

**REQUEST FOR PROPOSALS**

**SAMA MEMBER PORTAL**

**The South African Medical Association**

a non-profit company duly registered in terms of the Companies Act, 71 of 2008

Registration Number 1927/000136/08

(Hereinafter referred to as **“SAMA”**)

TABLE OF CONTENTS

[1. Introduction 3](#_Toc148957456)

[2. Request for Proposals 3](#_Toc148957457)

[3. Application Submission: 4](#_Toc148957458)

[5. Qualification Criteria 5](#_Toc148957459)

[6. Bid Evaluation and Selection Procedure 7](#_Toc148957460)

[7. Presentation 8](#_Toc148957461)

[8. Amendment to RFP 8](#_Toc148957462)

[9. Rejection of Application 8](#_Toc148957463)

[10. Disclaimer 9](#_Toc148957464)

[11. Annexures 9](#_Toc148957465)

[a) Annexure A: Business Requirements Document 9](#_Toc148957466)

[b) Annexure B: Functional Specification Document 9](#_Toc148957467)

[c) Annexure C: Application Cover Letter 9](#_Toc148957468)

[d) Annexure D: Company Profile 9](#_Toc148957469)

[e) Annexure E: Financial Information 10](#_Toc148957470)

[f) Annexure F: Qualification Criteria 10](#_Toc148957471)

## Introduction

The South African Medical Association ("SAMA") was established in 1927 and became known as it is today through the unification of a variety of doctors' groups on 21 May 1998 that had represented a diversity of interests. SAMA is a non-statutory, professional association for public and private sector medical practitioners. SAMA is registered as a non-profit company in terms of the Companies Act. SAMA is a voluntary membership association, existing to serve the best interests and needs of its members in any and all healthcare-related matters.

SAMA is embarking on a project to build a web-based member portal for its 12 000+ members. The platform will not only help members to easily communicate with SAMA but will also create a platform for members to engage socially and professionally with one another.

The purpose of this RFP is to invite proposals from reputed and experienced IT Organisations for the development of the web-based SAMA Member Portal.

## Request for Proposals

SAMA invites applications from eligible and experienced IT firms for the development of the SAMA Member Portal. Biding organisations may note the following:

1. This Request for Proposals would not be binding SAMA in any form.
2. Bidders are advised to study all instructions, forms, requirements, and other information in the RFP documents carefully.
3. The bidder are encouraged to at their discretion, submit their suggestions on the project structure, development work packages, and skills required in the enquiry along with their interest. SAMA reserves the right to accept/ reject any or all suggestions/ inputs. The bidders/ shortlisted bidders shall have no right or claim in this regard.
4. Suggestions shall in no way guarantee the allotment of work to the shortlisted organisations. SAMA reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
5. The bidders must submit their applications in accordance with the requirements contained in this RFP document to be considered for evaluation and shortlisting.
6. This RFP does not bind SAMA to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this RFP.
7. SAMA reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

## Application Submission:

|  |  |  |
| --- | --- | --- |
| **No** | **Information** | **Details** |
| 1 | Email to which applications must be submitted | [IT@samedical.org](mailto:IT@samedical.org) |
| 2 | Date of Issue of this Request for Proposal | 24 October 2023 (08h00) |
| 3 | Last date and time for submission of applications | 06 November 2023 (17h00) |
| 4 | Contact Details | [IT@samedical.org](mailto:IT@samedical.org)  (012) 481 2000 |
| 5 | Contact Persons for Clarification | Mr A Mlanjana HOD – IT  Mr R Lategan HOU – IT |

* Applications **MUST** be sent by email **ONLY.**
* The subject line should be “**COMPANY NAME: SAMA MEMBER PORTAL APPLICATION”.**
* No application shall be entertained after the expiry of the due date and time.

1. **Scope of Work:**

The appointed organisation will be responsible for the development of the various system features as stipulated in the **Business Requirements Document (Annexure A)**, which covers the “What” of the desired system. The development will also be guided by the **Functional Specifications Document (Annexure B)**, which covers the “How” of the desired system. The firm will work closely with the internal IT department and project team in the planning and implementation of the Member Portal Project. The organisation will participate in and be responsible for the following project milestones:

a) Project Planning

b) Portal Development

c) Full System Testing (Unit Testing, Integration Testing and User Acceptance Testing)

d) Training of the Internal Support Team

e) Project handover, Close off and Further Recommendations.

4.4 Other project requirements:

1. Project Reporting in Line with Agreed Project Plan

## Qualification Criteria

Bidders are expected to meet the following qualification criteria. An application failing to either meet these criteria or not furnishing the requisite supporting documents or documentary evidence is liable to be summarily rejected. SAMA shall evaluate the qualification proposal with reference to the information and supporting documents furnished.

The submission file of the bid shall include the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Eligibility Criteria** | **Supporting Documents Required** | **Yes/No** |
| 1 | Authorised Signatory: The application must be signed by the authorised signatory and their contact details must be mentioned on the cover letter of the application. | Application Cover Letter (Addendum 1) |  |
| 2 | Company Profile | Company Profile Details (Addendum 2) |  |
| 3 | Bidder/s should be a partnership organisation, or company registered in South Africa and should be in existence for at least 5 years. | CIPC Registration or,  Memorandum of Association or Partnership Deed. |  |
| 4 | The bidder/s must be registered in South Africa with tax compliance and other administrative authorities related to event and exhibition management. | SARS compliance certificate  CEPA  SAIPCO  SACIA |  |
| 5 | BEE Status | BEE Certificate |  |
| 6 | The bidder/s should have a minimum average annual turnover of R300k in the last three financial years | Financial Statements for last three (3) years and Income Tax Returns  Financial Information (Addendum 3) |  |
| 7 | The bidder/s should have no pending cases or violation of any statutory laws related to illegal activities or financial fraud | Must Submit a Declaration |  |
| 8 | Bidder/s should be certified in the various applicable technologies (technologies as per the Functional Specification, and any other technology that may be recommended) | Valid Individual or Company Certifications |  |
| 10 | Bidder/s should have developed at least three web applications of a similar scope and magnitude | Letter of recommendation of clients  Demonstration of completed web-based portals / applications |  |
| 11 | The Bidder should not have been blacklisted by any of its clients during the last three years. | The bidder shall give a declaration to this effect that they have not been blacklisted by any of its clients as on date of submission of the tender |  |
| 12 | At least three references of the clients with their contact details to whom satisfactory services have been provided | Copy of the appreciation letters; testimonials may also be attached |  |
| 13 | Technical Proposal of Bid | Word Format Detailed Proposal |  |
| 14 | Financial Proposal of Bid | Word Format Detailed Proposal |  |
| 15 | Any other information as needed to comply the aforementioned requirements |  |  |

## Bid Evaluation and Selection Procedure

The Bidder/s shall be short listed after the evaluation of their Bids. The final selection of the bidder/s shall be done on Quality Cost Based System (QCBS) with 70% weighted to the technical parameters and 30% weighted to the financial parameters. Contract shall be awarded to the bidder with the highest QCBS Score i.e., the highest Bidder.

|  |  |
| --- | --- |
| Payment terms | Billing will be done on five equal instalments of 20% each, milestones will be decided at the time of award of work with consultation of shortlisted service provider/s. |

## Presentation

As part of the evaluation of proposals submitted by the bidders, SAMA may seek further information or a presentation from the organisations for evaluation purposes. SAMA may call for such information/presentation at a short notice. SAMA may also call for a briefing either in person, virtual or hybrid to all bidders.

## Amendment to RFP

At any time prior to the last date for receipt of applications, SAMA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP document by an amendment. In order to provide prospective bidders reasonable time in which to take the amendment into account in preparing their proposals,

SAMA may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.

The bidder is required to visit the Tenders Section of SAMA website for any changes or amendments in the RFP before submitting their Applications. <https://southafricanmedical.org/opportunities/>

## Rejection of Application

The application is liable to be rejected if:

a) Not in prescribed forms and not containing all required details.

b) Not properly signed as per requirements.

c) Received after the expiry of due date and time.

d) Missing of any supporting document(s) with the Proposal

## Disclaimer

SAMA shall not be responsible for any late receipt of applications for any reasons whatsoever. Applications received late will not be considered.

SAMA reserves the right:

1. To reject any/all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the SAMA without assigning any reasons thereof.
3. To include any other item in the Scope of work at any time after consultation with bidders or otherwise.

## Annexures

## Annexure A: Business Requirements Document



## Annexure B: Functional Specification Document



## Annexure C: Application Cover Letter



## Annexure D: Company Profile



## Annexure E: Financial Information



## Annexure F: Qualification Criteria

