



Request for Quotations

Purpose of this Document	<p>The Gauteng Film Commission (GFC) wishes to appoint suitably qualified and experienced Service Providers to design and implement Document Management System / Intranet, which will be based on Microsoft SharePoint online for the organization. The following documents need to accompany the quotations.</p> <ul style="list-style-type: none">- Tax clearance certificate accompanied by a pin for further verification.- Certified BBBEE certificate, SBD 4, 8, 9, and CSD Report <p>Completed quotes must be submitted via email to quotes@gautengfilm.org.za by no later than 10 November 2023 at 23:59. Technical enquiries can be forwarded to Bubele Ngxola bubelen@gautengfilm.org.za</p>
Evaluation Process	<p>PRICE AND BBBEE POINTS</p> <p>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 Specific Goals of the Project.</p>

Scope of Work

The GFC seeks to appoint a suitably experienced service provider to implement a Document Management System / Intranet, which will be based on Microsoft SharePoint online. The GFC comprises of the following departments:

GFC Department

- o Office of the CEO
- o Finance
- o Marketing and Communications
- o Industry and Development
- o Human Resource
- o Information Communication and Technology

The service provider is expected to:

- Organise Data that is on OneDrive per department prior to moving it to Microsoft SharePoint Online. This layout will be aligned with the GFC's organisational design (structure) as listed in above.
- Ensure the correct permissions are applied as per user requirements on Microsoft SharePoint online.
- Adoption of appropriate business analysis processes for the elicitation of these requirements will form part of the project activities.
- Handling of Documents and Electronic Records (MS Teams recording saved on SharePoint) and responsible for document retention, data lifecycle management, and easy/efficiency.
- Creation of the necessary policies, procedures and automate where possible, both documented and technological.
- Hold one training session per department.
- Hold an additional training and skills transfer with the ICT department.
- Provide technical support for a period of 12 months.
- Data governance and reporting to be performed monthly. This includes the provision of relevant reports to ICT department and advise on the optimal use of the solution.
- All GFC staff linked to the Intranet landing page.
- Intranet ability to be linked the GFC website and must incorporate GFC corporate branding/logo on the Intranet.

Intranet user interface functionality

- GFC staff intranet landing page
- GFC Funded Films Directory
- Important GFC resources (Processes, Procedures, training material)
- Beneficiaries contact details and projects.
- Upcoming Events Calendar or Funding windows
- Booking/ Availability of the board room and postproduction suite

Deliverables

- Project plan outlining key milestones
- Quality assurance plan
- Support and maintenance
- Backup plan
- SLA documents