

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 a interactive Annual Performance and Operational Plan Dashboard	

CALL FOR PROPOSALS FOR INTERACTIVE ANNUAL PERFORMANCE AND OPERATIONAL PLAN DASHBOARD

1. Purpose

1.1 The purpose of this document is to request proposals with quotations for the implementation of an Interactive Annual Performance and Operational Plan Dashboard 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 has identified challenges pertaining to the scheduling of operations and key performance activities in an evenly distributed manner throughout the financial year to prevent excessive workload and human resources burnout due to concentration of activities in a single given period.
- 2.3 As such the Commission seeks to establish an interactive Dashboard that provides a single view of the planned activities for the financial year 2021-22 (April 2021 to March 2022).

3. Organisational Project Objectives

- 3.1 The key objectives for acquiring an Interactive Planning Dashboard for the Commission are to:
- 3.1.1 Obtain a single view of the planned activities for the annual performance cycle and enable adjustments to scheduling where necessary.
- 3.1.2 Visually track the performance progress on the key activity indicators.
- 3.1.3 Promote effective corporate time-management and balanced attention to all managerial competencies without the burdensome schedule of activities.

- 3.1.4 Promote institutional efficiency to support effective delivery on the mandate.
- 3.1.5 Provide a dashboard view of all the processes to enable efficient and effective Executive oversight and decision making.
- 3.1.6 Promote accountability and responsibility at all levels of the Commission.

4. Project scope and deliverables

4.1 The scope and expected deliverables of the project is an Interactive Annual Performance and Operational Plan Dashboard that provides a single view of the planned activities for the financial year 2021-22.

4.2 The Interactive Planning Dashboard must:

- 4.2.1 Provide an overview of the key activities taking place on a weekly, monthly and quarterly basis.
- 4.2.2 Be user-friendly and accessible to all senior management and Commissioners to view, input and extract information.
- 4.2.3 Demonstrate how the key activities and outputs are linked to the Annual Performance Plan.
- 4.2.4 Enable utilisation as a management tool for performance progress monitoring and decision-making.

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

4.4 The proposals should demonstrate the full extent of the proposed service provision and support related to acquisition of the Interactive Dashboard.

5. Required Expertise

5.1 The Commission requires the services of an experienced provider, with expertise in the implementation of Interactive Dashboards.

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 Dashboard 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.