

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

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Mthatha, 5100



Tel : +27 (0) 47 531 0346

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E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations.

Notification date: 28/05/2021

ADVERTISEMENT: RFQ NO – 03/05/2021

**SUPPLY, SETUP AND CONFIGURE BOARD PACK SOFTWARE
NTINGA HEAD OFFICE**

Ntinga O.R. Tambo Development Agency requires registered, qualified and experienced service providers to submit detailed quotations for the supply, setup and configure board pack software:

Description of goods and/or Services

Below are minimum specifications/Features:

Directors

- Access to most up-to-date board packs and meetings through tablets and web;
- Review meetings and documents securely both online and offline, past and present;
- Mark private and shared annotations, highlights, and notes on documents;
- Join board meetings from remote locations via Internet;
- Live presentation of documents during meetings;
- Sign documents with eSignature

Administrators

- Collate electronic board packs with a single click;
- Easy scheduling of meetings with auto invitations and notifications;
- Instant distribution of board packs including last-minute updates;
- Upload documents and meeting materials via easy drag-and-drop;
- Keep track of document versions;
- Export meeting as PDF for distribution and record-keeping;
- Support multiple boards and committees set up;

Enterprise Grade-Security

- Secure data hosting on SSAE16 and ISO27001 compliant infrastructure;
- Strong AES-256 encryption, authentication, and authorisation mechanisms;
- Access permission setting to enforce document confidentiality;
- Strong mobile security to protect data on mobile devices;
- Auto and manual wiping of offline data on lost devices;

Licenses

- 22 user licenses;
- Duration: 12 month period (15 October 2021 to 14 October 2022)
- **Current Contract Ends on the 14th of October 2021**
- Provide training to Board Members and Administrators;
- Online Technical support for the duration of the contract;

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndhane;
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (Acting CEO)
Company Secretary: Ms. C. Mfona

Minimum Specification

- 1.1 Simple, functional, effective and efficient Board pack portal Technology.
- 1.2 The technology should be securely accessible by all members from any location and should support strong security features such as encryption or two-phase authentications. The system must be capable of providing enhanced security tools like remote locking.
- 1.3 The technology should cater for users on mobile platforms, cloud capabilities and should also support most modern web browsers.
- 1.4 The solution should provide for a meeting pack function which allows one to easily collate meeting documents, including agendas, index, minutes, dividers and page numbering, into one file. Members should be able to perform annotations (highlight text, make notes etc.) and document sign off on their meeting packs, complete questionnaires, ask questions, place cast votes with or without Wi-Fi/Data.
- 1.5 Ability to collect electronic signatures on documents for compliance in a secured manner.
- 1.6 Ability to create virtual rooms (groups and sub-groups) for board committees or smaller groups to allow secure collaboration before and after meetings.
- 1.7 The solution should provide a centralised, collaborative platform where everyone can access and contribute to good decision making by capturing all decisions made and allowing easy to create surveys;
- 1.8 Capacity to handle multiple logins from multiple devices.
- 1.9 Integrated options such as performance dashboards, web, conferencing, financial reporting. Integration with Ntinga O.R Tambo Development Agency technologies/systems were applicable and further provide user guides in line with the IT Masterplan available for perusal upon request.
- 1.10 Ability to update features continuously;
- 1.11 Provision of regular security, exception reports and audit trails;
- 1.12 Logical access controls, with data encryption;
- 1.13 Ability to customise data classification (sensitive, secret, confidential, etc.)
- 1.14 Customizable permissions for data access can be personalized down to the document-level and user level to improve privacy and security;
- 1.15 Allow members to use its functions and content both in online and offline mode and provide.
- 1.16 Provide all users with full access to minutes and resolutions;
- 1.17 Allow for seamless scheduling of meetings with an online, collaborative meeting space where one can include venue, maps, agendas, attendee list, meeting minutes, pre-and post-meeting actions and add related documents.

Note: Quotation must include a detailed breakdown of all costs involved in the provision of the goods/service.

Terms and conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.

Quotations clearly marked "RFQ 03/05/2021- "Board Back Software" may be emailed to rfg@ntinga.org.za. and/or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099Late quotations will not be considered.

Closing Date Monday, 07 June 2021 at 12:00. For enquiries please contact Ms.C Mfana at 047 531 0346 or by email:cassandram.org.za

Approved by:



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M Mpatheni

Acting CFO