

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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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 Infographics Software

CALL FOR PROPOSALS FOR INFOGRAPHICS SOFTWARE

1. Purpose

1.1 The purpose of this document is to request proposals with quotations to acquire Infographics Software for the SAHRC.

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 seeks to promote the user-friendliness and ease of communication of its plans, reports findings, and key performance achievements.

2.3 In this regard the Commission would like to acquire Infographics Software.

3. Organisational Project Objectives

3.1 The key objectives of this project is to acquire interactive Infographics Software that can design a synopsis of Strategic Plans, Performance Plans, and Annual and Quarterly Reports into Infographics format for ease of communication and use.

4. Project scope and deliverables

4.1 The scope and expected deliverables of the project is Infographics Software that provides for the above objective, and covers, but not necessarily limited to the following key elements:

4.1.1 Single Platform Tool for all kinds of interactive Content.

4.1.2 Templates for presentation, reporting, dossier, gamification, interactive image, branding and social communication.

4.2 The Software must be easily integrated with other systems that may exist or be considered by the Commission in the future.

4.3 The proposals should demonstrate the full extent of the proposed service provision and kind of support related to the acquisition of the Infographics Software.

5 Required Expertise

5.1 The Commission requires the Service Provider with proven experience to design, provide and install Infographics Software.

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 Infographics Software 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.