

RFQ : 20/05/2021 Major Upgrade: Open Journal Systems (Khulisa Journals Platform)

ASSAf seeks to appoint a service provider to upgrade Open Journal Systems Version 3.1.2.1 used to manage the *Khulisa Journals Platform* (<https://journals.assaf.org.za/>), to [Open Journal Systems Version 3.3.0-6](#). The platform currently hosts 12 live journals.

All technical queries may be directed to Mrs Ina Smith at ina@assaf.org.za

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

Deadline for submissions: **31 May 2021**

SCOPE OF WORK AND DELIVERABLES

Upgrade Open Journal Systems Version 3.1.2.1 used to manage the *Khulisa Journals Platform* (<https://journals.assaf.org.za/>), to [Open Journal Systems Version 3.3.0-6](#).

Specifications:

- The complete current OJS system (incl. workflows, metadata, and files (during Submission, Review, Copyediting and Production) should be successfully upgraded from OJS 3.1.2.1 to OJS 3.3.0-6.
- The process should be seamless, and with minimum interruptions.
- Conduct validation and quality assurance checks along with the Khulisa Journals Team to make sure the upgrade was successful
 - that the journals' content is intact including user data
 - plugins are working properly and were necessary upgraded

Service providers should have demonstrable expertise or experience in:

- PKP Open Journal Systems (OJS)
- Current web development technology (more especially PHP, XML) and SQL, Apache, and Linux server administration
- Scholarly journal workflow in an academic environment

Service providers should be able to demonstrate that they have the capacity to meet the diverse specifications and tight deadlines.

SUPPORTING DOCUMENTATION

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE).
- Proof of CSD registration.
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non Vat Vendor please indicate so.
- Completed Standard Bidding Document (SBD Forms).
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation. ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the Standard bidding document and will at its own discretion appoint the next qualifying supplier.

EVALUATION CRITERIA FOR BIDS

The evaluation criteria for the assessment of the proposals will be based on functionality. Bidders who 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 may be requested to provide evidence and examples of previous work and/or references.

The 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

The following criteria will be used

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
Expertise	Expertise and ability to provide scope of the work and deliverables	30%
Experience	Experience in providing scope and deliverables (at least three years' experience)	30%
Capacity	Capacity to deliver on scope and specifications	15%
Client feedback	Feedback from previous or existing clients (three current reference letters from the past or present client)	10%
Examples of work	Three examples of work of excellence	15%

MANDATORY REQUIREMENTS

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

- The company profile detailing infrastructure, experience, and capacity.
- Three (3) references from past or present clients on similar assignments.
- All Standard Bidding Documents (SBD forms) must be fully completed and signed.

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.

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