

**REQUEST FOR INFORMATION**

**Request for Information for the provision of mining, digitisation and off site storage of hard-copy files that are currently in the NAC basement floor.**

<b>RFI NUMBER</b>	<b>NAC RFI-01-2020/21</b>
<b>CLOSING DATE</b>	<b>28 October 2020</b>
<b>COMPULSORY BRIEFING SESSION</b>	<b>Date: 16 October 2020 Time: at 11:00 am Venue: National arts Council 66 Margaret Mcingana Street (Cnr Gwigwi Mrwebi Street) Newtown, Johannesburg 2113</b>
<b>CLOSING TIME</b>	<b>11h00 (no late, electronic and or facsimile will be accepted)</b>

**Information to be submitted to:**

**66 Margaret Mcingana Street  
(Cnr Gwigwi Mrwebi)  
Newtown  
Johannesburg  
2113**

## TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. OVERVIEW OF THIS RFI.....	3
3. SCOPE OF THE RFI.....	6
4. KEY FACTORS FOR CONSIDERATION.....	7
5. REQUEST FOR INFORMATION DOCUMENTS.....	8
6. PROCESS OF MARKET ENGAGEMENT .....	9
7. SUBMISSION OF REQUESTS FOR INFORMATION.....	9
8. PRICING.....	9

## **1. INTRODUCTION**

The National Arts Council (NAC) is a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The NAC is governed by the National Arts Council Act 56 of 1997 as amended by the Cultural Laws Amendment Act 36 of 2001, and is an agency of the Department of Sport, Arts and Culture

The mandate of the NAC, as set out in Section 3 of the NAC Act is:

- To provide, and encourage the provision of, opportunities for persons to practice the arts
- To promote the appreciation, understanding and enjoyment of the arts
- To promote the general application of the arts in the community
- To foster the expression of a national identity and consciousness by means of the arts
- To uphold and promote the right of any person to freedom in the practice of the arts
- To give the historically disadvantaged such additional help and resources as are required to give them greater access to the arts
- To address historical imbalances in providing infrastructure for the promotion of the arts
- To promote and facilitate national and international liaison between individuals and institutions in respect of the arts;
- To develop and promote the arts and to encourage excellence in regard to these.

The Accounting Authority of the NAC is the Council which is established in terms of Section 4 of the NAC Act.

## **2. OVERVIEW OF THIS RFI**

### **2.1 INVITATION TO SERVICE PROVIDERS**

The NAC hereby invites Service providers to submit information for the rendering of the services to the NAC as described on the cover page, in accordance with the requirements set out in this request for information (RFI).

## 2.2 TIMELINE FOR THIS RFI

The table below lists key events, dates and periods applicable to this RFI.

Step	Description/Details	Date/Period
1	Publication date of RFI	05 October 2020
2	Due date for Service provider to submit its intention to respond	09 October 2020
3	Deadline for registration of Service providers to attend the briefing session	13 October 2020
4	Briefing session and Site inspection : <b>Compulsory</b>	16 October 2020
5	Deadline for requests by prospective Service providers for clarification and/or additional information	21 October 2020
6	Closing date and time of RFI	28 October 2020

All dates and times in this RFI are based on South African Standard Time (GMT+2). The dates and times stipulated in this RFI are subject to change at the NAC's sole discretion. Any such changes will be communicated by the NAC to Service providers using the same channel used to publish the RFI. These dates and times do not create an obligation on the part of the NAC to take any action, or create any right for a Service provider to demand that the NAC executes a certain action on a specific date at a certain time. The Service provider acknowledges and accepts that if the NAC extends the closing date for submission of a response to this RFI for any reason, the requirements of this RFI otherwise apply equally to the extended deadline.

## 2.3 RFI SUBMISSION

2.3.1 Every Service provider who intends to respond to this RFI should indicate its intention to respond through the email to [supplychain@nac.org.za](mailto:supplychain@nac.org.za). This document contains information that is proprietary and confidential to the NAC's who has all rights of copyright in it. Any dissemination, distribution, reproduction, or disclosure in any form of the content of this document is forbidden without prior written permission of the NAC.

2.3.2 The RFI must be submitted to:

### **National Arts Council of South Africa**

66 Margaret Mcingana Street  
(Cnr Gwigwi Mrwebi)

Newtown  
Johannesburg  
2113

2.3.3 The Service providers are responsible for the timeous submission of their responses to the NAC. The closing time for submission of the RFI is stated on the cover page and timelines section.

2.3.4 The NAC may conduct site visits where it deems such visits to be necessary for purposes of the evaluation or verification of claims made by the Service provider in its RFI.

2.3.5 All costs incurred during the preparation and compilation of a Service provider's RFI will be borne exclusively by the Service provider, unless otherwise prescribed by applicable law or a relevant professional body.

## **2.4 INTERPRETATION OF THIS RFI**

2.4.1 Service providers must request clarification and/or additional information for purposes of preparing a response to this RFI via email.

2.4.2 Any clarification must be sent in writing to the following person (s): [cobi@nac.org.za](mailto:cobi@nac.org.za) or [supplychain@nac.org.za](mailto:supplychain@nac.org.za)

2.4.3 Service providers must refrain from contacting any of the NAC's personnel regarding this RFI unless such contact is made through email to the designated persons

2.4.4 The NAC will respond to Service providers' requests for clarification and/or additional information by no later than close of business on the date specified on the cover page.

2.4.5 In this RFI document the terms 'will' and 'must' indicate a mandatory requirement. Failure by a Service provider to comply with any mandatory requirement may result in its disqualification from this RFI process. The terms 'should' or 'may' indicate desirable or recommended requirements. Compliance with such requirements may lead to a Service provider obtaining a higher score.

## **2.5 RESERVATION OF RIGHTS**

Service providers must note that the NAC reserves the right in its sole discretion to:

2.5.1 Reject a Service provider's RFI that does not respond to critical aspects of the requirements set out in this RFI.

2.5.2 Modify the scope of this RFI, change any of the requirements, conditions, procedures or rules set out in this RFI, supplement any information or amend, vary, or supplement any of the NAC's contractual terms, at any time prior to the closing date of the RFI. In such an event, the NAC will inform Service providers who have indicated their intention to respond through email.

2.5.3 Condone non-compliance by the Service provider with any administrative requirements set out in this RFI. In such an event, the NAC may allow the Service provider an opportunity to remedy the defect within 7 (seven) days, or such shorter period as the NAC may determine of the Service provider being notified by the NAC of the defect. Under no circumstances will Service providers be allowed to make any material amendments or materially supplement their RFI submissions after the stipulated closing date and time.

2.5.4 Not to invite all those Service providers who had expressed their interest in the RFI.

2.5.5 The National Arts Council reserves the right to; cancel/reject any proposal and not to award the proposal to different bidders, or not to award the proposal at all related to this RFI.

### **3. SCOPE OF THE RFI**

#### **3.1 DETAILS OF SCOPE**

The objective of this RFI is to identify the most appropriate solution and/or services for addressing the NAC's Mining, Digitization and offsite storage of documents. Owing to the explorative nature of this RFI, Service providers are requested to provide detailed information regarding their various offerings.

#### **3.2 PROCESS OF OFF-SITE DIGITISING**

- Files are collected from the office with the oversight of the facilities manager;
- Files can either be fully scanned, or instruction can be given to keep some information searchable – such as names and contact details.
- Files will be stored as per the NAC requirements with suggestions and input from the

Service provider;

- Files will be backed-up on the server
- Files can then be analysed remotely
- Scanning of all documents
- Compilation and development a database
- Extract contact details into a database
- Make all info searchable as on an xls for etc.

### **3.3 OBJECTIVES AND BENEFITS**

Once the NAC has selected an approach, the selected applications or tools to be implemented and/or services to be procured through a subsequent formal request for bid (RFB) will enable the NAC to reap the following benefits (but not limited to):

- Modernise the filing processes by eliminating redundant processes and improving process efficiency and effectiveness.
- Implement a modernised digital filing system to enable the NAC to easily access information on past beneficiaries that were funded
- Ensure the different users have access to valuable information that will assist them in identifying past beneficiaries that were funded by the NAC.
- Provide a unique, innovative solution given the technical performance requirements stipulated in the RFI.
- Provide an indication of the cost of procuring, developing and maintaining the solution.

## **4 KEY FACTORS FOR CONSIDERATION**

Standard conditions for Request for Information

### **4.1. REQUEST FOR INFORMATION INVITATION**

#### **4.1.1 REQUESTS FOR INFORMATION PREPARATION**

All costs in the preparation, presentation and demonstration will be for the account of the service

provider. All supporting documentation and manuals submitted in response to this request for information will become “NAC’s” property unless otherwise stated by the service provider at the time of submission.

#### **4.2.2 CONFIDENTIALITY**

The information obtained through this request for information will be regarded as confidential; however, NAC does not accept liability for any information which may become public.

#### **4.2.3 NO BINDING AGREEMENT**

It must be clearly understood that no business will be awarded to any service provider out of this request for information. Prices submitted with the request for information are for information only and no service provider will be held to any price submitted. The NAC further reserves the right to contact individual service provider’s to obtain further information should this be deemed necessary. Responses from this RFI may be used to pre-screen potential bidders for the RFB process.

### **5. REQUEST FOR INFORMATION DOCUMENTS**

#### **5.1 Document requiring completion and return:**

Service providers’s must complete and submit the following documents as part of their response:

- a) Prescribed request for information documents
- b) Any information required in the request for information

#### **5.2 Amendment of documents by NAC:**

The NAC may, at any time prior to the deadline for lodging request for information, amend part of the documents or extend the time for lodging documents by notice in writing to the prospective service providers. (Any amendments under this clause will become part of the request for information).

### **6. PROCESS OF MARKET ENGAGEMENT**

The process will be two-fold.

#### **Stage 1: Industry Engagement to obtain information (RFI):**

**This document represents the first stage** which involves obtaining information from the market on proposed options for mining, digitization and offsite storage of files. This would include information briefing/interaction sessions with the market that will inform stage 2.

## **Stage 2: Industry Request for Bid (RFB):**

The second stage would involve developing the (RFB) with inputs from stage 1 (At NAC's discretion). The RFB would cover more detail requirements involving solution options, pricing, BEE and negotiations, which processes will ultimately lead to the appointment of suitable service provider/s.

## **7. SUBMISSION OF REQUESTS FOR INFORMATION**

### **7.1 CLOSING DATE**

All requests for information close on the date and the time indicated in the document.

### **7.2 LATE RESPONSES**

Request for information are late if they are received at the address indicated in the document after closing time and date – or emailed after the closing time and date.

## **8. PRICING**

- All costs must be included in pricing.
- Please provide pricing Inclusive and Exclusive of VAT
- Lead time
- Any other conditions