


ENGINEERING COUNCIL OF SOUTH AFRICA		 ECSA <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
REQUEST FOR PROPOSALS ON ICT TURNAROUND STRATEGY CONSULTANT		
Unique Identifier: ECSA/RFP03/2020		Date: 23 OCTOBER 2020

(PRIVATE & CONFIDENTIAL)

REFERENCE NUMBER: **ECSA/RFP03/2020**

Issue date: **23 OCTOBER 2020**

Submission closing/due date: **13 NOVEMBER 2020 (FRIDAY) Time: 12H00**

1. INTRODUCTION

The Engineering Council of South Africa (ECSA) is a statutory body established in terms of the Engineering Profession Act (EPA), 46 of 2000. Its primary role is to regulate the engineering profession. Its core functions includes accreditation of engineering programs, evaluation of engineering qualifications, registration of persons as professionals and in specified categories, maintenance of registration through Continuing Professional Development (CPD) and the regulation of the conduct of registered persons.

ECSA Business Approach and Values

Our approach is to meet and exceed stakeholder requirements by ensuring that:

- All applicable laws and regulations are observed;
- There is a risk based approach in the development and management of business processes and systems;
- We continually improve our processes and systems in line with changing environments; and
- Our values are embedded in all that we do. `
- Our business approach is a license to provide services and/or products to ECSA.

It is therefore required of our external providers to observe, embrace and uphold ECSA value system.

2. SCOPE OF WORK

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) TURNAROUND STRATEGY CONSULTANT

2.1 Terms of Reference:

The Consultant: Information and Communications Technology (ICT) reports to the Chief Executive Officer and is responsible to deliver the following:

2.1.1 A holistic and integrated ICT strategy to drive the support and optimisation of ECSA business processes and systems.

2.1.2 A strategy operationalisation and implementation plan including but not limited to:

- a) Fit for purpose ICT infrastructure;
- b) Define the ICT service delivery model;
- c) Defined requisite ICT capabilities for ECSA;
- d) Restructuring and or reorganisation of the ICT function.

2.1.3 Contribution to the implementation of ECSA's Digitalisation Project including but not limited to the following:

- a) Participate and give advice on the assessment of proposals solicited through the Expression of Interest. Click on the hyperlinks to access the invitation documents: [Expression of Interest](#) and [ICT Specification: Digitalisation of ECSA Mandate](#);
- b) Participate and give advice on the drafting of Service Level Agreements (SLA's);
- c) Participate and give advice on the Risk Management of the project;
- d) Review Project Management deliverables that will be compiled by the Digitalisation Partner;
- e) Review Software/Systems Development deliverables that will developed by the Digitalisation Partner throughout the Software Development Life Cycle (SDLC).

3. REQUIRED COMPETENCIES

The Consultant: Information and Communications Technology (ICT) must possess a minimum of the following capabilities, skills and experience:

- a) ICT Strategy Formulation and Implementation
- b) Software/Systems Development, Configuration and Maintenance
- c) Understanding of Digital Transformation and 4th Industrial Revolution Concepts, Technologies and Trends
- d) ICT Operations
- e) ICT Infrastructure and Security
- f) ICT Governance including COBIT and ITIL
- g) ICT Project Management
- h) ICT Risk Management
- i) Change Management

4. PROPOSAL EVALUATION

Evaluation process

This proposals will be evaluated in two stages. An envelope for quality/technical proposal and a separate envelope for pricing.

Stage 1: Quality/Technical

All Bidders who score less than (70% out of 100%) on functionality will not be considered for further evaluation on Price.

No	Description of functional/quality area	Points
1	Relevant experience on ICT Strategy	25 Points
2	Relevant experience on Software Development, Configuration and Maintenance	30 Points
3	Relevant experience on development of ICT Systems Service Level Agreements	20 Points
4	Qualifications and competency--demonstrate capacity to deliver (certified copies of qualifications)	10 Points
5	Deliverables and work programme: plan to execute the work & timelines	15 Points
	TOTAL	100 Points

The proposals must include at least three (3) contactable references for relevant projects completed within the last 5 years.

Stage 2: Pricing

The price will be evaluated against the proposals offered by Bidders.

5. PROPOSAL EVALUATION

Proposals must be submitted to ECSA's Offices before the closing date and time in two separate sealed envelopes marked "**technical**" and the other "**pricing**" with suitable covers clearly indicating the name and address of the bidder, proposal reference number and the closing date.

The submission must be placed in the ECSA Tender Box located in the Reception of ECSA, 1st Floor Waterview corner, 2 Ernest Oppenheimer Avenue, Bruma, Johannesburg or posted to: Private Bag X691, Bruma, 2026 to arrive no later than closing date and time indicated above.

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

6. ENQUIRIES

Technical Enquiries

Telephone number: Nosintu Manqoyi on (011) 607 9545

Email address: nosintu@ecsa.co.za

Supply Chain Management

Telephone number: Otto Mabugana or Victor Leshiba on 0116079505

Email address: otto@ecsa.co.za or victor@ecsa.co.za