

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

33 Hoofd Street
Braampark, Forum 3
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



Request for Quotation – RFQ Number: RFQ-3/3/2015/1

Business:	SAHRC
Attention:	From: Sonto Nxumalo
Fax:	Tel/Fax: 011 877 3644
Phone:	Pages: 3
Re: Quotation	Date: 24 March 2021
Comments:	SAHRC call for proposals with quotations for Electronic Database of Reports Recommendations

CALL FOR PROPOSALS FOR ELECTRONIC DATABASE OF REPORTS RECOMMENDATIONS

1. Purpose

1.1 The purpose of this document is to request proposals with quotations for the implementation of an Electronic Database of Reports Recommendations.

2. Background

- 2.1 The South African Human Rights Commission (SAHRC / Commission) is a Chapter 9 Institution, established in terms of 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 10 years from 2009 to 2019.
- 2.3 The manual process has proven cumbersome and render 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 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 existing manual Repository of Reports Recommendations consists of recommendations covering a period of 10 years, from the financial year 2009 to 2019, recorded in Tabular format in Microsoft Word version documents of approximately 300 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 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 implementation of Electronic Databases.

6. Project Timelines

- 6.1 The expected project commencement date will be determined through a briefing and work planning meeting envisaged before the end of March 2021.

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 Evaluation on functionality, as in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting
1.	Previous experience	15
2.	Skills and competencies of key experts to be assigned to the project	15
3.	Comprehensiveness of the proposed Electronic Database of Reports Recommendations and related support	35
4.	Proposed methodology to be used to realise the expected results	25
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

8.1 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

8.2 Please submit quoted proposals via email by Monday 29 March 2021, before 13h00.

8.3 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.