

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:** 18 March 2021

Comments: SAHRC call for proposals with quotations for a comprehensive digitised institutional governance framework

CALL FOR PROPOSALS FOR COMPREHENSIVE DIGITISED INSTITUTIONAL GOVERNANCE FRAMEWORK

1. Purpose

1.1 The purpose of this document is to request proposals with quotations for the implementation of a comprehensive digitised institutional governance framework.

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 several challenges pertaining to institutional governance and seeks to strengthen the processes that promote good governance practices.

3. Organisational Renewal Project Objectives

3.1 The key objectives for acquiring a digitised governance framework for the Commission are to:

3.1.1 Promote a culture of good governance and strict adherence to good governance principles and best practices.

3.1.2 Promote institutional efficiency to support effective delivery on the mandate.

3.1.3 Ensure digital integration of institutional governance and performance processes, frameworks and systems.

3.1.4 Provide a dashboard view of all the processes to enable efficient and effective Executive oversight and decision making.

3.1.5 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 are a comprehensive digitised institutional governance framework for the Commission, that covers but not necessarily limited to the following key governance elements:

4.1.1 Legislative Compliance

4.1.2 Board Charter

4.1.3 Board Evaluation

4.1.4 Delegation of Authority

4.1.5 Organisational culture

4.1.6 Organisational Strategy and Performance

4.1.7 Institutional Performance Planning, Monitoring and Evaluation

4.1.8 Executive Performance

4.1.9 Risk Management

4.1.10 Integrated Reporting

4.1.11 Ethics management

4.1.12 Stakeholder relations management

4.1.13 Governance of Information and Communications Technology

4.1.14 Audit management

4.1.15 Knowledge Management

4.1.16 Internal Controls

4.1.17 Records Management

4.1.18 Business Continuity

4.1.19 Human Capital Management

4.2 The framework 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 support related to acquisition of the digitised governance framework.

5. Required Expertise

5.1 The Commission requires the services of an experienced provider, with expertise in the implementation of digitised governance frameworks and systems.

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 governance framework 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 Thursday 25 March 2021, before 15h00.

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