



DIKGATLONG MUNICIPALITY/MUNISIPALITEIT



ADVERTISEMENT RFQ22/2021-2022

Prospective bidders are hereby invited to quote as follows:

SUPPLY AND IMPLEMENTATION OF ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SOLUTION

SPECIFICATIONS

1. Introduction

The successful bidder/bidders will be expected to supply and implement an Electronic Document and Records Management Solution (EDRMS) with capabilities as set out in the scope for this quotation and implemented onsite at the municipal office in Barkly-West. The submission of an offer signifies complete acceptance of the conditions contained in these instructions, the Form of Offer and all other annexures and requirements.

2. Scope

The scope of the solution to be implemented covers the supply and implementation of an EDRMS. The amount of end-user in the Records and Archives department for the municipality, functionalities required for the EDRMS as set out in the Specifications will be confirmed.

Future enhancement abilities are also included but do not form part of the initial scope. The bidder must provide proof of their existence and integration in the complete solution suite.

3. Requirements

General

- The solution must be modular with a full audit trail with only the required EDRMS module licensed for use as per the scope of this quotation
- The solution must be modular, with additional modules to expand into at later stages as listed under Expansion Possibilities
- The solution must have an Application Program Interface (API) for 3rd party integration possibilities
- The solution must have Role-based system access and process allocation
- The solution must have Reporting functionalities to supply standard reports and management reports at an integrated level between data structures. Provide a listing.
- The solution must have the ability to directly integrate with an integrated Spatial Capability available within the different future modules where required within the system
- The solution must have the capability to do Domain Authentication
- The solution must make use of the Municipalities Microsoft Exchange Server to synchronise and load email and meeting/appointment functions available within the Exchange server into an integrated Email management system for future expansion.
- The solution must be based on Microsoft technologies

4. ICT Hardware and Networks

- Hardware and ICT related software are excluded from the scope of this quotation. Please specify the minimum requirements for the solution to be operational.

5. EDRMS

- The EDRMS must have the capability to house and maintain the official file plan as approved by the council and Provincial Archives
- The EDRMS must allow the system users to load records within the correct file plan references via an integrated upload or capturing of scanned paper documents
- The EDRMS must have a user-friendly view with a logical tree breakdown of the file plan and a view of the records located within each reference
- The EDRMS must have the capability to integrate with an Optical Character Recognition [OCR] of all records for use in a search and retrieve function
- The EDRMS must have the ability to spatially relate documents by indexing with reference to spatial features
- The EDRMS must adhere to the principles and guidelines as specified by the National Archives
- The EDRMS must have Disposal and Retention functionalities as prescribed by regulation

6. Expansion Possibilities

Business Process and additional integration capabilities for but not limited to:

- Spatial Integration (GIS) with documents linked to features and components of features
- Customer Care with seamless spatial and EDRMS integration
- Building Control with seamless spatial and EDRMS integration
- Land-use Management with seamless spatial and EDRMS integration
- Meeting Management with seamless EDRMS integration
- Asset Management with seamless spatial and EDRMS integration
- Valuation Management with seamless spatial and EDRMS integration
- Cemetery Management with seamless spatial and EDRMS integration
- Contract Management with seamless EDRMS integration

7. Installation and Training

The quotation must include:

- All installation costs
- All Travel and Accommodation Costs
- All training and mentoring to ensure that's staff can utilise the system effectively

The following conditions will apply:

1. Price quoted must be firm and VAT inclusive;
2. Attach copy of Tax Clearance Pin obtainable from SARS;
3. Current CSD registration report not older than 30 days;
4. Current Municipal account not in arrears for more than 90 days or lease agreement in the case of renting;
5. Original/original certified copy BEE Certificate or sworn affidavit.
6. The following MBD documents must be fully completed (available at the municipality or website)
MBD 4, MBD 6.1, MBD 8, MBD 9
7. Late, incomplete and or loose quotes will not be considered.
8. Quotes should be submitted in a sealed envelope clearly marked **RFQ22/2021-2022**.
9. Bidders who do not comply with the conditions listed above will not be considered.
10. **The municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid.**
11. The 80/20 preference point system and local content will apply.

Fully completed and sealed quotations must be placed in the tender box at the Municipality, 33 Campbell Street, Barkly-West, not later than Thursday, 24 February 2022 at 12:00.

Enquiries can be addressed to Mr Peace Tshekoeng @ Tel: 053 531 6500.

Municipal Manager
Dikgatlong Municipality
33 Campbell Street
Barkley West
8375

Mrs B Tsinyane
Acting Municipal Manager