



INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY REQUEST FOR QUOTATION (RFQ)

REQUEST FOR INKOMATI USUTHU CATCHMENT MANAGEMENT AGENCY

RFQ REFERENCE	RFQ/019/DATAWAREHOUSE/2022
RFQ DESCRIPTION	ASSESSMENT, EVALUATION, ANALYSIS AND RECOMMENDATION OF SUITABLE DATAWAREHOUSE ROADMAP FOR THE ORGANIZATION
RFQ ISSUE DATE	05 DECEMBER 2022
CLOSING DATE AND TIME	13 DECEMBER 2022 at 11:00AM
TECHNICAL ENQUIRIES	BERNICE MKHABELA
SUBMISSION OF QUOTATIONS	mkhabelab@iucma.co.za

Bidders must submit responses via e-mail at: mkhabelab@iucma.co.za, before the stipulated date and time. For any queries or questions, please use above mentioned email address.

The IUCMA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

CSD NUMBER: MAAA _____

PHYSICAL ADDRESS: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. IUCMA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a purchase order/letter of appointment is prepared and executed.
- c. Quotation shall remain open for acceptance by IUCMA for a period of **90 days** from the closing date of the RFQ enquiry.

1.1 IUCMA reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process to clarify any information without informing any other bidders and no change in the content of the RFQ shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage.
- f. Accept a separate RFQ or any RFQ in part or full at its discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to IUCMA and not necessarily based on the lowest costs.

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the IUCMA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSESS, EVALUATE, ANALYZE AND RECOMMEND A SUITABLE DATAWAREHOUSE ROADMAP FOR THE ORGANIZATION.

3. PURPOSE

The Inkomati-Usuthu Catchment Management Agency (IUCMA) is a water resources management institution established by the National Water Act 36 of 1998. The IUCMA to adequately execute its constitutional mandate must ensure the integrity of its data and information.

4. BACKGROUND

The Inkomati-Usuthu Catchment Management Agency (IUCMA) is a water resource management institution established under Section 78 of the National Water Act (Act 36 of 1998, NWA) having jurisdiction over the Inkomati-Usuthu Water Management Area (WMA). One of the inherent functions of a Catchment Management Agency (CMA) (s80) NWA it to investigate and advise interested persons on water resource protection, use, conservation, and management. The Agency has a staff complement of 116 with five (5) departments with their associated division ranging at approximately nineteen (19).

Its four programmes namely Administration and Governance, Water Resources Management, Corporate Services and Finance. Within the water resources programme there are six divisions, five in corporate services and three in finance. There is also the Governance Division headed by the Board Secretary to support the Governing Board with legal services and committee work while the CEO office has internal audit, risk management, and Strategic support. The Information Technology unit reports to the Executive: Corporate Services.

5. AIMS AND OBJECTIVES

The main aim of having a service provider is to provide a knowledge management service in terms of assessing, evaluating, and analyzing the Agency's current data setup, and configuration and recommend a phased approach solution in developing a reliable Datawarehouse.

The organization has several data sources which stores institutional data; therefore, a competent service provider is required to assist the organization in assessing, evaluating, analyzing the various data sources, data patterns, scale of data, qualitative and quantitative data and recommend a suitable Datawarehouse roadmap to be implemented. The organization seeks to implement the Datawarehouse in phased approach.

6. SCOPE OF WORK/ DELIVERABLES

The Inkomati-Usuthu Catchment Management Agency (IUCMA) requires the services of a suitably qualified service provider to submit proposals to assist the Agency in the development of a suitable

Datawarehouse roadmap. Therefore, the following set of approaches or criteria are required to be adhered when developing the proposed data warehouse model:

- A Scrupulous Data Profiling assessment for successful data discovery including external sources must be clearly established;
- Classification of data in terms of data at rest, data in motion and sensitive data, interrelated/interconnected data, qualitative data, quantitative data, dependent data, and independent data;
- Ensure that, the data selected for profiling is free from duplications, ambiguities, redundancy and outliers;
- Ensure that, the data selected for profiling meets regulatory standards and regulations e.g., POPI Act;
- Ensure that, the data selected for profiling is in a usable format;
- Ensure that, the data selected for profiling provides insights, and patterns from the various data sources;
- Proposed data model must be able to integrate the various data sources into various data marts.
- The proposed data model must indicate phased approach methods towards the development of the Datawarehouse and advice which best Datawarehouse tools the organization can adopt.
- List three (3) best Datawarehouse tools with cost implications that the organization can adopt for its use.
- The proposed data model must be accompanied by a graphical representation indicating the recommended technological roadmap that must be adopted by the organization in implementing a reliable Datawarehouse.
- The proposed Datawarehouse must clearly outline the type of platform which the Datawarehouse must be built based on the type of data sources available in the organization. The proposed Datawarehouse must be setup and configured to accept instructions from various queries, curate the data, analyze the data, evaluate the data, manage data flows, present, and visualize the data in various layers, e.g., analytics, reporting and business intelligence.
- A project management plan must be submitted along with the proposal indicating all deliverables and milestones associated with the project.
- The proposal must be free from complexity, ambiguity, instead it must be easy to read, follow and implement.

NB: THIS BID IS NOT REQUESTING SERVICE PROVIDERS TO DEVELOP A TECHNOLOGICAL DATAWAREHOUSE TOOLS, BUT A PROPOSED METHODOLOGY ON A ROADMAP TO DEVELOP ONE BASED ON THE PROVIDED SCOPE OF WORK AND DELIVERABLES.

7. Project Period

The project will be executed for a period of four (4) months from the date of appointment.

8. OWNERSHIP AND INTELLECTUAL PROPERTY

All products resulting from this project will remain the property of the IUCMA.

7. EVALUATION PROCESS

The bid will be evaluated and adjudicated on three (3) different phases as follows:

- Phase 1 – Compliance/Mandatory requirements
- Phase 2 – Functional requirements
- Phase 3 – Price and BBBEE evaluation

Phase 1: Compliance/ mandatory Requirements

Without limiting the generality of the IUCMA's other critical requirements for this bid, the bidder(s) must submit the documents listed in the table below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

Documents that must be submitted for Compliance/ Mandatory Requirements

A document that must be submitted	Yes/No	Non-submission will result in disqualification?
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	No	Complete and sign the supplied pro forma document. Incomplete form will lead to a zero (0) score on BBBEE.
Valid BEE certificate (accredited by SANAS) or Sworn affidavit (DTI or CIPC Template)	No	Non-submission will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	Yes No	The bidder must be registered as a service provider on the CSD. Submit CSD full registration report (CSD full registration report must NOT be older than 10 days from the closing date and a summary report will NOT be considered).
Company Profile	Yes	Attach a valid and accurate company profile detailing all major work undertaken in developing Datawarehouse projects.

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

NB: No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury.

Phase 2: Functionality Requirements

The evaluation of bidders of functionality will be done in terms of the evaluation criteria as indicated in Table 1 below. Only bids that meet the minimum threshold of **80 out of 100 points** for functionality will proceed to the next stage. The evaluation of functionality will be evaluated in accordance with the functionality criteria below and applicable values.

Table 1: Functionality Evaluation Criteria

Qualification criteria	Description	Points
Company Experience	<p>The company has positive references from companies/ organisations (clients) with which they have done similar business limited to the provision of developing a Datawarehouse.</p> <ul style="list-style-type: none"> • Five (5) or more relevant references – 60 points. • Three (3) to four (4) positive contactable references – 40 points. • Two (2) or no positive contactable references – 20 points. • One or no submission=0 <p>Proof: Reference letters on client letterhead with contactable references.</p>	60
Project Manager Experience	<p>The Project Manager demonstrates that he / she is well knowledgeable with Datawarehouse Technologies and methodologies.</p> <ul style="list-style-type: none"> • 8 or more years' experience – 20 points. • 5 to 7 years of experience – 10 points. • Less than 5 years of experience – 5 points. <p>Proof: Curriculum Vitae (CV) of the Project Manager indicating the years of relevant experience to be attached. No attachment will score zero.</p>	20
Project Manager Qualifications	<p>The project Managers should hold a minimum of a Bachelor's degree in Computer Science or Information Technology, or National Diploma.</p> <ul style="list-style-type: none"> • Both qualifications – 20 • One qualification - 10 <p>Proof: Certified Copies of qualifications from a reputable tertiary institution of the Project manager to be attached. No qualification will score zero.</p>	20
Total		100
Minimum required score		80

Phase 3: Price and BBEE Evaluation in terms of 80/20 Preference Points System

Evaluation in terms of 80/20 Preference Points System. Only bids that achieve the minimum qualification score for functionality will be evaluated further in accordance with the 80/20 preference points system.

B-BBEE Status level of Contributor	Number of Points (80/20) System
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non – compliant contributor	0

8. PRICING SCHEDULE

The proposed total pricing rates must be inclusive of VAT. Prices/ rates are to be indicated per unit/ item basis as required by table 3 below, which constitutes the tender's pricing schedule. Prices/ rates indicated must be projected for months.

Table 3: Pricing Schedule

Item No.	Description	Pricing Schedule		
		Hourly Rate	Total number of hours	Total (Vat Exclusive)
1.	Proposed Sequence or process flow in Data Profiling.			
2.	Proposed Methodology on Roadmap for the development of a Datawarehouse.			
3.	Project Management.			
4.	Disbursement costs.	<ul style="list-style-type: none"> ▪ No other disbursement costs are permissible for this project. 		
5.	TOTAL (1 + 2 + 3 + 4) Vat Exclusive			
6.	VAT @ 15%			
7.	TOTAL (1 + 2 + 3 + 4) Vat Inclusive			

9. SERVICE LEVEL AGREEMENT

- The acceptance of any proposal is only valid upon the conclusion of a written SLA between the IUCMA and the successful Service Provider, in terms of which the rights and duties of the parties are recorded, and which agreement shall regulate the relationship between the IUCMA and the successful Service provider.

- Until such time that an appropriate SLA has been concluded between the IUCMA and the successful Service Provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this document.
- This document is not to be edited or altered as it forms part of the contract. Any contract amendments are to be raised with the IUCMA for legal consideration.

Contact Persons

Technical Enquiries	SCM Enquiries
Information Technology Mr. Lington Skhosana/ Mr Thami Sithole Tel.013 753 9000 EMAIL: skhosanal@iucma.co.za / sitholet@iucma.co.za	Supply Chain Management Mr. Ntokozo Hlatshwayo Tel: 013 753 9000 E-mail: hlatshwayon@iucma.co.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised

Non-compliant contributor	0	0
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5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation

- Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....