 3: Calculation of points

Please note for quotations or bids above R30 000 up to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution. An original or certified copy of the B-BBEE certificate must be submitted to substantiate claims for preference points.

A due diligence process will be conducted in respect of all short-listed bidders. This may include an investigation by the ASA of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing work load, etc. Should the bidder fail to meet the requirements of the due diligence process, their proposal will be disregarded.

Please note that the proposals will be evaluated using the 80/20 preference point system.

During phase 2, points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$



Where:

- Ps = Points scored for price of quotation under consideration
- Pt = Rand value of quotation under consideration
- Pmin = Rand value of lowest acceptable quotation

- The final points will be calculated as follows:

Points for price:	80 points
B-BBEE Status Level of Contribution:	<u>20 points</u>
Final points:	<u>100 points</u>

A recommendation for award will then be formulated for approval by the relevant delegated authority.

8.4 Evaluation Criteria

The following criteria and weights shall apply when considering the proposals:

CRITERIA FOR TECHNICAL SPECIFICATION	WEIGHT
Provide a list of three (3) similar projects relating to the scope of work indicating budget and period that projects took place. The bidder must provide at least three signed and dated client/company references (with contact numbers) within the past 2 years (<i>Unsigned and undated letters will result in bidder scoring zero</i>) No reference = 0 Points 1 reference = 1 point 2 references = 3 Points 3 references = 5 Points	20
Proposed project team must have relevant skills, qualifications and experience – attach minimum of 3 CV's. No CV's = 0 Points 1 CV = 1 point 2 CV's = 3 Points 3 CV's = 5 Points	15

Approach

- **Hosting : (10)**

- Provide Technology to be used

No provision of technology = 0 Points

Technology not relevant = 1 point

Technology with technical information = 3 Points

Technology similar to one used by ASA = 5 Points

- **Content Management (10)**

- Provide Content Management System you will be using
- Provide Site Map

No system provided = 0 Points

Only system provided = 1 point

Only site map provided = 3 Points

System and site map provided = 5 Points

- **Security (10)**

- Provide a security plan measures you will put in place

No security plan provided = 0 Points

Poor/unclear security plan = 1 point

Average security plan = 3 Points

Good/detailed security plan = 5 Points

- **Reports (10)**

- Provide the reporting tools to be used in generating reports

No reporting tools provided = 0 Points

Poor/unclear reporting tools = 1 point

Average reporting tools = 3 Points

Good/detailed reporting tools = 5 Points

- **Project Plan(10)**

- Provide a detailed project plan indicating deliverables with timelines.

No Project plan	= 0 Points	
Poor Project plan	= 1 point	
Average Project plan	= 2 Points	
Good Project plan	= 3 Points	
Very good Project plan	= 4 Points	
Excellent Project plan	= 5 Points	
<ul style="list-style-type: none"> • Training (10) <ul style="list-style-type: none"> ○ Provide the training plan to be conducted to the users on the intranet and internal system administrators 		
No training plan	= 0 Points	
Poor/unclear training plan	= 1 point	
Average training plan	= 3 Points	
Good training plan	= 5 Points	
<ul style="list-style-type: none"> • Project hand over at the end of the contract (5) 		
No Project handover	= 0 Points	
Poor Project handover	= 1 point	
Average Project handover	= 3 Points	
Good/detailed Project handover	= 5 Points	
Total		100
Threshold Score		70

Important Notes

- I. Pricing (Support and Maintenance for a period of 24 Months must be **firm**).
- II. Pricing must be inclusive of VAT.
- III. Proposals must be hand delivered to Building 17B, 2nd Floor, Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria and deposited into the bid box.
- IV. The closing date for submission of proposals is the **19 February 2012** at

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