



## Request for Quotations

### **Purpose of this Document**

The Gauteng Film Commission (GFC) wishes to appoint suitably qualified and experienced Service Providers to implement the Contracts and Finance module of the grants management system.

#### **The following documents need to accompany the quotations.**

- Tax clearance certificate accompanied by a pin for further verification.
- Certified BBBEE certificate and CSD Registration number

Completed quotes must be submitted via email to [quotes@gautengfilm.org.za](mailto:quotes@gautengfilm.org.za) by no later than Monday, November 25, 2022 at 23:59.

Technical inquiries should be directed to Mr. Isaac Mkgaphane [isaac@gautengfilm.org.za](mailto:isaac@gautengfilm.org.za)

\*Only written inquiries will be attended to\*

### **Evaluation Process**

#### **PRICE AND BBBEE POINTS**

The 80/20 preferential point system as per the [Treasury Framework Act of 2000](#) will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status

### **Specification**

The GFC recently implemented the Good Grants System ([www.goodgrants.com](http://www.goodgrants.com)) to manage the grant application process. We wish to appoint a suitably qualified and experienced service provider to implement additional two modules namely (Contracting and Finance). We further require the service provider to assist in developing the capacity of the relevant staff to manage the system.

**The overall purpose of this Consultancy is to support GFC to improve the current process by:**

1. Designing and developing additional modules to the current Grant Management System.
2. Implementation of the Contract Module
3. Implementation of the Finance Module
4. Implement a robust notification system for all user levels
5. Provide technical and nontechnical continuous support
6. Clearly defining roles and responsibilities for the system users identified as key stakeholders; and
7. Building the capacity of the relevant staff to manage the system on a sustainable basis through specific training, help documents, and tutorials

8. Business process mapping of grant funding process, functions, and assignment

**Key Tasks of the Service Provider**

- ✓ Present a proposed plan with development methodology for the implementation of the Additional modules
- ✓ Facilitate data migration and verification
- ✓ Provide an Application Programming Interface (API) for interlinkage to other internal software systems
- ✓ Provide relevant training for different users on how to use the system. These will be complemented by training modules, help systems, and technical documents before handover.
- ✓ Provide support for the duration of the license
- ✓ Enable SMS Notifications on the system

**Training Requirements for:**

**GFC Reviewers:**

- ✓ View, sort, and search assigned applicants
- ✓ Review applications and provide feedback

**For GFC Staff:**

- ✓ Register on the system (Approval and role assignment as administrator)
- ✓ View Compliance Information
- ✓ Prepare, view, and publish calls for proposals
- ✓ Send out notifications to applicants (*automatic acceptance and reject letters*)
- ✓ Move applications within the system
- ✓ Archive Applications
- ✓ Search the applications
- ✓ View reports on applicants
- ✓ Manage users, roles, and access
- ✓ Import/export bulk data via Excel/CSV and PDF
- ✓ Manage the contents of the system by adding/editing categories and pages
- ✓ Manage content like notices, news, and photo galleries.
- ✓ View applicant's email addresses
- ✓ Export applications into Word to form activation reports
- ✓ Print Activation report
- ✓ Load Activation reports onto the system
- ✓ Load Contract Templates on the system
- ✓ Send out contracts to Applicants

- ✓ Review Contracts
- ✓ Load signed Activation reports onto system
- ✓ Fill in disbursement information
- ✓ Print disbursement information
- ✓ Load the disbursement form into the system
- ✓ Load project material
- ✓ Save project material
- ✓ Load close out reports