



T04/01/17

**REQUEST FOR PROPOSAL FOR THE
SUPPLY, IMPLEMENTATION, SUPPORT
AND MAINTENANCE OF A TALENT
MANAGEMENT SYSTEM**

**BID CLOSING DATE: WEDNESDAY, 15
FEBRUARY 2017 AT 12:00 NOON**

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID	3
1. Proprietary Information	4
2. Enquiries	4
3. Bid Validity Period	4
4. Instructions on submission of Bids	4
5. Preparation of Bid Response	5
6. Supplier Performance Management	5
7. Supplier Development	5
8. IDC's Rights	6
9. Undertakings by the Bidder	6
10. Reasons for disqualification	7
11. Local Production and Content	7
12. Response Format (Returnable Schedules)	8
13. Evaluation Criteria and Weightings	9
14. Promotion of Emerging Black owned Service Providers	11
SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION	12
1. Special instructions to bidders	13
2. Background Information	13
3. Scope of Work	14
4. Project Timelines	16
5. Technical Evaluation Criteria	16
SECTION 3: PRICE PROPOSAL	22
SECTION 4: ANNEXURES	27
Annexure 1 – Acceptance of Bid Conditions and Bidder's Details	28
Annexure 2 - Supply chain management practices questionnaire	31
Annexure 3 – Declaration of Interest	33
Annexure 4 – Shareholders and Directors Information	37
Annexure 5 - Response Format for Section 2	39
Annexure 6 – BEE Commitment Plan	41
Annexure 7 – Local Production and Content	Error! Bookmark not defined.

SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Ms Mmanthudi Mosupyoe</u>
Telephone Number:	<u>+27 11 269 3709</u>
Email address:	<u>mmanthudim@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 08 February 2017**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T04/01/17: Supply, Implementation, Support and Maintenance of a Talent Management System**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than **12:00 noon on Wednesday, 15 February 2017**.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

6. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.
- 9.7** The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The bidder further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; bidders who fail to comply with FICA requirements;

11. Local Production and Content

The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

12. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

12.1 Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

12.2 Schedule 1:

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

12.3 Schedule 2

12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);

12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

12.3.3 Copy of Board Resolution, duly certified;

12.3.4 Originally certified copy of ID document for the Company Representative

12.3.5 Annexure 2 of this RFP document (duly completed and signed);

12.3.6 Annexure 3 of this RFP document (duly completed and signed);

12.3.7 Annexure 4 of this RFP document (duly completed and signed);

12.3.8 Latest Audited Financial Statement

12.3.9 Response to Annexure 6: BEE Commitment Plan

12.3.10 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership. If a bidder is a Joint Venture or Consortium, the bidder must submit a consolidated B-BBEE scorecard as if they were a group structure. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.8) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

12.3.11 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

12.4 Schedule 3:

12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 5 of this RFP document, duly completed and signed

- 12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**
- 12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
 - Submission of Company Registration Forms as referenced 12.3.2 above
 - Submission of ID copy for the Company Representative as referenced in 12.3.3 above
 - BEE Status Certification as referenced in 12.3.10 above
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Supply Chain Management Questionnaire
 - Annexure 3: Declaration of Interest
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements may lead to disqualification, and may not be considered for further evaluation on the Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

13.2.2 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Functional Requirements	25
Value Add	10
Bidder's Relevant Experience in implementation of Talent Management Systems	15
Project Implementation Plan	10
Experience, Skills, Diversity & Qualifications of the key members of the Team	15
Demonstrations	25
TOTAL	100

Note: All bidders that meet the mandatory functional/ technical requirements will advance to the paper based evaluation of the other functional/technical requirements.

Bidders are required to achieve a score 42 points out of 60 points (70%) or more in total in the paper based evaluation of other functional/ technical requirements. Bidders who achieve at least 42 points in the evaluation will therefore be shortlisted to deliver a demonstration of their proposed Talent Management System, at the IDC Head Office in Sandton for further evaluation purposes.

All bids that fail to achieve the minimum overall qualifying score of 70% on other functional/ technical requirements, including the demonstration, will not be considered for further evaluation on Price and BEE, in Phase 3.

13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	90
B-BBEE	10
TOTAL	100 points

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular brand or product or service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

The IDC has approximately 850 employees and the achievement of the organisation's objectives is dependant amongst others, on the management of its talent to ensure optimal business performance. In managing talent, the organisation needs to be aware of employee's knowledge, skills, attitude towards work, potential, experience, aspiration and the environment within which employees work. As part of the management of talent and in ensuring that employees perform at an appropriate level, the IDC has a defined talent management strategy and process. The current talent management strategy & process is mainly driven by line management however the intention is to make it a more inclusive process by engaging effectively with employees around managing our talent so as to align the organisation's talent and capability needs and the employees' aspirations. Furthermore the talent management application is not fully integrated with key people management processes.

Over and above the general needs for talent management, the IDC has embarked on an initiative to improve operational efficiency and driving the appropriate strategic intent of the IDC, an initiative termed "Project Evolve". The initiative proposes new focus areas of the business and new approaches to the business. As a result there is a need for new capabilities and competencies to ensure achievement of business objectives.

In order to ensure effective and sustainable talent management in the company, it is necessary to implement a talent management system that can integrate relevant processes and also involve employees more in managing their career, aspirations and development appropriately. To effectively manage and support people development and mobility of our talent it is critical to have a "single, real time view" of our talent at any point in time.

The IDC has the following systems deployed within the Human Capital Department:

- SAP NetWeaver 7.31 (Payroll, HR Administration, Performance Management and Learning Management System)
- HR Smart

The Talent Management System is required to enable the following within the IDC:

- Creation of a common repository for talent information of the organisation;
- To enable the organisation to define and manage its talent in a meaningful and flexible manner (e.g. the nine box talent management) and to measure potential;
- Alignment of job profiles with competencies (leadership, technical/functional & behavioural) in line with new roles and capabilities;
- Ensure that development is aligned and prioritised to key competencies of the job;
- Improved performance of employees by creating accountability and focused development – (Line Managers & employees);
- Empower employees to manage their career development;
- Know employees strengths and development areas across the business and how to leverage for business success;
- Creation of high performing teams by unleashing potential;
- Ensure alignment and integration of people management processes such as high performance management, succession planning and management, etc.; and
- To make informed strategic people management decisions in support of business objectives and ultimately support the retention of talent to enable business continuity
- To provide a Corporate, Divisional, team and/or individual view of employee capabilities aligned to talent requirements
- Facilitate and support effective succession planning for critical and important roles in the business

3. Scope of Work

The IDC would like to appoint a service provider to provide a Talent Management Solution to the IDC. The solution should focus on talent management as a process, with the ability to leverage off (pull data) other related people management processes and systems where necessary.

- **Solution:**

The appointed service provider will be required to supply, implement, support and maintain the Talent Management System that provides, but not limited to, the following functionalities:

 - Functionality to place people into a nine box talent management grid;
 - Ability to provide succession plans indicating potential successors at various “readiness” levels aligned to critical and important roles in the business.
 - Ability to perform 360 degree assessment
 - Capturing and storing of comprehensive job profiles
 - Ability to do development gap analysis and to provide possible development interventions aligned to the role capabilities
 - Ability to provide simple, user friendly reporting of talent data and metrics at Corporate, Divisional, team and individual level
 - Ability to house employment equity plans and generate reports in line with Department of Labour reporting requirements (optional value add requirement)

- Ability to generate needs based employment equity reports in line with the Corporations Employment Equity plan and undertake “what if” analysis at Corporate, Divisional and team levels (optional value add requirement)
 - Ability to define competencies
 - Ability to link (pull data to ensure real-time data) from the Corporations main people database being SAP.
- Training:
The bidder will also be required to provide classroom training to 5 IDC employees to capacitate Human Capital staff on the system.
 - Deployment of Solution:
The service provider will deploy the system to the IDC: on a full scale implementation. The appointed bidder will be required to roll out the talent management system to the entire organisation to meet the talent management system requirements of the organisation.

Note: Bidders may integrate their solution to IDC SAP and could also propose a standalone system.

4. Current IDC Infrastructure

The IDC campus consists of two server farms located in two different buildings. HP is the current server and storage infrastructure used in these server rooms with a combination of Hyper-V and VMware as the virtual platform.

Server and Storage Information:

- Current Backup software and Library: Veeam and HP Tape Library
- Current HP Storage Infrastructure: 2 X HP 3Par 8400
- The 1st HP EVA is hosted in the main building
- The 2nd HP EVA is hosted in another building in the same campus.
- Disk capacity is sufficient to allow for full data replication.
- Connectivity between the two buildings is multiple fibers and is sufficient for data replication.
- VMware 6.0 cluster with eight nodes.

Enterprise Architecture level the environment consists of:

- Windows Server 2008 R2 and 2012 R2
- Veeam for virtual backup to disk and replication
- Active directory, (Domain functional level: Windows Server 2012 and Forest Functional level 2012)
- Microsoft Exchange server 2010
- File & Print with DFS
- SQL Server 2005, 2008, 2012(Enterprise High Availability)
- Microsoft MCS and NLBS Clustering,
- Firewall and Proxy,
- IIS,
- SharePoint 2013 and

5. Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to annual review of service provider’s performance. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

6. Technical Evaluation Criteria

6.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

6.1.1 Microsoft platform	Comply	Not Comply
<p>The proposed system must be able to run on a Microsoft platform and virtualised environment.</p> <p>Bidder must indicate how the proposed system will achieve this requirement.</p>		
<p>Substantiate / Comments</p>		

6.1.2 Scalability	Comply	Not Comply
<p>The system should be sufficiently scalable to cater for future increase in user numbers.</p> <p>Bidder must indicate how the proposed system will achieve this requirement.</p>		
<p>Substantiate / Comments</p>		

6.1.3 Link (Pull Data from SAP)	Comply	Not Comply
<p>The proposed system must be able to link (pull data to ensure real-time data) from the Corporations main people database being SAP so as to extract employee related information.</p> <p>Bidder must indicate how the proposed system will achieve this requirement.</p>		
<p>Substantiate / Comments</p>		

6.1.4 Role-based users	Comply	Not Comply
<p>The proposed system should be able to create users based on their roles within the organisation.</p> <p>Bidder must indicate how the proposed system will achieve this requirement.</p>		
Substantiate / Comments		

6.1.5 Customisation	Comply	Not Comply
<p>The proposed system and reporting functionality must be customisable to address the IDC requirements which include generation of reports.</p> <p>Bidder must indicate how the proposed system will achieve this requirement.</p>		
Substantiate / Comments		

6.2 Non-Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

6.2.1 Talent Management Grid	Comply	Partially Comply	Not Comply
<p>The proposed system must have the functionality to place employees into a customised nine-box talent management grid.</p> <p>A Bidder must demonstrate how does the system define and will assess potential, as well as how the performance information will be integrated to the grid.</p>			
Substantiate / Comments			

6.2.2 360 Assessment	Comply	Partially Comply	Not Comply
<p>The proposed system must have the ability to perform 360 degree assessment.</p> <p>Bidder must indicate how the proposed system will achieve this requirement.</p>			
Substantiate / Comments			

6.2.3 Job Profiles	Comply	Partially Comply	Not Comply
<p>The proposed system must be able to capture/store job profiles.</p> <p>The Bidder must demonstrate how the system can develop job profiles in line with other talent management processes such as talent acquisition, career management, succession readiness, etc.</p>			
Substantiate / Comments			

6.2.4 Gap Analysis and Interventions	Comply	Partially Comply	Not Comply
<p>The proposed system must have the ability to do development gap analysis and to provide possible development interventions.</p> <p>The Bidder must be able to demonstrate how the system can perform the skills gap analysis (WSP) and how it support Personal Development Plan</p>			
Substantiate / Comments			

6.2.5 Talent Management Reports	Comply	Partially Comply	Not Comply
<p>The proposed system must have the ability to generate reports at Corporate, Divisional, team and Individual level covering the following:</p> <ol style="list-style-type: none"> 1. Personal Development Reports 2. Succession Readiness Reports 3. Career progression/management reports 4. Talent Acquisition turnaround report 5. Performance monitoring report (optional) 6. Retention Risk report 7. Succession development report <p>Reports should be user friendly, simple and provide relevant views in “one pager” type dashboards</p> <p>The bidder must provide sample reports as part of the submission</p>			
Substantiate / Comments			

6.2.6 Employment Equity Reporting functionality (optional value addition)	Comply	Partially Comply	Not Comply
<p>It would be advantageous if the proposed system has the ability to:</p> <ul style="list-style-type: none"> • House employment equity plans and generate reports in line with Department of Labour reporting requirements (optional value add requirement) • Generate needs based employment equity reports in line with the Corporations Employment Equity plan and undertake “what if” analysis at Corporate, Divisional and team levels (optional value add requirement) <p>Bidder must indicate does the proposed system achieve this requirement.</p>			
Substantiate / Comments			

6.2.7 Value Add	Comply	Partially Comply	Not Comply
<p>The bidder must provide a detailed specification of the proposed system clearly outlining the additional system functionalities over and above the functionalities specified in this RFP document.</p> <p>The Bidder must also demonstrate how the system was successfully rolled out in other organisations. The Bidder must also demonstrate the system's ability to integrate Talent and Performance Management</p>			
Substantiate / Comments			

6.2.8 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in Implementing the proposed Talent Management System.</p> <p>The bidder must provide two (2) relevant contactable references of clients where the bidder has successfully implemented/rolled out Talent Management Systems done in the past 5 (five) years. Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

6.2.9 IMPLEMENTATION PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must provide a detailed project implementation plan which must include but not limited to the following:</p> <ul style="list-style-type: none"> • Approach to be followed for implementation; • Implementation scope • Time frames; and • Deliverables 			
Substantiate / Comments			

6.2.10. QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
<p>The bidder's key personnel of the proposed team must have relevant qualifications, skills and experience in implementing the proposed Talent Management System.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to Table (B) Annexure 5 of this document for the format in which the required information must be provided. • CVs of the key personnel; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above. • Training certificates as proof that team members are trained on the proposed system. 			
Substantiate / Comments			

6.3 System Demonstration

Bidders, who obtain a score of 42 points out of 60 points or more in 6.2 above, will be requested to demonstrate the functionality of their proposed system at the IDC offices. Evaluation of the demonstration will contribute to the bidder's overall score. The system demonstration should provide evidence of all technical / functional criteria listed in 6.1 and 6.2 above.

6.3.1 Demonstrations (Practical Evaluation)	Max Points
6.3.1 Functionality to place people into a nine box talent management grid and provision of succession plans at the various readiness levels - to be provided at Corporate, Divisional, team and individual level	5 points
6.3.2 Ability to perform 360 degree assessment	5 points
6.3.3 Capturing/housing of job profiles	5 points
6.3.4 Ability to do development gap analysis and to provide possible development interventions	5 points
6.3.5 Ability to define competencies	5 points
6.3.6 Ability to generate reports at Corporate, Divisional, team and individual levels	5 points
6.3.7 Ability to create users based on their roles within the organisation	3 points
6.3.8 Ability to house and report on employment equity requirements as stipulated	2 points
6.3.9 Other value add functionalities	2 points
6.3.10 Customisation ability	3 points

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

8.1 Table A: Software

Cost Elements		Cost (vat Excl.)
Talent Management System		
Maintenance and Support	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	
Sub-total (A) VAT Excl.		

Note: The bidder must provide details of the proposed software licensing structure.

8.2 Table B: Professional Services i.e. and Training

Activities/Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Implementation,				
Training five (5) employees				
Disbursements				
Sub- total (B) VAT Excl.				

Notes on pricing:

- Disbursements (incidental expenses other than costs specified above e.g. travel and accommodation, printing costs, venue hire, and equipment hire etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.
- The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Total Disbursements	

Total Bid Price (A+B) VAT Excl.)	
---	--

Note: The bidder must clearly define and provide all cost related to implementation. Disbursement costs must be clearly defined here.

8.3 Rates for addition work

The bidder must provide rates that will be used to bill for any possible additional requirements e.g. scope creep, post-implementation support, training and additional licenses etc.

Software Licenses	
Description	Unit Price (VAT Excl.)
Professional Fees	
Resources	Hourly Rate ((VAT Excl.)

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T04/01/17**, the General Conditions, and all other Annexures to the RFP Document, we offer for the supply, implementation, support and maintenance of a talent management system to the IDC at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 3 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Annexure 4 – Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

5.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

5.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

5.3 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the key personnel of the bidders' proposed team:

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

Annexure 6 – BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.
