Call for Proposals with Quotations
For
An Electronic Database of the SAHRC Reports Recommendations

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Deadline for submissions is 07 January 2022

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1. Purpose

1.1. The purpose of this document is to request proposals with quotations for the establishment of an electronic database of reports recommendations for the South African Human Rights Commission (SAHRC / Commission).

2. Background

2.1.   The SAHRC is an independent 9 institution, established in terms of Chapter 9, section 184 of the Constitution, mandated to promote, protect and monitor observance of human rights in South Africa.

2.2.   The Commission has manually registered all the recommendations it has made to various stakeholders, including government departments. The recommendations are contained in the Commission's various reports covering a period of slightly more than 10 years from 2009 to date.

2.3. The manual process has proven cumbersome and renders reference to the recommendations inefficient.

2.4. It is against this background that the Commission seeks to establish a digital database of its reports recommendations.

3. Organisational Project Objectives

3.1. The key objectives for acquiring an electronic database of the reports' recommendations for the Commission are to:

3.1.1 Provide a quick link and reference to any of the reports' recommendations made by the Commission over time.

3.1.2 Enable efficient identification of recommendations for follow-up to promote their implementation by the respective stakeholders.

3.1.3 Improve the extent to which the Commission is able to assess and quantify the state of implementation of the recommendations.

3.1.4 Enhance ease of consolidation and integration of interrelated recommendations and human rights issues for greater effectiveness and impact, and to avoid unnecessary duplications.

4. Project scope and deliverables

4.1 The scope and expected deliverable of the project is an electronic database of reports' recommendations for the Commission.

4.2 The Commission's existing manual Repository of Reports Recommendations consists of recommendations covering the period from the financial year 2009 to 2021, recorded in Tabular format in Microsoft Word version documents of approximately 350 pages altogether.

4.3 The project entails transferring these recommendations onto a newly established digital or electronic and interactive database that may be easily updated on an ongoing basis.

4.4 The electronic database must:

4.4.1 Enable the Commission to categorise the recommendations by implementation status, focus area, key stakeholders, timelines, and other criteria that may be identified and deemed useful during project planning.

4.4.2 Be able to generate basic reports reflecting on implementation status of the recommendations.

4.4.3 Be easily integrated with other systems that may exist or be considered by the Commission in the future.

4.5 The proposals should demonstrate the full extent of the proposed service provision and support related to acquisition of the electronic database of reports' recommendations.

5. Required Expertise

5.1. The Commission requires the services of an experienced provider, with expertise in the establishment of electronic databases.

6. Project Timelines

6.1. The expected project commencement date and duration will be determined through a briefing and work planning meeting envisaged by the end of January 2022 with the appointed service provider.

7. Evaluation Criteria

7.1. Please note that the following evaluation criteria will be used:

7.1.1. Price evaluation based on the 80/20 preferential point system.

7.1.2. The minimum threshold for qualification by functionality is 70%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting
1.	Experience of the service provider (must be substantiated with 3 reference letters, and will also be verified by year of registration): Years of experience conducting impact evaluations in the public and development sector.	10
2.	The level of skills, competencies, qualifications, and experience of key experts to be assigned to the project. (Actual curriculum vitae of the key experts must be included / attached to the proposal submissions.) Note that the Commission may consult the referees stated in the CVs of the experts for verification purposes to assist the selection process.	20
3.	Comprehensiveness and clarity of the proposed Electronic Database of Reports Recommendations and related support (Pre and post implementation support; immediate contact lines to resolve issues; executive oversight; integration with other systems). Blueprint of the methods and ideologies in implementation of the database with a high-level design overview. Note: short-listed bidders will be required to make oral presentations and physical demonstrations of their proposed database to the Commission before final adjudication.	40
4.	Proposed methodology to be used to realise the expected results.	20
5.	High level work-plan with an overview of timelines, key milestones and a costs breakdown indicating the major costs drivers.	10
	Total	**100**

8. Submission Requirements and Contact Details

To be considered as the preferred service provider, kindly submit the following:

8.1.1 Proposal

8.1.2 Valid Tax Clearance Certificate

8.1.3 BBBEE Certificate.

8.1.4 Company Profile

8.1.5 Central supplier database report

8.1.6 Standard bid document 4

8.1. **Please submit quoted proposals via email by Friday 07 January 2022, before 13h00.**

8.2. All documentation must be emailed to:

Mr. Kenneth Seretse at kseretse@sahrc.org.za or

Ms. Sonto Nxumalo snxumalo@sahrc.org.za (011 8773644).

For any further information and clarification, you may contact Siyasanga Giyose at sgiyose@sahrc.org.za

Note that the Commission reserves the right to withdraw this call anytime, without any notice.