REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title:** | Interactive Media - Content Recommendation Capability | | |
| **Quotation or Proposal no:** | RFQ/ Content Recommendation Capability | | |
| **RFQ Issue date:** | **07/10/2021** | | |
| **Non-Compulsory**  **Briefing Session** | **11/10/2021 Teams link:**  <https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQ0ZTk1ZjctZGJmNC00NGI3LWEzYjYtZjY3YzM4YzhlYjFm%40thread.v2/0?context=%7b%22Tid%22%3a%22a65a26c5-bb00-4fbd-8211-5240fbf61cc6%22%2c%22Oid%22%3a%22c1d5eba8-c5b8-4e53-8657-468036b9a1cf%22%7d> | | |
| **Closing date:** | **15/10/2021** | | |
| **Closing time:** | **12h00** | **Validity period:** | **90 days** |

**You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.**

**QUOTATIONS OR PROPOSALS TO BE RETURNED TO:**

|  |  |
| --- | --- |
| **Quotations Administrator** | **Tumelo Buang** |
| **Telephone no:** |  |
| **E-mail:** | [quotations@sentech.co.za](mailto:quotations@sentech.co.za) |

|  |
| --- |
| **Form of Offer and Acceptance**  **Offer** |
| The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work |
| The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ. |
| By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ. |
| **THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:**  (in words) …………………………………………………………………………..…………………………………………………..  ………………………………………………………………………………………………………………….……….Rand;  R…………………………………………………(in figures) |
| **THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE** |
| This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature(s) |  |  |  | |
| Name(s) |  |  |  | |
| Capacity |  |  |  | |
| **For the tenderer:** |  | | | |
| Name & signature of witness | *(Insert name and address of organisation)* |  | Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Acceptance** | | | | | |
| By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ. | | | | | |
| Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule. | | | | | |
| The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer’s agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement. | | | | | |
| Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any). | | | | | |
|  | | | | | |
| Signature(s) | | |  |  |  | |
| Name(s) | | |  |  |  | |
| Capacity | | |  |  |  | |
| **for the Employer** | | |  | | | |
| Name & signature of witness | | | *(Insert name and address of organisation)* |  | Date |

RFQ Data

1. **ADMINISTRATIVE RESPONSIVENESS CRITERIA**

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider’s responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

* 1. Supplier’s providing quotations must be registered on the Sentech Supplier Database.
  2. **Quotations must be in a Company Letterhead.**
  3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
  4. Quotations or Proposals must be fully completed and signed in BLACK ink.
  5. Quotations must be submitted via Email.
  6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

1. **EVALUATION CRITERIA**

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

1. **Non-Compulsory BRIEFING SESSION**

**11/10/2021 Teams link:**

<https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQ0ZTk1ZjctZGJmNC00NGI3LWEzYjYtZjY3YzM4YzhlYjFm%40thread.v2/0?context=%7b%22Tid%22%3a%22a65a26c5-bb00-4fbd-8211-5240fbf61cc6%22%2c%22Oid%22%3a%22c1d5eba8-c5b8-4e53-8657-468036b9a1cf%22%7d>

1. **RFQ EVALUATION METHOD**

This RFQ will be evaluated as described in the table below.

|  |  |
| --- | --- |
| **Evaluation Method** | 1. **Stage 1 – Administrative Responsiveness Evaluation**   All the Quotations will be evaluated against the **Administrative responsiveness requirements** as set out in section 2 of the RFQ Data.   1. **Stage 2 – Mandatory Evaluation Criteria**   Proposals that are administratively responsive will be evaluated against the Mandatory Evaluation Criteria. Suppliers must COMPLY FULLY with all the Mandatory evaluation criteria in-order to be evaluated further.   1. **Stage 3 – Functional Evaluation Criteria**   The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.   1. **Stage 4 – Price and Preference**   Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20  Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so. |

1. **Evaluation of Price and Preference**

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

* 1. **Mandatory Evaluation Criteria**

| **Mandatory Criteria** | **Proof Required** |
| --- | --- |
| N/A |  |
|  |  |
|  |  |

* 1. **Functional Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Functional criteria** | **Proof required** | **Maximum points** |
| REFER TO SCOPE OF WORK SECTION |  |  |
|  |  |  |
|  |  |  |

* 1. **The price / preference weighting applicable for RFQ are as follows:**

| **Price / Preference** | **Points** |
| --- | --- |
| **Preference:** | **20** |
| **Price:** | **80** |
| **Total must equal:** | **100** |

* 1. **Preference Point allocation – 80/20**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 80/20 point scoring system | | | | |
| **Preference: 20 Points** | | **Price: 80 points** | | |
| Other: B-BBEE Status Level Contributor | |  | | |
| B-BBEE Level | Number of Points | Price: | 100 % (of 80) | |
| 1 | 20 | Quality / Functionality: | 0 % (of 80) | |
| 2 | 18 |  | | |
| 3 | 14 |  | | |
| 4 | 12 |  | | |
| 5 | 8 |  | | |
| 6 | 6 |  | | |
| 7 | 4 |  | | |
| 8 | 2 |  | | |
| Non-Compliant contributor | 0 |  | | |
|  | | Total must equal: | | **100% (of 80)** |

* 1. **Price Calculation 80/20**

The following formula will be used to calculate the points for price.

Ps= 80 1- (Pt – Pmin)

Pmin

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

* 1. **Scope of Work**

SENTECH requires the appointment of a service provider to develop Machine Learning and Artificial Intelligence based **Content Recommendation Capability** on a web and mobile audio platform.

1. **Background**

SENTECH’s corporate strategy is formulated on the opportunities that exist within the technological advances of present and future technologies namely, 5G, Cloud Computing, Open Computing, Machine Learning, Artificial Intelligence, and the changing landscape of the media industry.

In order to execute these objectives, our Research and Innovation Department’s innovation programme has embarked on the Machine Learning and Artificial capabilities for SENTECH’s broad business requirements.

We are inviting organisations with the relevant skills and experience to advise us on their interest to respond to this Request for Proposal.

1. **Mandatory** **Specifications**

The successful applicant will:

* 1. Online Audio Content Aggregator Specifications should:
* Audio Content Aggregator should be operational for a minimum period of 5 years.
* Provide 10 channels of structured data based on historic usage within their podcast environment. A minimum of 4 podcast channels should be within an online radio station environment.
* Provide documentation regarding content owners acceptance to being involved in the project.
* Each channel should have a minimum of approximately 20 000 streams or downloads per month. This requirement is non-prescriptive however preferable.
* Provide historic user data of between 6-36 months.
* Provide high level overview of possible solution design inclusive of necessary resources for the project.
* Stipulate whether the project will be undertaken behind a subscription wall or session-based data collection,
* The platform should be capable of real-time API integration on a web and mobile platform.
* The software developed should be trialed with participating content providers for a minimum period of 6 months.
* Quantitative data should be available in .csv, xls, txt or format acceptable to collaborating service providers.
* Historic User Data should be available within 3 days from project kick-off.
* Clearly advise on your engagement strategy towards innovation collaboration between multiple parties.
* Outline a programme of skills transfer.
* Showcase an understanding of basic prototype design and UI /UX design for this project.
* Display ability of essential front-end technologies like HTML5, CSS3, JavaScript. Knowledge of third-party libraries like jQuery, LESS, [Angular](https://www.guru99.com/angularjs-tutorial.html) and [ReactJS](https://www.guru99.com/reactjs-tutorial.html).
* Display ability of server-side programming languages like Java, Python, Ruby, .Net etc.
* Knowledge of various DBMS languages MySQL, MongoDB, Oracle, SQLServer are widely used for this purpose.
* Knowledge of caching mechanisms like varnish, Memcached, Redis is a plus.
* Demonstrate exposure to the development of web and mobile Application Programming Interface.
* Demonstrate an ability to write test plans.
* Present Knowledge of Algorithms and data structures.
* Service providers should be available to project workshops and Steering Committee feedback sessions.
  1. Data Science Specifications

• Outline their experience within the Machine Learning and Artificial Intelligence and related fields.

• Showcase experience in collaborating with partners and customers in Machine Learning and Artificial Intelligence projects.

• Provide a high-level outline for areas of collaboration within the Data Science Project i.e. visualization and data dashboards.

• Working Knowledge of R and Python for ML and AI development.

* Provide a high-level Project Plan and approach of their Data Science workflow process, inclusive of the necessary resources required for the project.

• Provide timelines on typical Data Science projects.

* Service providers should be available to project workshops and Steering Committee feedback sessions.
  1. Collaboration and Skills Transfer
* The service providers are required to provide their approach to collaboration between multiple parties inclusive of skill transfer on specific aspects of the project.
* The bidder has clearly outlined how they would transfer theoretical knowledge of ML, AI and API Development as it relates directly to the project.
* The bidder clearly outlines an over the shoulder approach to skills transfer.
* The bidder clearly outlines specific elements of the project with be completed by SENTECH staff, based on the skills they have developed during the project.

1. **Compulsory Site Visit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compulsory Site Visit** | Yes |  | No | x |
| **Indicative Date(s)** |  |  |  |  |
| **Venue (Address)** |  |  |  |  |

1. **Functional / Quality criteria (if applicable)**

(Applicable where Evaluation Method 3 or 4 is used.)

**Online Aggregator Platform**

| **Scoring Criteria** | **Points** | **Weighting factor** | **Proof** |
| --- | --- | --- | --- |
| **(Criteria 1):** Operational Period as an **Online Content Aggregator.** | | | |
| More than 5 years | 15 | **15** | **Attach your Company Profile** |
| Between 3 years but less than 5 years | 10 |
| Between 1 year but less than 3 years | 5 |
| Less than 1 years | 0 |
| **(Criteria 2) Access to Data** | | | |
| Provide 10 channels of structured data based on historic usage within their podcast environment. A minimum of 4 channels should be within an online radio environment. The successful bidder should provide letters from content providers accepting that they would form part of the project. | 30 | **30** | * Attach reference letters.   Provide a written response regarding the scope of each project and the outcome. |
| Provide 10 channels of structured data based on historic usage within their podcast environment. A minimum of 3 channels should be live on radio channels. The successful bidder should provide letters from content providers accepting that they would form part of the project | 20 |
| **(Criteria 3)- Development Skills – Clearly outline skills** | | | |
| **Excellent**  The bidders have clearly outlined their specific skills required for a project of this nature. | 20 | **20** | Provide a written response to the Specifications for this bid |
| **Good**  Bidders response is good but falls just short of elements outlined in the Specifications and Scope of Works. | 10 |
| **Average**  The bidder’s response is common and not comprehensive for the project objectives and methodology. The approach did not respond to all the components of the project. | 5 |
| **Poor**  The bidder’s response is of poor quality and not satisfying the project objectives. The bidder has misinterpreted the Scope of the work/Specifications and not shown a clear understanding of the requirements of the project | 0 |
| **(Criteria 4) Skills Transfer Programme** | | | |
| **Excellent**  The bidder has displayed a thorough understanding of a skills transfer programme and encompasses an appropriate approach that aligns to best principles applied in this field. The bidder has clearly outlined how they would transfer theoretical knowledge of API Development inclusive of how it relates to the project. The bidder clearly outlines an over the shoulder approach to skills transfer. The bidder clearly outlines specific elements of the project which will be completed by SENTECH staff, based on the skills they have developed during the project. | 35 | **35** | * Provide an outline of the proposed skills transfer programme. |
| **Good**  Bidders response is good but falls just short of elements outlined in the Scope of Works. | 20 |
| **Average**  The proposed skills transfer programme approach is common and not comprehensive for the project objectives and methodology. The approach did not respond to all the components of the project. | 10 |
| **Poor**  The bidder’s response is of poor quality and not satisfying the project objectives. The bidder has misinterpreted the scope of the work and not shown a clear understanding of the requirements of the project. | 0 |
| **(Criteria 5) Collaboration** | | | |
| **Excellent**  The bidder clearly outlines best practice approach to collaboration between multiple parties in a project. | 30 | **30** | * Provide an outline for best practice collaboration approach |
| **Good**  Bidders response is good but falls just short of elements outlined in the Specifications. | 20 |
| **Average**  The proposed skills transfer programme approach is common and not comprehensive for the project objectives and methodology. The approach did not respond to all the components of the project. | 10 |
| **Poor**  The bidder’s response is of poor quality and not satisfying the project objectives. The bidder has misinterpreted the scope of the work and not shown a clear understanding of the requirements of the project | 0 |

**Machine Learning and Artificial Intelligence**

| 1. **Scoring Criteria** | **Points** | **Weighting factor** | **Proof** |
| --- | --- | --- | --- |
| **(Criteria 1):** **Service Provider Experience Machine Learning and Artificial Intelligence Projects** | | | |
| More than 5 years | 15 | **15** | **Attach your Company Profile** |
| Between 2 years and 3 years | 10 |
| Between 1 year and 2 years | 5 |
| Less than 1 years | 0 |
| **(Criteria 2) Proven Track Record in the Data Science and Artificial Intelligence collaboration.** | | | |
| Provided proof of five Machine Learning and Artificial Intelligence Projects that was completed. At least 1 of the projects need to have been a collaboration with a customer providing a function within the Data Science project. | 30 | **30** | * Attach reference letters.   Provide a written response regarding the scope of each project and the outcome. |
| Provided proof a four Data Science and Artificial Intelligence Projects that was completed. At least 1 of the projects need to have been a collaboration with the customer providing a function within the Data Science project. This function should exclude Data Collection. | 20 |
| Provided proof three Data Science and Artificial Intelligence Projects that was completed. At least 1 of the projects need to have been a collaboration with the customer providing a function within the Data Science project. | 10 |
| **Methodology (Criteria 3)-Understanding of the Scope Data Science Project** | | | |
| **Excellent**  The bidders thorough understanding of managing a successful Data Science project has been captured and encompasses an appropriate approach that aligns to best principles applied in this field. | 20 | **20** | Provide a written response to the Scope of Works for this bid |
| **Good**  Bidders response is good but falls just short of elements outlined in the Scope of Works. | 10 |
| **Average**  The proposed project approach is common and not comprehensive for the project objectives and methodology. The approach did not respond to all the components of the project. | 5 |
| **Poor**  The methodology is of poor quality and not satisfying the project objectives. The bidder has misinterpreted the scope of the work and not shown a clear understanding of the requirements of the project | 0 |
| **(Criteria 4) Collaboration and Skills Transfer Programme** | | | |
| **Excellent**  The bidder has displayed a thorough understanding of a skills transfer programme and encompasses an appropriate approach that aligns to best principles applied in this field. The bidder has clearly outlined how they would transfer theoretical knowledge of ML and AI as it relates directly to the project. The bidder clearly outlines an over the shoulder approach to skills transfer. The bidder clearly outlines specific elements of the project with be completed by SENTECH staff, based on the skills they have developed during the project. | 35 | **30** | * Provide an outline of the proposed skills transfer programme. |
| **Good**  Bidders response is good but falls just short of elements outlined in the Scope of Works. | 20 |
| **Average**  The proposed skills transfer programme approach is common and not comprehensive for the project objectives and methodology. The approach did not respond to all the components of the project. | 10 |
| **Poor**  The proposed project programme is of poor quality and not satisfying the project objectives. The bidder has misinterpreted the scope of the work and not shown a clear understanding of the requirements of the project. | 0 |

1. **Minimum Score to Qualify (applicable to Functional Criteria)**

If no Functional Criteria, indicate “N/A”

Online Aggregator

|  |  |
| --- | --- |
| **Minimum Score to Qualify for Further Evaluation** | **[Insert Minimum functional/ quality score]** |
| **91/130** | **70%** |

ML and AI

|  |  |
| --- | --- |
| **Minimum Score to Qualify for Further Evaluation** | **[Insert Minimum functional/ quality score]** |
| **80.5/115** | **70%** |

1. **Pricing**

The pricing should indicate a once-off fee

**Online Content Aggregator (3-6 months)**

|  |  |
| --- | --- |
| 1. Customer Data Acquisition 2. Transfer of skill – (Capacity Building) 3. Project Software Development 4. Platform Testing | R  R  R  R |
| VAT | R |
| Total | R |

**Machine Learning and Artificial Intelligence**

|  |  |
| --- | --- |
| 1. Project ML and AI Software Development 2. Transfer of skill – (Capacity Building) | R  R |
| VAT | R |
| Total | R |