

# REQUEST FOR PROPOSAL (RFP)

## CONFIGURATION OF COLLABWARE, INTEGRATION TO ELECTRONIC DOCUMENT & RECORD MANAGEMENT SYSTEM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

The ELIDZ invites suitably qualified and competent service providers to respond to the Request for Proposals (RFP) for configuration and phase two implementation of collabware, an integrated electronic document and record management system for the East London Industrial Development Zone.

Tender Reference No.	Tender Description / Name	Closing Date / Time
RFP-EDRMS-RM19	CONFIGURATION OF COLLABWARE, INTEGRATION TO ELECTRONIC DOCUMENT & RECORD MANAGEMENT SYSTEM	25 FEBRUARY 2019 @ 12:00

### BRIEFING MEETING:

**Note:** A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place at **East London IDZ, Head Office building, auditorium on 11 February 2019 starting at 10:00 hours. Participants arriving more than 15 minutes late from start time will not be allowed to attend the meeting.**

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "**Envelope A - Technical Proposal**" and "**Envelope B – Financial Proposal**". Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A Non-written and non-signed ELIDZ Price Schedule of the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any price details in "Envelope A - Technical Proposal" will result in the disqualification of the tender.
- Tenderers are required to submit company registration documents and ELIDZ procurement handbook with their tender.
- Tenderers should be registered on CSD database from Treasury and in possession of a MAAA number

### EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBBEE.

### Score breakdown:

- 80 Points for Price
- 20 Points for BBBEE

All tenders with functionality less than 80% of the total functional requirements will not be considered for the next stage of tender evaluation.

### TENDER DOCUMENT & SUBMISSION:

The RFP document will be available on the ELIDZ website on the **4 February 2019 at 12h00 (Noon)** at no cost. [www.elidz.co.za](http://www.elidz.co.za) under **Opportunities >> Tenders**

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in **ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London at reception.**

**ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.**

### TENDER ENQUIRIES:

Queries relating to this tender may be addressed to: Ms. Zandile Mtebele  
T: +27 43 702 8200 | E: [zandile@elidz.co.za](mailto:zandile@elidz.co.za)

