



REQUEST FOR QUOTATION

**EXTENTION OF EXISTING SOFTWARE LICENSES AND SERVICES
PREVIOUS SUPPLIED FOR THE HOUSING DEVELOPMENT AGENCY**

RFQ/JHB/2023/019

1. PURPOSE

The request for quotations addresses the HDA's need for additional licenses to manage and maintain their movable asset register. The aim is to ensure that HDA staff have access to the correct software to maintain the asset register data, and that they are adequately supported for this task.

2. BACKGROUND

2.1. The HDA had several findings in the 2021/2022 external audit relating to Document and Records Management with regards to access to Movable assets, verification and were unable to obtain appropriate and sufficient audit evidence. Additionally, one of the challenges was to maintain and manage the organisation's computer equipment.

2.2. The HDA has lately established an Electronic Document and Records Management System (EDRMS) and all documents and records are being recorded in the system. Additionally, an asset register has been established; and assets are and have been physically verified as per location, condition, description, custodian, and functional status on software that integrates with the EDRMS.

2.3. The intention is to electronically track the assets as per location and will assist the HDA to verify assets in the future, per specific office, boardroom or storage facility.

3. MOTIVATION

3.1. The EDRMS software, IMIS, is integrating with the existing GIS software (PlanetGIS Server License) (this includes one PlanetGIS Enterprise License) which was acquired as part of the EDRMS implementation for the **HDA as this is a requirement to link all documents geospatially to properties.**

3.2. The HDA extended the EDRMS tender and appointed the existing EDRMS Service Provider to do an *asset verification*; which consists of two focus areas: movable (Furniture, Laptops, etc) and immovable (Land) assets. In the course of doing the asset verification to capture infrastructure information for use in the asset inventory register the service provider used the user license version of the GIS software, that integrates with the EDRMS.

3.3. During the asset verification, HDA staff was also trained to use the software to capture the asset location, supporting information, and photographs of the assets.

3.4. It is thus required to extend the current PlanetGIS Server License **with User licenses** in order to maintain, convert and manage the Movable and Immoveable Asset Register in a GIS-enabled, cloud-based system.

These licenses should assist with:

- Mapping of assets per location, floor plan, department room and custodian
- Efficient maintenance of moving assets
- Easily locate any assets once correctly captured and maintained

- Link financial information per asset
- Add photographs of assets
- Upload and link documents, invoices and supporting information
- Easily update the asset register and share reports

The software to be acquired to assist in the effective tracking of assets in the future, the HDA may implement a solution based on RF Tags where the HDA can detect usage, tracking and maintenance of their moveable assets. Reports from the register should be used to compare to Finance Asset Register, (AccPac - Sage).

Additionally, the RFQ should reflect on the capability to:

- Add handheld devices to use in the field to perform asset verification
 - Equipped with GPS,
 - Camera,
 - Bar coded scanner, and
 - able to run the proposed software.
- Specialist licence for a desktop/notebook computer
- Operator licences to be used by the HDA field personnel
- Connect to handheld devices
- Process and import of the movable asset register
- Training for the two field operators and the GIS specialist user on the devices, processes, and data
- Cloud hosting for the movable assets data set and to enable communication and data updating and backup
- 4 hours of data support per month (on average)

It should be noted that HDA staff should be able to perform:

- all the field asset verifications and counts, in all the HDA offices,
- and update the HDA Financial Software (AccPac) to produce the asset register including:
 - additions,
 - disposals,
 - impairments,
 - movements,
 - refurbishment, etc.

that affect asset value or location, and any such actions so that it ensure the quality and reliability of the asset data.

4. Scope

Although the GIS software is scalable the HDA needs the following:

4.1. Year 1

Item	Description	Units	Unit Type
1	PlanetGIS Specialist	1	Licence
2	PlanetGIS Android	3	Licence
3	Field logger setup	3	Devices
4	Asset Module per Annum	1	Licence
5	Movable Asset Register Import and Cloud setup and Discrepancy Report	40	Hours
6	System customise to Clients needs	40	Hours
7	System Field Training	24	Hours
8	Back office support 4 hours per month	48	Hours
9	Cloud server hosting Annual Cost	1	Hosting

4.2. Year 2

Item	Description	Units	Unit Type
1	PlanetGIS Specialist Annual Licence	1	Licence
2	PlanetGIS Android Annual Licences	3	Licence
3	Asset Module per Annum	1	Licence
4	Back office support 4 hours per month	48	Hours
5	Cloud server hosting Annual Cost	1	Hosting

4.3. Year 3

Item	Description	Units	Unit Type
1	PlanetGIS Specialist Annual Licence	1	Licence
2	PlanetGIS Android Annual Licences	3	Licence
3	Asset Module per Annum	1	Licence
4	Back office support 4 hours per month	48	Hours
5	Cloud server hosting Annual Cost	1	Hosting

Note:

The use of the software will require a continuation of end user training for three years.

5. Project Management

The project will be managed by the HDA under the leadership of the Head: SIA.

6. Deliverables

GIS capable licenses and support as described in the body of the report – and directly capable to linked to PlanetGIS Server.

7. Evaluation criteria

A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

- 7.1 In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA.
- 7.2 The HDA needs to be satisfied, in all respects, that the organisation/individual selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 7.3 The general methodology of selection will be based on proposals that will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation.
- 7.4 The second stage will be evaluation against Price and specific goals using an 80/20 principle.
 - 7.4.1 Proposals will be evaluated using the 80/20 point system, where 80 points are for price and 20 points specific goals.
 - 7.4.2** The following are the key criteria that will be taken into account by the HDA; **note, please structure the submissions accordingly:**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Reputable Company	Company profile, highlighting the following: <ul style="list-style-type: none"> • Description of company profile [maximum of 10 points] reflecting capability as licensed software vendor <ul style="list-style-type: none"> - <i>Included (10)</i> - <i>Not included (0)</i> • Years of experience in similar projects [15] <ul style="list-style-type: none"> - <i>10 and more years (15)</i> - <i>5-9 years (10)</i> - <i>Less than 5 years (5)</i> • Organogram [5] • Company in existence - in years [10] <ul style="list-style-type: none"> - <i>More than 10 years (10)</i> - <i>5-10 years (7)</i> - <i>Less than five years (3)</i> 	40
Signed reference letters	Provide signed reference letters, not older than 2 years, of previous organisations that you have delivered similar products to [10]. <ul style="list-style-type: none"> • <i>five or more signed reference letters (10)</i> • <i>three to four signed reference letters (5)</i> • <i>less than three signed reference letters (2)</i> • <i>no signed reference letters (0)</i> 	10
Where else is the software used	List the institutions or departments using the software [10] <ul style="list-style-type: none"> • <i>More than 10 reputable institutions listed (10)</i> • <i>5-9 reputable institutions listed (7)</i> • <i>Less than 5 reputable institutions listed (5)</i> • <i>No reputable institutions listed (0)</i> 	10

Product viability	Number of licences sold and maintained: [10] <ul style="list-style-type: none"> • More than 100 (10) • 50-100 (5) • Less than 50 (2) 	10
Support	Product origins [10] <ul style="list-style-type: none"> • South African (10) • Other (3) 	10
Training	Evidence of number of users trained on the system [10] <ul style="list-style-type: none"> • More than 100 users trained on the system (10) • Less than 100 users trained on the system (5) 	10
Integration capabilities	Can integrate with other software such as: <ul style="list-style-type: none"> • Sage (7) • Other database and GIS software (2) • Limited integration (0) 	10
TOTAL		100

The following criteria will be used for point's allocation for price and Specific goals compliance on an 80/20 point system:

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goals Level Contributor	20
TOTAL		100

8 Delivery

The Licences and support should be delivered as specified in the body of the RFQ..

9 Briefing Session

There will be no briefing session, but the HDA may request potential service providers to present their proposals to relevant stakeholders.

10 Terms and Conditions

- 10.1 The HDA undertakes to pay substantiated invoices within thirty (30) days of submission.
- 10.2 No payment will be made where there is outstanding information/work by the service provider/s.

11 Submission of quotations

- 11.1 The closing date for submission of proposals is on or before **12 June 2023 by no later than 11H00.**

The Housing Development Agency
Megawatt Park
Maxwell Drive
Sunninghill

Further information regarding this tender can be sent to:

Njabulo.hlongwane@thehda.co.za

- 11.2 Proposals must be accompanied by:
- A company profile;
 - SBD Forms (SBD1, SBD4 and SBD6.1)
 - CSD
 - A complete cost-breakdown structure of different components in the proposal.
- 11.3 Failure to submit all required documents will lead to disqualification of the tender.
- 11.4 The selection of the qualifying quotation will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/quotation, and the HDA reserves the right not to appoint a consultant.

