



## ***National Empowerment Fund***

**RFP No: NEF 05/2021/22**

**REQUEST FOR PROPOSAL: PROVISION OF  
ELECTRONIC BOARDPACK SOLUTION**

**CLOSING DATE: 29 November 2021  
TIME : 14H00**

**1. Proprietary Information:**

The National Empowerment Fund (NEF) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NEF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

**2. Enquiries**

All communication and attempts to solicit information of any kind relative to this Tender should be channeled to the officials named below:

**Contact persons (all questions should be in writing)**

**Commercial**

Kedibone Mboweni  
Supply Chain Management  
Tel: +27 11 305 8000  
Email: [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za)

**Technical**

Khona Mcinga  
Acting IST Manager  
Tel: +27 11 305 8000  
[mcingam@nefcorp.co.za](mailto:mcingam@nefcorp.co.za)

**3. Medium of Communication**

All the documentation submitted in response to this tender must be in English.

**4. Verification of Documents**

Tenderers should check the numbers of pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the NEF in regard to anything arising from the fact that pages are missing or duplicated.

**5. Validity Period**

Responses to this tender received from tenderers will be valid for a period of **150** days counted from the closing date of the tender.

## 6. Submission of Tenders

- 6.1. N.B In view of the levels of lockdown and to comply with the COVID-19 Regulations, particularly on movement and social distancing, only properly filled and signed documents in line with the tender requirements must be submitted on PDF format via email to the email address, **tenders@necorp.co.za** on or before **14h00 on 29 November 2021**. No tenders for “**(TENDER RFP NEF 05/2020/21, PROVISION OF ELECTRONIC BOARDPACK SOLUTION)**” will be accepted after cut-off time.
- 6.2. All enquiries regarding this RFP should also be directed to the following email addresses, [tenders@necorp.co.za](mailto:tenders@necorp.co.za); [mcingam@necorp.co.za](mailto:mcingam@necorp.co.za); [mbowenik@necorp.co.za](mailto:mbowenik@necorp.co.za); [mhlongoz@necorp.co.za](mailto:mhlongoz@necorp.co.za) and [tofilex@necorp.co.za](mailto:tofilex@necorp.co.za). All questions will be responded to bidders within seven working (07) days from the date of issue, no questions will be responded after this cut-off time.
- 6.3. No tender received by telegram, telex, facsimile or similar medium will be considered.
- 6.4. Where a tender document is not received at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
- 6.5. The tenderer is responsible for all the costs that shall be incurred in relation to the preparation and submission of the tender document.
- 6.6. A list of all references (minimum 3) with contact details must be included in the tender document.
- 6.7. Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this tender should the tenderer be successful must be attached to the proposal.

6.8. The following information also needs to be provided with the tender document:

- Names and details of senior management
- Employment equity details of employees at an operational level
- Percentage of ownership by number of:
  - Black ownership
  - Black women ownership
  - White women ownership
- Percentage of ownership by profit share of:
  - Black ownership
  - Black women ownership

6.9. An original valid Tax Clearance certificate must be included in the tender document. Failure to submit a certificate would render your tender invalid.

6.10. Copy/ies of any affiliations that you may have must be attached to the response to this tender.

6.11. Kindly note that the NEF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.

6.12. The NEF reserves the right not to accept the lowest tender or any tender in part or in whole.

6.13. The NEF reserves the right to award this tender to a black empowered firm.

6.14. The NEF also reserves the right to award this tender to any party whom it decides as a whole or in part without furnishing reasons. The NEF reserves the right to withdraw this tender at any stage with or without giving reasons.

6.15. The tenderer hereby offers to render all or any of the services described in this tender document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this tender document. This tender document and the tenderer's response thereto shall form part of any service level agreement that may be

concluded between the NEF and the tenderer. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.

- 6.16. Tenders submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the tender.
- 6.17. The tenderer shall prepare for a possible presentation should NEF require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 6.18. The tenderer hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NEF during the validity period indicated herein.
- 6.19. The tenderer furthermore confirms that he/she has satisfied himself/herself as to correctness and validity of his/her tender response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.20. The tenderer hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this tender as the principal(s) liable for the due fulfillment of this tender and any contract that might be concluded pursuant hereto.
- 6.21. The NEF will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NEF will only process your information (which involves but is not limited to collecting, collating, organising, disseminating and destroying) in the following circumstances:
- where you have granted the necessary consent;
  - where we are required to do so by law;
  - where processing is necessary to protect our legitimate interests;
  - where it is necessary for the conclusion or performance of a contract to which you are party; or
  - where it is in the public interest to do so.

By signing this tender document (RFP), the bidder hereby consents to the use of their personal information which forms part of the tender process and as may be discovered by the NEF and confirm that the information is supplied voluntarily without undue influence from any party. Tenderers acknowledge that they are aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

**6.22. Bidders are required to register on the National Treasury Database as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database (CSD).**

## CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER

Name of your Company (in block letters)	
Signature(s) of the Bidders	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this tender?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
<i>Domicillium citandi et executandi</i> in RSA	(full) street address) (in block letters)
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

**\*Failure to comply with any of the terms and conditions as set out above will invalidate the tender.**

## 7. EVALUATION CRITERIA

**PHASE 1: FUNCTIONALITY:** Tenderers will need to score a **minimum of 42 points** in their technical assessment to qualify for the next phase.

0 = Did not submit 1 = poor, 2 = below satisfactory, 3 = satisfactory, 4 = good, 5 = excellent

**Note: The total maximum score that any prospective service provider can achieve is a 5.**

<b>Technical</b>	70
<b>Company Experience</b> The bidder must demonstrate that they have the capacity to render the required service. Proof of experience of entity in similar project. The bidder must provide at least three (3) references from the public institution and/or private sector confirming that the Bidder has the capacity to deliver at any given time.	20
<b>Experience of Team Members</b> Considers the technical and professional skills of the project team. Persons proposed for these positions must be identified and supported by CV's of one page each to be included in an Appendix. Brief capability statements must be given for each designated team member, emphasizing recent experience relevant to the task envisaged.	15
<b>Project Plan / Methodology</b> The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames.	10
<b>System Features</b> <ul style="list-style-type: none"><li>• Director network</li><li>• News analysis</li><li>• Cyber risk scorecard</li><li>• Minutes</li><li>• Secure file sharing</li><li>• Messenger</li><li>• Premium Questionnaires</li><li>• Full</li><li>• Approval workflow</li></ul>	10



<p><b>Methodology – system requirements</b></p> <p>The administrator must be able to create different and any number of meeting committees. That is, there should be no limitation with respect to the number of committees created.</p> <ul style="list-style-type: none"> <li>• Meeting document/s must be linked to agenda items.</li> <li>• An alert or notification (in-application alerts and notifications) must be sent to the meeting attendees instantaneously when a meeting pack is changed or updated.</li> <li>• The system must be accessible from remote locations for administrators and end users.</li> <li>• Users must be able to make annotations, comments and highlights on meeting document and share annotations and comments with other meeting attendees.</li> <li>• As a security feature, the meeting pack application must allow for consuming of the published meeting pack by committee members only in the application.</li> <li>• Annotations and comments on document must be available to the user even when the document in a meeting pack is replaced or updated committee members only within the application.</li> <li>• NEF requires the ability to upload and work with any type of document format, the key formats being PDF, Excel, PowerPoint. Any additional formats should be indicated.</li> <li>• The solution must allow approve, sign and voting requirements, including ability to create and sign meeting resolutions.</li> </ul> <p>User management and credentials must be done using Microsoft Directory</p>	15
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**Phase 2: Presentation:** Bidders will need to score a **minimum of 18 points** to be evaluated further.

<b>CRITERIA</b>	<b>POINTS</b>
Only shortlisted companies will be invited for presentation	30

**Phase 3: 80/20 Preference Point System**

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
BEE	20
<b>TOTAL</b>	<b>100 points</b>

**SECTION: 2**  
**TERMS OF REFERENCE /**  
**SCOPE OF SERVICE**

## **7. PREAMBLE**

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Trust (NEF), for the purposes of promoting and facilitating economic equality and transformation, by providing development finance for Black Economic Empowerment (BEE) empowered South African businesses. The NEF operates under the umbrella of the Department of Trade and Industry (DTI) and is committed to the Broad-Based Black Economic Empowerment Act 55 of 2003 and the Codes of Good Practice on BEE.

### **Scope of Work**

The scope of the project is for the supply and implementation of an Electronic Board Pack solution for the NEF's committees. Service level agreement (SLA) for support and maintenance of the solution will be required for a period of 3 years.

Below is the high-level project scope which includes:

- The supply and configuration of an Electronic Board pack solution with a web interface (for Secretariat to administer the portal).
- Proposal must include cloud hosting with adequate data storage
- Setup of necessary IT security measures for the solution.
- Supply and installation/setup of the appropriate client software and licenses.
- Document and confirm requirements with business users
- User acceptance testing documentation of test cases with administrators and users
- Preparation and timely submission of project reports.
- User Training
- Provision of warranty and support after the solution has been successfully implemented.
- Deployment into production environment

## Deliverables

- Provide an electronic Board Pack Software as per the requirements in this document.
- The application must be Off-The-Shelf with limited customization.
- Role and user profile management.
- Storage model.
- Hardware requirements.
- Licensing model.
- Collaborative capabilities - Instant Messaging (IM).
- Information security measures;
- Data classification requirements (sensitive, secret, confidential etc.)
- Password security and expiry management
- Data encryption methodologies
- Certificate management
- Inception Report giving a detailed understanding of the assignment.
- Project charter.
- A detailed work plan with the resource requirements schedule.
- Risk management report
- Functional Requirements Document
- Weekly status reports
- Training plan of administrators and end users. (Bidder should be able to provide onsite training when required).
- Training manual – for both users and administrators
- Installed and configured supporting hardware and software systems as applicable.
- Project Closure report

# Functional Specifications

The solution should be able to provide the functionality below:

- Director network
- News analysis
- Cyber risk scorecard
- Minutes
- Secure file sharing
- Messenger
- Premium Questionnaires and
- Advanced approval workflow

# Technical Specifications

The minimum recommended technical specifications for the system requested are described in detail below:

Item	Requirement
<b>Implementation</b>	Vendor must provide adequate storage capacity and must specify connectivity capacity to the hosting servers.
<b>Scalability</b>	The system must be scalable based on number of users. For instance delegating other invitees to attend meeting.
<b>Ease of Use</b>	The system and App interface must be simple and easy to use that even a computer novice can easily navigate.
<b>Availability; Redundancy and Backup</b>	The system must be hosted. The solution provider will be required to sign a contract committing to give availability and security assurance.
<b>Minutes Module</b>	Provide an interface for the Secretariat to capture the Agenda, Reports & Minutes of meetings directly into the system. Flexibility to amend agenda items without re-creating meeting pack.
<b>Annotations</b>	Annotation should be easily integrated between App and web portal.

<b>iPad App/Android/Windows App and Offline capability</b>	Provide an App / portal to be used on the tablets / iPads / Windows that can be accessed offline.
<b>Compatibility</b>	Should integrate easily with Microsoft Office products, support multiple browsers as well as Windows/Android/Apple tablets or any other equivalent. Convert documents produced in different formats to one uniform format for access by all members
<b>Data Security</b>	Access by username and password, data should be transferred through encryption System users are roles and privileges based The provider to take responsibility of data security Role based access to documents
<b>Meeting Management</b>	Calendar for meeting planning, and built-in functionality to automatically send meeting reminders and track member attendance The system should automatically send out reminders Built-in voting module to record the voting and poll results which are then viewable to applicable members Member's quick access organized board books, meeting documents, minutes
<b>Database</b>	System should have a search engine that allows for searching of board and committee documentations System should have capability to store other governance documentation
<b>Licenses</b>	The vendor should specify the licenses model and upgrade path
<b>Data Hosting Location</b>	Hosting should ideally be in South Africa

- Appointments to the successful service provider will be subject to a contract period of three years with an option to renew for a further period not exceeding one-year at the NEF's discretion. It is at the sole discretion of the NEF to review any contract of appointment on an annual basis or at any point, if deemed necessary.



## SECTION: 3

### PRICING

**(Attach price schedule, stating all pricing information)**

NEF currently has about 15+ committee groups to be catered for as part of the Electronic BoardPack solution. Below are the options where bidders are requested to provide quotations on. Service Providers should quote on Option 1 and Option 2 separately. The successful service provider will be appointed on one of the two (02) options below.

OPTION 1	
User Profile	No. of Attendees
Business Users	22
Administrators	6
OPTION 2	
Business Users	65
Administrators	6



**SECTION: 4**

**BLACK ECONOMIC EMPOWERMENT**

**BBBEE Supplier Assessment Form**

Trading name of entity \_\_\_\_\_  
Contact person \_\_\_\_\_  
Physical Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Email address \_\_\_\_\_  
Percentage black shareholding (where applicable) \_\_\_\_\_  
Percentage black women shareholding \_\_\_\_\_  
Percentage white women shareholding \_\_\_\_\_  
Do you fall within a gazetted industry charter? \_\_\_\_\_  
Are you a Large/Generic Enterprise? \_\_\_\_\_  
Are you a Qualifying Small Enterprise? \_\_\_\_\_  
Are you an Exempt Micro Enterprise? \_\_\_\_\_

**Please attach the BBBEE rating / scorecard certificate.**

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for any misrepresentation in this document and am aware of the repercussions that may arise as a result of such a misrepresentation.

Name: \_\_\_\_\_ ID Number/Passport Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**LIST OF TENDER RETURNABLES**

- Original valid Tax Clearance Certificate
- Signed declaration of Interest form
- Declaration of tenderer's past supply chain management practices
- Completed and signed tender document
- BEE credentials / rating certificate
- The following information also needs to be provided with the tender document:
  - Names and details of Senior Management.
  - Shareholders Certificate.
  - Details of employees at an Operational Level.
  - Percentage of ownership by:
    - Black Shareholders
    - Black Women
    - White Women

**Failure to submit the required documents will result in the proposal being non-compliant and will be disqualified.**

**Declaration of tenderer's past supply chain management practices**

- 1 This tender may be disregarded if the tenderer, or any of its directors have:
  - Abused the institutions supply chain management systems;
  - Committed fraud or any other improper conduct in relation to such a system; or
  - Failed to perform on any previous contract
  
- 2 In order to give effect to the above, the following questionnaire may be completed and submitted with the tender

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).		
4.1.1	If so, furnish particulars		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, <a href="http://www.treasuy.gov.za">www.treasuy.gov.za</a> . click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445		
4.2.1	If so, furnish particulars		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars		
4.4.	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4.1	If so, furnish particulars		

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY

THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE  
AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY  
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state/NEF, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state/NEF, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state/NEF; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, shareholder etc):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or

(e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state/NEF?

2.7.1 If so, furnish the following particulars **YES / NO**

Name of person / director / shareholder/ member:

.....

Name of state institution OR department to which the person is connected:

.....

Position occupied in the state institution/NEF:

.....

Any other particulars:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state/NEF in the previous twelve months?

2.8.1 If so, furnish particulars **YES / NO**

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state/NEF and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars **YES/NO**

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, Aware of any relationship (family, friend, other) between the bidder and any person employed by the state/NEF who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars. **YES/NO**

.....  
.....  
.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....



**DECLARATION**

I, \_\_\_\_\_ THE \_\_\_\_\_ UNDERSIGNED  
(NAME).....

CERTIFY THAT ALL THE INFORMATION FURNISHED IN THIS TENDER  
SUBMISSION IS CORRECT.

I ACCEPT THAT THE STATE/NEF MAY ACT AGAINST ME IN TERMS OF THE  
GENERAL CONDITIONS OF CONTRACT ISSUED BY NATIONAI TREASURY OR  
ANY APPLICABLE LAW SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder