



Tender Ref #:	COGTA (T) xx/20xx	Tender Description:	The Appointment of a Service Provider from SITA RFB1183/2022 Engagement Model Under the Category: Business Solutions Delivery Service (Geographical Information Systems) to Develop, Manage and Maintain the Current National Disaster Management Centre (NDMC) Portfolio of GIS Products and Services for a Period of 36 Months.
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PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying bidders from **SITA RFB1183/2022 Engagement Model** for the Development, Management and Maintenance to the Current National Disaster Management Centre (DCoG) Portfolio of GIS Products and Services for a Period of 36 Months.
2. **Closing Date:** The bid closing date and time are indicated in the tender advertisement and bid documents (SBD-1). **Bids received after the closing date and time will not be accepted.**
3. **Briefing Session:** The briefing session date and time (if applicable) are indicated in the tender advertisement and bid documents. The Department cannot physically accommodate the expected number of bidders and the briefing will therefore be conducted online. Interested bidders must contact the Supply Chain Management (SCM) officials indicated below for the MS Teams link.
4. **Contact information:** Prospective bidders **may not under any circumstances** contact or engage any DCOG/ SITA officials other than the officials indicated below on any matter related to this tender. Enquiries **must** be directed to all the officials below. Enquiries sent to the DCOG officials below will be routed to the relevant employees and responses will be coordinated and provided by the officials indicated below.

ENQUIRIES	
Name:	Siviwe Ndaliso
e-mail:	t16.2023@cogta.gov.za

The Department reserves the right to disqualify any bidder that makes contact with or directly engages any other DCOG employee on matters / enquiries / questions related to this tender.

5. **Project duration:** Successful bidders will be appointed for a period of Thirty-Six (36) Months.
6. **Bid / Proposal format.**

Package 1: The following must be submitted – 2 copies (1 original and 1 copy):

- A detailed **proposal and project execution** plan addressing the scope and requirements indicated in Part F of this ToR. The proposal and project execution plan must contain all the information required to evaluate the bid against the requirements stipulated in these terms of reference.
- **Summary of Bidder Experience (Annexure A).** Must complete attached summary sheet and provide reference letters with contact details of referees,
- **Proposed project team (Annexure B).** Must complete attached summary sheet and provide detailed CVs that clearly indicate experience and qualifications as well as written confirmation of availability for this project.

Package 2: Pricing Breakdown information. Separate envelope. Price proposals must include 15% VAT and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.

Package 3:

- SDBs 1, 3.2, 4 and 6.1 and all other required SCM documents.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).
- Valid B-BBEE certificate issued by a SANAS accredited verification agency or an affidavit.

PART B –ADMINISTRATIVE REQUIREMENTS AND SPECIFIC GOALS

General principle: In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

1. BID DOCUMENTS – To be verified by SCM

Only bids that comply with all administrative requirements and that submitted all required bid documents (**acceptable bids**) will be considered during the functional evaluation phase. Only acceptable bids will therefore be scored by the Bid Evaluation Committee against the functional criteria indicated in Part C

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before bid closing date.	
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹	
1.3	Supplier has a valid B-BBEE certificate issued by a SANAS accredited verification agency or an affidavit ² .	
1.4	SBD 1 completed and submitted.	
1.5	SBD 4 completed and submitted.	
1.6	SBD 6.1 completed and submitted.	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time subsequent to the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

Note 2: Failure to submit a valid B-BBEE certificate issued by a SANAS accredited verification agency, or an affidavit will not disqualify the bidder. Consortia or joint ventures must take note of the relevant sections of SBD 6.1 regarding requirements for B-BBEE certificates.

2. VERIFICATION OF INFORMATION PROVIDED – To be verified by SCM

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS). This clause does not apply to bidders that are government departments/entities.

The Department reserves the right to use the information provided by bidders to engage banks, credit rating agencies and the relevant government institutions to obtain information on credit records, criminal records, pending court cases, etc. Suppliers that show a history of poor financial/credit management and/or criminal behaviour will not be considered. The same will apply to the key team members as well as all directors / owners.

The Department reserves the right to apply the following criteria only to shortlisted / recommended bidders. Bidders must meet all four criteria below:

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
2.1	Team members, Director(s)/Owner(s) have not been convicted on charges related to fraud, corruption, or violent/abusive behaviour.	
2.2	Bidder and team members, Director(s)/Owner(s) do not have a history of poor financial / credit management.	
2.3	No team members, Director(s)/Owner(s) in the service of the state, or approved RWOPS attached where in the service of the state. This clause does not apply to bidders that are government departments/entities.	
2.4	SBD forms or subsequent enquiries did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	

3. MANDATORY REQUIREMENTS

Failure to submit the below listed documents will render your bid null and void and will not be considered or will be disqualified.

3.1	Summary of Bidder Experience (Annexure A) attached.	
3.2	Proposed project team (Annexure B) attached.	
3.3	Pricing Breakdown ³ .	
3.4	Detailed proposal and project execution plan submitted	

Note 3: Bidders must submit a detailed pricing breakdown.3

4. SPECIFIC GOALS – To be verified by SCM.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section 10 of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	8 Level 1= 8 pts Level 2 = 7 pts Level 3=6 pts Level 4= 5 pts Level 5= 4 pts Level 6= 3 pts Level 7= 2 pts Level 8= 1 pt Non-compliant contributor= 0	
Black ownership (51% or more)	4	
Women ownership (51% or more)	4	
Youth	3	
Disability	1	

PART C – FUNCTIONAL EVALUATION – To be evaluated by the BEC

General principle: In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

Each Bid Evaluation Committee (BEC) member will evaluate acceptable bids based on the proposals and bid documents submitted. The following scoring system will be applied to the evaluation of all functional criteria:

Scoring system
0 – Does not meet any of the minimum requirements
1- Meet one of the minimum requirements
2- Meet two of minimum requirements
3- Meet three requirements
4- Exceeds three minimum requirements

The **Score obtained for each criterium** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterium. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part D – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part D – Price Evaluation

The Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all mandatory administrative requirements to present their bids.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 working days. If a bidder is for a second time unable to attend a bid presentation, then the bid must be evaluated based on the bid documents and proposals submitted only.

FUNCTIONAL EVALUATION STAGE 1

STAGE 1 CRITERIA

1.1	The Bidders Experience (in years) with GIS technical, programming and integration services aligned to the ESRI suite of software for public/or private sector institutions. (Attach 3 Reference Letters from public and/or private sector institutions confirming that the bidder has the capacity to deliver the service within time frames according to the envisaged magnitude and complexity.	Weight	10
Evaluation			Score
The Bidder has no experience with GIS technical, programming and integration services aligned to the ESRI suite of software for public/or private sector institutions			0
The Bidder has 1 year experience with GIS technical, programming and integration services aligned to the ESRI suite of software for public/or private sector institutions.			1
The Bidder has 2 to 3 year’s experience with GIS technical, programming and integration services aligned to the ESRI suite of software for public/or private sector institutions.			2
The Bidder has 3 - 4 year’s experience with GIS technical, programming and integration services aligned to the ESRI suite of software for public/or private sector institutions.			3
The Bidder more than 5 years’ experience with GIS technical, programming and integration services aligned to the ESRI suite of software for public/or private sector institutions.			4

1.2	Bidder’s affiliation with ESRI Software Suite and certificate of training to perform GIS Development using the technology stack: 1) ArcGIS Survey123. 2) ArcGIS Online (AGOL) 3) ArcGIS Data Interoperability Extension. 4) ArcGIS Enterprise and ArcGIS Desktop.	Weight	5
Evaluation			Score
Does not meet any of the minimum requirements			0
Bidders comply with any 1 technology stack listed above			1
Bidders comply with any 2-technology stack listed above			2
Bidders comply with any 3-technology stack listed above			3
Bidders comply with all 4-technology stack listed above			4

1.3	Experience and ESRI certificate of training for team members to be deployed to the department– CVs of 3 developers covering the following product Certifications (Aligned to SITA ICN 81112011-0019 or ICN 81112011-0046 Requirements as far as possible): 1) Python 2) HTML 3) Java 4) C or C++	Weight	5
Evaluation			Score
CVs of developers with no recommended programming skills in GIS.			0
CVs of developers with one (1) of the recommended programming skills in GIS.			1
CVs of developers with Two (2) recommended programming skills in GIS.			2
CVs of developers with all Three (3) of the recommended programming skills in GIS			3
CVs of developers with all four (4) of the recommended programming skills in GIS			4

1.4	Experience and accreditation of key project manager (Aligned to SITA ICN 81112011-0005 Requirements) as far as possible to be deployed for the project lifestyle: 1) PMBOK 2) PRINCE 2	Weight	5
Evaluation			Score
Project manager with no accreditation and no project management qualification.			0
Project manager with 1 accreditation and 1 year of experience in GIS			1
Project manager with 1 accreditation and 2 to 3 years' experience in GIS.			2
Project manager with 1 accreditation and 3 to 4 years of experience with GIS projects			3
Project manager with 1 accreditation and 4 or more years of experience with GIS projects			4

STAGE 1 SCORING SUMMARY

Criterion	Weight	Score	Weighted score	Maximum possible score
1.1	10			40
1.2	5			20
1.3	5			20
1.4	5			20
TOTAL	25	-		100
Overall Score (Total Weighted Score / 100)			%	--
Minimum qualifying overall score			70%	

FUNCTIONAL EVALUATION STAGE 2

STAGE 2 CRITERIA

2.1	Bidder's proposed Methodology, Execution Plan and Approach to Delivery of the Scope of Work as Defined on Page 11:	Weight	10
Description			Score
Does not address any of the 7 scope elements listed in Part 4			0
Adequately addresses 1-2 of the elements listed in Part 4			1
Adequately addresses 3-4 of the elements listed in Part 4			2
Adequately addresses 5-6 of the elements listed in Part 4			3
Adequately addresses all Seven (7) elements listed in Part 4			4

2.2	Bidders Detailed Cost Plan and Budget Containing Cost-Breakdowns of the Scope of Work as Defined on Page 11:	Weight	5
Description			Score
Proposal does not address cost on any elements listed above			0
Adequately addresses cost for 1-2 of the elements listed in Part 4			1
Adequately addresses cost for 3-4 of the elements listed in Part 4			2
Adequately addresses cost for 5-6 of the elements listed in Part 4			3
Adequately addresses all Seven (7) elements listed in Part 4			4

2.3	Project Team lead and project Team members with competencies in both generic and ESRI specific platform development and programming language: 1) Competencies and skills in only Python Development and Programming Language for generic applications development. 2) Competencies and skills in HTML Development and Programming Language for generic applications development. 3) Competencies and skills in Java Development and Programming Language for generic applications development. 4) Competencies and skills in C or C++ Development and Programming Language for generic applications development.	Weight	5	
	Score			
	Does not address any four (4) of the elements listed above			0
	Adequately addresses one (1) competency of the elements listed above			1
	Adequately addresses two (2) competencies of the elements listed above			2
	Adequately addresses three (3) competencies of the elements listed above			3
	Adequately addresses all four (4) competencies of the elements listed.			4

2.4	Transfer of skills and capacity building- Detailed skills transfer, and capacity building plan and implementation must be attached. 1) Plan should demonstrate an approach on how the skills will be transferred to officials and building capacity. 2) Plan should be aligned with the scope of the project. 3) Plan to include the resources/ staffing, training methods, milestones and detailed tasks required to accomplish the skill transfer. 4) Development of training presentations and/or manuals for users, with evidence to confirm the transfer of skills.	Weight	5	
	Score			
	No Commitment to the skills transfer and capacity building plan			0
	Skills transfer and capacity building plan meet 1 of the outlined 4 criterion			1
	Skills transfer and capacity building plan meet 2 of the outlined 4 criterion			2
	Skills transfer and capacity building plan meet 3 of the outlined 4 criterion.			3
	Skills transfer and capacity building plan meet all 4 the outlined 4 criterion			4

STAGE 2 SCORING SUMMARY

Criterion	Weight	Score	Weighted score	Maximum possible score
2.1	10			40
2.2	5			20
2.3	5			20
2.4	5			20
TOTAL	25	-		100
Overall Score (Total Weighted Score / 400)			%	--
Minimum qualifying score			70%	

Only bids that met all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

PART E –SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 4.1. The Department may, at its sole discretion, cancel this bid.
- 4.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for a period of 10 years.
- 4.3. The Department may, at its own discretion, require that each employee of appointed services providers as well as each contractor or other participant, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 4.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognized that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
 - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
 - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.
 - The lead applicant shall be held responsible for the delivery of services and for meeting conditions outlined in this bid.
 - A copy of the agreement entered and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
 - Indicate how the joint venture/ consortium will be managed in the event of a dispute arising during the implementation period of the programme (Provide a contingency plan of managing any possible conflicts).

CONTRACT MANAGEMENT

- 4.5. The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Cooperative governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.
- 4.6. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously.
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.
- 4.7. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 4.8. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after a period of 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.
- 4.9. Bidders should note that:
 - All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
 - All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
 - To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
 - All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
 - The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
 - The Copyright of any Bespoke Deliverables shall vest in DCOG.

No amendments to the SLA or any variation, waiver, relaxation, or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

PART F – DETAILED REQUIREMENTS

1. Purpose of assignment

The intention of DCoG to contract an experienced and accredited ESRI (Environmental System Research Institute software suite) service provider from the SITA RFB1183/2022 Engagement Model Under the Category: Business Solutions Delivery Service (Geographical Information Systems) to enhance existing GIS applications and develop new GIS applications/systems for a period of three (3) years and not exceeding the budgetary amount.

2. Introduction and background

The National Disaster Management Centre is governed by the Disaster Management Act 57 of 2002(as amended); Section 17(1) requires that the National Disaster Management Centre (NDMC) must act as a repository of, and conduit for, information concerning disasters and disaster management, and must for this purpose:

- (a) Collect information on all aspects of disasters and disaster management.
- (b) Process and analyse such information.
- (c) Develop and maintain an electronic database.
- (d) Take steps to disseminate such information, especially to communities that are vulnerable to disasters; and
- (e) Assist in producing consolidated report.

The above-mentioned Act indicates the need for a geographic information-based systems that can address the ability for information and knowledge management requirements. The NDMC currently uses ESRI GIS software for the development of spatial products and services to serve the disaster management community in South Africa. The current NDMC Webportal (ArcGIS Online) currently hosts several disaster management GIS tools. The NDMC would like to enhance and consolidate spatial information using the ESRI suite of tools in a manner that allows users to have a focused engagement with the information for better decision making. The NDMC Current GIS software suites include the following:

- o ArcGIS Survey123
- o ArcGIS Online (AGOL)
- o ArcGIS Data Interoperability extension
- o ArcGIS Enterprise
- o ArcGIS Desktop

3. Problem Statement

The NDMC's GIS portal currently hosts several different levels of functionality and data components. The current disaster management stakeholders engaging with the portal work across several GIS modules within the current environment to gain access to its functionality. The envisaged future platform seeks to deliver a more integrated and user-friendly portal with added functionality and embedded intelligence characteristics that requires the use of specific programming and advanced development expertise permissible by the ESRI suite of tools. Currently, the platform requires a customised application input which is not possible in the current deployment of the NDMC.

4.Scope of the Assignment

- 1) Analysis of the current GIS applications and platform to deliver on the envisaged new applications listed below.
- 2) Perform a requirement analysis for a full-fledged disaster management platform.
- 3) The service provider must develop the current portal front-end page tool so that it allows for the display of content from other websites and applications and data accessible from sites page. Envisaged functionality can be related current weather notifications and news, recorded webinars, future trainings, and a contact database.
- 4) The development of a spatially enabled national incident reporting tool aligned to the ESRI suite of products and tools (Survey 123) for both rapid and continuous reporting.
- 5) Alignment of the current provincial reporting templates to a single dashboard to be deployed at NDMC considering the requirement from national and sector departments as well historical reporting templates.
- 6) As per requirement analysis of phase 1, the service provider is to develop a consolidation and manipulation of various datasets into a single result using parameters provided by the client to provide a screening tool that displays a result (For Example: Red / yellow / green dashboard or indicator result based on input).
- 7) Development of a single consolidated compliance tool and database using a common schema to consolidate the data and the provision of a document management interface for purposes of training and awareness with the necessary text embedding abilities.

TABLE 1: PHASES FOR THE ENVISAGED DEVELOPMENT OF THE NDMC GIS PORTAL.

MILESTONE	DESCRIPTION
PHASE 1: INCEPTION AND ANALYSIS	Project kick-off and planning (16)
	Project inception and management plan (per annum charge) (40)
	Data Audit (24)
	User Requirements and Documentation (112)
	Software installation (NO allocation of Hours as it is covered under Current ELA)
	Documentation (40)
ESTIMATED HOURS	232
PHASE 2: DESIGN	Data models and Functional Design (112)
	UI/UX Design (48)
	Solution Design Document (24)
ESTIMATED HOURS	184
PHASE 3: DEVELOPMENT	Loading and "massaging" data; ETL (80)
	National incident reporting tool (56)
	Reporting dashboard of consolidated dashboard datasets (56)
	Risk screening tool (96)
	Site configuration (24)
ESTIMATED HOURS	312
PHASE 4: DEPLOYMENT	UAT Document (16)
	UAT Session (16)
	Corrections & Alterations (16)
ESTIMATED HOURS	48
PHASE 5: TRAINING and Support	End user Guide (30)
	End user Guide training and skills transfer (16)
ESTIMATED HOURS	46
PHASE 6: PROJECT CLOSURE	Technical Handover/enhancements/ Documentation and post implementation support for 3 years (328)
ESTIMATED HOURS	328
PROJECT MANAGEMENT	100 for 3 years

*Acceptable Total Project Hours = 1250 with 100 hours for project management for the 3-Year cycle

4. Deliverables and time frames

- 5.1 An analysis of the current platform with the required documentation and advisory.
- 5.2 A Project Plan with defined and detailed milestones.
- 5.3 User Acceptance test plan/schedule document
- 5.4 A training plan and training documentation
- 5.6 A Handover report and project closure report with all necessary supporting documents.

5. Skills, Knowledge, and experience requirements:

- Possess at least 3 years of advanced technical, programming and development skills for GIS services aligned to the ESRI suite of software and registered as GIS professional status with the South African Geomatics Council.
- Provide/ Supply ESRI Distributor Certification for ESRI South Africa.
- Technically proficient and competent to concisely analyse the current platform and provide the required development direction based on past development projects undertaken at national department level.
- Can optimally deliver integrated and user defined GIS functionality aligned to the ESRI suite of software.
- Possess a competent and skilled GIS project team with ESRI trained resources in application development and deployment of service within a GIS on premise and cloud-based platform.
- Prove three reference letters confirming that they have undertaken similar work within public sector/private sector departments.
- Demonstrate that the company has the skills and expertise in this field and has worked within a provincial or National Disaster Management environment.
- Demonstrate the ability to enhance current systems and deploy new ESRI software functionality.
- Registered and possession of accreditation with the relevant project management professional.

6. Form of Proposal

Bidders should be requested in the TOR to comply with a specific format when submitting their bids. It must comply to the format specified in the TOR according to the various elements of the bid evaluation system to facilitate the evaluation and scoring of bids.

Bidders must include a detailed work-plan/methodology with the detailed budget reflecting all costs and the implementation plan as per proposal in their bid. Failure to submit the detailed work-plan with implementation plan and budget containing cost-breakdowns according to the deliverables (as per the proposal) together with the bid will result in the bidder's bid to be viewed as invalid and therefore rejected.

The following information must be included in the work plan:

- (a) Project implementation Plan that indicates the following:
 - Clearly defined milestones that are 100% aligned to each of the key objectives as well as each of the expected outputs/ deliverables as outlined in the scope of work.
 - Well defined timelines for each of the activities and deliverables.
 - Allocation of Human Resources & Cost-breakdown of each of the activities and deliverables.
- (b) Proposed Governance Arrangements to support project implementation which may include but not limited to:
 - The establishment of a project steering committee.
 - The establishment of a project management team inclusive of the service provider and the DCoG team.
 - Provision of secretariat support for the governance structures that will be established.
- (c) Skills Transfer Plan developed in line with the Terms of Reference.
- (d) Previous and current similar contracts awarded to the bidder as well as client references for similar work performed in the last three years.