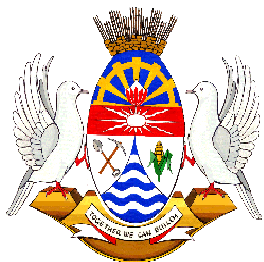




RFP 119/07/2022: DEVELOPMENT, DESIGN AND MAINTENANCE OF A MUNICIPAL HEALTH SERVICES ELECTRONIC MANAGEMENT, ADMINISTRATION AND INFORMATION SYSTEM.



LEJWELEPUTSWA

DISTRICT MUNICIPALITY

Office of the District Municipal Manager

Cnr. Jan Hofmeyer & Tempest Road
P.O. Box 2163
WELKOM
9460
Tel: (057) 353 3094/5/8/9
Fax: (057) 353 3382

REQUEST FOR PROPOSAL

RFP NO. 119/07/2022: APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT, DESIGN AND MAINTENANCE OF A MUNICIPAL HEALTH SERVICES ELECTRONIC MANAGEMENT, ADMINISTRATION AND INFORMATION SYSTEM FOR A PERIOD OF 36 MONTHS.

The Following Conditions will apply:

- This proposal will be evaluated in terms of the **80/20** preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** must be scrutinized, completed and submitted together with your proposal. **Non-adherence to this request will lead to disqualification.**
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **complaint** at **ALL** times.
- The National Treasury Central Supplier Database Summary report must be submitted.
- In order to claim preference points a valid original or certified **B-BBEE** status level verification certificate or a sworn affidavit completed on the DTI format must be submitted to validate the claim.
- The validity period for submission must be **90 days** from the closing date.
- A tender offer not satisfying the stated eligibility criteria will be eliminated.
- Tenders that are deposited in the incorrect tender box or delivered at any other venue will not be considered.

NB: No proposals will be considered from the person in the service of the state.
No late proposals will be considered.

Enquiries: Technical Enquiries - **Mr. Y Kupiso** (yolisa@lejwe.co.za)
SCM matters – **Me. CB. Baloyi** (057 101 0187 or cathy@lejwe.co.za)

Completed tenders in a **sealed** envelope endorsed "**APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT, DESIGN AND MAINTENANCE OF A MUNICIPAL HEALTH SERVICES ELECTRONIC MANAGEMENT, ADMINISTRATION AND INFORMATION SYSTEM FOR A PERIOD OF 36 MONTHS.**", must be placed in the Tender Box Corner Jan Hofmeyer and Tempest Road, Welkom, 9460 or posted to PO Box 2163, Welkom, 9460 on or before **Friday, 12 August 2022 at 12:00 pm**

Tender documents will only be obtained from the **municipal website** (www.mylejweleputswa.co.za) and on **e-Tender**.

Ms. PME KAOTA
MUNICIPAL MANAGER

TERMS OF REFERENCE

1. Background

The Environmental Health Services Department of the Lejweleputswa District Municipality (LDM) is responsible for the rendering of an equitable municipal health service throughout the district. In order to execute this responsibility, it has several sub-offices and personnel distributed throughout the district.

The department has to monitor service delivery and ensure uniformed service delivery throughout the district. In order for the department to achieve this it has identified the need for an electronic management, administration and information system.

The department intends to invite tenderers from suitably qualified and experienced service providers for the development, design and maintenance of a municipal health services electronic management, administration and information system for a period of 36 months.

2. Scope of Work

This project entails the development, design and maintenance of a management, administration and information system for the Environmental Health Services Department.

3. Remuneration

No advance payments will be made for any reason whatsoever. The successful tenderer shall be entitled to render interim accounts which are payable within 14 days. Accounts shall be based on an assessment of the work completed to date.

Any fees or remuneration are inclusive of Value Added Tax.

PROJECT SPECIFICATIONS

1. GENERAL REQUIREMENTS

The following represents general requirements and expectations relating to the service provider and the proposed system:

- The system must be independent with off-site server.
- The system should be internet based.
- Must be Windows operated and as such be user friendly.
- Once the project has been completed all personnel of the MHS department should be fully trained and must be able to operate the system.
- It would be expected of the service provider to train all MHS users.
- The system must be set up in such a way that once the project has been completed authorised members of the MHS department must be able to open new users and add or delete indicators to be measured.
- The system needs to be secure and should allow for different levels of security access.
- The system must be able to address record keeping and import and export data.
- The system is to be a management and information system and must monitor and measure the activities of the department.
- The system must be able to provide statistics and generate reports and graphs with the aim of improving accountability within the department.

2. ACTIVITIES TO BE IMPLEMENTED

- EHP's
- Reports
- MHS Norms & Standard Premises activities
- Manage correspondence
- Orders, instructions & complaints
- Sampling
- Manage Micro information relating to premises
- Diaries
- Projects

✚ Manage Micro information relating to premises	Create files, import and export data, link activities related to the premises
✚ EHP's	<ul style="list-style-type: none"> ✚ Monitor activities and actions ✚ Auto schedule and reminders of actions to be taken
✚ Reports	<ul style="list-style-type: none"> ✚ Create reports on all categories for any period on request. ✚ Export all relevant data to Provincial reports and establish an automatic link
✚ MHS activities	<p>Measure all activities against a predefined list of categories in terms of :</p> <ul style="list-style-type: none"> ✚ no. of investigations, ✚ complaints, ✚ notices served, ✚ inspection reports, ✚ search warrants applied for, ✚ Condemnations, ✚ Detention certificates,

	<ul style="list-style-type: none"> ✚ Health Education, Training (no. of & hours spend), ✚ COA's issued, ✚ Health Certificates Issued ✚ Form templates and tracing of documents ✚ sampling, workloads, ✚ projects, ✚ licensing, No. of Incidents, ✚ Comments
✚ Manage correspondence	Create templates, trace, file and must be linked to councils electronic filing system and reference no.'s relating to Certificates of acceptability (COA's), Notices, Inspection reports, Comments, general correspondence, memo's, legal documents/forms & licenses.
✚ Orders, instructions & complaints	Create template, allocate, trace, monitor progress and have automatic reminders link associated actions taken
✚ Sampling programme	<ul style="list-style-type: none"> ✚ Allocate sample's towards EHP's ✚ Trace sampling for each EHP and region as well as department. ✚ Monitor the sampling budget ✚ Create sample categories ✚ Determine compliance ✚ Provide sample forms ✚ Create reports ✚ Provide unique sample numbers ✚ Measure performance ✚ Provide standards ✚ Capture results ✚ Reminders for capturing of data ✚ Be able to create new categories for measurement
✚ Diaries	<ul style="list-style-type: none"> ✚ Create work planners ✚ Auto reminders, inspections, notices, meetings, due dates reports

3. MANAGEMENT OF THE PROJECTS

The MUNICIPALITY (through the Environmental Health Services Department) shall be entitled to assess and review any aspect of both the development, design and maintenance of a municipal health services electronic management, administration and information system and supply of hardware (tablets).

4. DURATION OF PROJECT

Project should be executed and completed within a period of 36 months.

5. EVALUATION OF TENDER OFFERS

The procedure for the evaluation of responsive tenders is Method 2: Functionality, Price and Preference. In the case of a functionality;

- Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- Tenders that have achieved the minimum qualification score of 80 points for functionality will be evaluated further in terms of the preference points system.

The criterion for evaluating the functionality points was based on the following;

Similar work experience of the bidder : 30
 Key personnel qualifications : 30
 Implementation plan and methodology : 20
 Locality : 20

The breakdown of the functionality scoring is provided in the table below:

Bidder evaluation criteria for functionality	Criteria	Scoring	Points allocated	Points
Similar work experience of the bidder	Bidders to demonstrate experience in similar work done (Attach appointment letters and reference letters/completion certificates with reference for the work done by various institutions)	<ul style="list-style-type: none"> • No appointment letter attached • 1 similar • 2 similar • 3 similar 	0 10 20 30	30
Key Personnel Qualifications	The bidder to attach CV and certified qualifications & certified ID copy for key personnel	<ul style="list-style-type: none"> • Non submission • BTech IT or equivalent ≥ Five (5) years relevant experience • National Diploma or equivalent Software engineering ≥ Three (3) years relevant experience 	0 20 10	30
Implementation Plan and Methodology	Tenderer to submit a Project Implementation Plan & Methodology statement detailing how the project will be executed	<ul style="list-style-type: none"> • Project implementation plan with activities, milestones, timelines, and deliverables • Proposed Methodology detailing the approach on the provision of the required services, supply and installation of the technologies and systems 		20

		<ul style="list-style-type: none"> • Management structure with roles and responsibilities of team Members • Description of the capacity building and training being offered to support the planning and implementation of municipal health services electronic management, administration and information system. <p>NOTE: NO Implementation Plan submitted = points Poor Implementation Plan = 5 points Average Implementation Plan = 10 points Good Implementation Plan = 15 points Excellent Implementation Plan = 20 points</p>		
Locality	Bidder to attach municipal rates and taxes or lease agreement with statement of accounts	Office within Lejweleputswa District Municipality Office within Free State Province Office outside Free State Province	20 10 5	20
		Total		100
		Minimum points required		80

BILL OF QUANTITY

SECTION 1				
ITEM	DESCRIPTION	UNIT	QTY	RATE (ZAR) Ex VAT
1	Assessment (Evaluation of the status quo)	Sum	1	R
2	Development and design of the information system	Sum	1	R
3	Supply and delivery of hardware (10" tablets)	Sum	25	R
4	Training of EHS inspectors	Prov. Sum	1	R 60 000.00
5	Maintenance of Information System and Hardware.	Month	36	R
	TOTAL FOR SECTION 1	Total Amount To Be Carried Forward		

SUMMARY		
BROUGHT FORWARD FROM SECTION NO.	DESCRIPTION	AMOUNT
1	SECTION 1	R
VAT@ 15%		R
* GRAND-TOTAL (Incl. VAT)		R