

RFQ : 09/7/2018 Scholarly Communication

ASSAf requires to appoint a service provider for a period of 48 months to provide institutional repository services on a DSpace platform.

All technical queries may be directed to Dr Leti Kleyn at leti@assaf.org.za

All queries relating to the bid documentation may be directed to scm@assaf.org.za

Deadline for submissions: **27 July 2018**

ELIGIBILITY PROFILE

The prospective service provider should:

- Demonstrate knowledge and experience of DSpace software.
- Be able to work with the latest release of the software and its technical requirements.
- Be able to customise and develop the platform to institutional requirements.
- Technical experience in the use of scripting languages and software:
 - Extensive DuraSpace knowledge; relevant programming language experience in HTML, XML, PHP, Java, etc.;
 - In depth knowledge of Linux;
 - Experience of Web Server;
 - Technologies and configurations such as Apache, Tomcat, IIS;
 - Experience in the following: CSS, JavaScript, JQuery, XSLT, Bootstrap, Angular JS, PostgreSQL.
- At least 3 years' experience in the implementation and maintenance of a DSpace platform.
- Be familiar with Open Access initiatives and use of Open Source Software.

SCOPE OF WORK AND DELIVERABLES

- SWOT evaluation of current system.
- General institutional repository system maintenance.
- Regular DSpace system updates and upgrades.
- Server operating system level support – if required.
- Developing automated and accurate usage statistic reports.
- System customization, process automation and bulk import.
- Plugin products such as ORCID, Altmetrics, Dimensions and Creative Commons.

EVALUATION CRITERIA FOR BIDS

The evaluation criteria for the assessment of the proposals will be based on functionality. Bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on the level in the Broad Based Black Economic Empowerment (BBBEE) Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.

All bidders who score less than 70 out of 100 points for functionality will not be considered for further evaluation. Bidders will be shortlisted and may be invited to do a presentation on their proposals at their own cost.

The Bid is expected not to exceed R500 000.00 and therefore the 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

The following criteria will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2017, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000:

Rating Scale:

0 = non-compliance	1 = poor	2 = fair	3 = good	4 = very good	5 = excellent
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CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
Deliverability	Evaluation of requirements and specifications	30%
Diversity of skills	Range of repository services that can be delivered	20%
Work process innovations	Examples of automation and innovation on DSpace platforms	15%
Portfolio and experience	Examples of system/s established or maintained	15%
Quality of previous work	Feedback from clients (see mandatory requirements)	10%
Employee CVs	Levels of experience and diversity of skills (see mandatory requirements)	10%

MANDATORY REQUIREMENTS

In summary, ensure that the following are attached (mandatory requirements):

- The company profile detailing infrastructure, experience, offices and capacity and track record:
- Abridged CVs of team members including proof of valid and certified qualifications and registration documents with the professional body, if applicable.
- Three (3) references past and present clients on similar assignments.
- All Standard Bidding Documents (SBD forms) must be fully completed and signed.

- Provide proof of inclusion in the National Treasury CSD or be able to apply to this database (international providers do not have to adhere to this).

Note: Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.

Late Bids. Bids received late will not be considered.

CONDITIONS

- Service providers should provide a cost estimate of a fixed hourly rate based on a set number of hours per annum.
- Successful service provider should be prepared to engage in price negotiation.

SUPPORTING DOCUMENTATION

- Original or Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE). Foreign suppliers do not have to submit as they are exempted.
- Proof of CSD registration.
- In case of a non-VAT Vendor please indicate so.

ASSAF has the right to withdraw any quotation at any time within the validity of the quotation.