

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

REQUEST FOR PROPOSALS FOR THE SUPPLY, IMPLEMENTATION AND SUPPORT OF AN ENTERPRISE CONTENT MANAGEMENT (ECM) - CONTENT SERVICES SOLUTION FOR DTPC FOR A PERIOD OF 3 YEARS

REF NO.: DTP/RFP/11/CEO/08/2019

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop Dube TradePort. Refer to www.dubetradeport.co.za for more information on DTPC.

DTPC wishes to appoint an accredited Service Provider to implement an Enterprise Content Management (ECM) - Content Services solution which will enable the organisation to explicitly acknowledge the value and importance of managing the information/data at an enterprise level, and the benefits of treating information/data as a strategic communal resource and corporate asset.

The services will include but not limited to.

- Supply an appropriate ECM Solution;
- Design and Implement ECM Infrastructure;
- Migrate existing data to the ECM Solution while retaining/creating metadata;
- Digitise and Upload paper-based documents to the ECM Solution;
- Create an ECM Governance Framework;
- Develop and communicate an IT Systems Relationship Model that diagrams on how the
 - ECM solution interacts with other IT systems;
- Train business users on the ECM solution;
- Provide support and maintenance for a period of 36 (thirty six) months on the ECM solution.

In line with the PPPFA regulations 2017, sub regulation 4, the prequalification for this bid, is that:

- Only B-BBEE Level 1 with 45% subcontracted to black owned EME/QSE; **OR**
- EME/QSE that are B-BBEE Level 1 are eligible to tender.

EVALUATION OF THIS BID

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2017 using the 80/20 preference points system.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available via email from, **16th November 2020 up to 23rd November 2020** during the weekdays (Mon – Fri) between 08h30 and 16h00. A non-refundable document fee of R250 (Two hundred and fifty Rands) must be paid via EFT and must be emailed to tenders@dubetradeport.co.za in order for the Bid Documents to be sent via email. No cash will be accepted and proof of payment must be emailed for the Bid Documents. Please allow 2 days for funds to reflect in the account. DTPC will only email documents once the payment has been cleared in its bank account. Payments must contain the reference, “**DTP/RFP/11/CEO/08/2019**” and must clearly identify the Bidder, e.g. “ABC Consortium”. Electronic versions of these documents will only be available on confirmation and/or proof of payment.

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Dube TradePort Corporation banking details:

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation;
Account type: Current

A **COMPULSORY** briefing session meeting (**Virtual**) for service providers, who have paid for and received the Bid Documents during the period as specified above, will be held via **Microsoft Teams** on, **24th November 2020 at 11:00**.

Enquiries should be directed via email: tenders@dubetradeport.co.za

CLOSING TIME & DATE FOR SUBMITTING RESPONSES

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **7th December 2020**. Documents should be clearly marked "**PROVISION FOR THE FOR PROPOSALS FOR THE SUPPLY, IMPLEMENTATION AND SUPPORT OF AN ENTERPRISE CONTENT MANAGEMENT (ECM) – CONTENT SERVICES SOLUTION**"