



Request for Quotations

Purpose of this Document The Gauteng Film Commission (GFC) wishes to appoint suitably qualified and experienced Service Providers to submit quotations and fee structures for the provision of Microsoft Power Automate implementation services to the GFC

The following documents need to accompany the quotations

- Tax clearance certificate accompanied by a pin for further verification.
- SBD 4 form, Certified BBBEE certificate, and CSD Report

Completed quotes must be submitted via email to quotes@gautengfilm.org.za by no later than Monday, November 28, 2022, at 23:59.

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

I. Service Provider Requirements

The appointed service provider/s will be expected to deliver on the following specification

- The consultant or service provider is required to develop, implement, and manage a Microsoft Power Automation solution for the GFC.
- Provide Microsoft Power Automate services to install, configure, design, develop, test, implement and support the Business Automation Solution
- A minimum of 4 years of business Automation experience in Power Automate / Microsoft Flow
- The service provider must provide details of companies where they have designed and implemented the solution. Please furnish three references. The reference should include the company name, contact person, contact number, and address.
- The service provider must be accredited to provide the proposed solution. Please attach a letter or certificate to confirm accreditation (Microsoft cloud partner)

2. Scope of Work

- Provide a quotation for 100 hours of professional services as described in the scope of work.
 - Develop document approval flows for documents or processes across several business units.
 - Develop and automate approvals for ten (10) Forms
 - Develop and document a best practice guide for the development of automation.
 - Do skills transfer to allocated GFC staff. A skills transfer plan will be agreed upon and drawn up.
 - All data required will be provided to the successful bidder.
- Provide the hourly rates of the assigned resources and give a total cost based on the requested maximum of 100 hours of required professional services.
- Hours not used in the development of the solution will be used later for support services as and when needed within a period of three months after the commencement of the development work.

Service	Quantity
100 Hours of Professional Service <ul style="list-style-type: none"> - Develop document approval flows for documents or processes across several business units. - Develop and automate approvals for ten (10) Forms - Develop and document a best practice guide for the development of automation. - Do skills transfer to allocated GFC staff. 	1
Hourly Rate <ul style="list-style-type: none"> - Provide a detailed cost schedule indicating hourly rates of assigned resources and give a total cost based on the requested maximum of 100 hours of required professional services. 	1
Software Licencing <ul style="list-style-type: none"> - Any licencing that will be required to implement Microsoft Power Automate. 	1