



INVITATION TO BID REQUEST FOR PROPOSAL (RFP) AFRICAN TAX ADMINISTRATIONS FORUM

The African Tax Administrations Forum (ATAF) herewith invites bids/requests for proposal from competent service providers to provide enterprise risk management services for the African Tax Administrations Forum (ATAF).

BID ATAF 15/2017: PROVISION OF DOCUMENT MANAGEMENT SYSTEM IMPLEMENTATION – MS Sharepoint FOR ATAF.

Bid documents will be available on the following website: www.ATAFtax.org

Closing date: Wednesday, 14 July 2017 at 12:00.

All bids must be emailed or delivered at, 333 Grosvenor Street, Hatfield Gardens, Block G, Second Floor, Pretoria, 0181, SOUTH AFRICA

Late bids will be rejected.

General enquiries: Mr. Pheko Masebe, e-mail: pmasebe@ataftax.org

Or Jane Malokane, e-mail: jmalokane@ataftax.org

1.1. Scope of Work

ATAF is already licensed to use Microsoft SharePoint and requires a reputable service provider to implement SharePoint services to manage documents and probably sites. Currently the documents are managed through manual system and the website was designed using a closed system which does not allow for easy management.

Project Objectives

The most important project objective is to ensure a smooth and controlled installation and setup. The breakdown of Project objectives include:

- a) Single SharePoint Deployment
- b) Configuration of SharePoint
- c) Input to the current Intranet and Website
- d) Move re-designed Intranet and Website to SharePoint
- e) Expose Website externally
- f) Configure document management on SharePoint in accordance with the ATAF File Plan
- g) Change naming conventions of current ATAF documents to match the ATAF current File Plan
- h) Migrate transformed ATAF documents to SharePoint
- i) Knowledge Management:
 - ☐ Provide ATAF with environment set- up documentation
 - ☐ Provide training to 2 IT Administrators
 - ☐ Provide Training to 32 End Users
- j) Change Management
- k) Post implementation support for 12 months

1.2. Deliverables

The key deliverables and outputs expected from the service provider and the internal ATAF team are as follows:

- A revised and updated Document Management Framework.
- A working Document Management environment.
- A year Document Management Implementation Plan.

All documents produced must be delivered in an editable softcopy version utilising software agreed to by the ATAF.

The service provider may be required to provide support to the ATAF during any consultation process with its major stakeholders.

1.3. Duration of Appointment

The appointment of the service provider will be for a period of 1 year

1.4. Fees

ATAF and the service provider will agree on the fee structure before commencement of the exercise. The agreement will consider (but may not be limited to):

- The standard fee structures for similar exercises;
- Rates for out of pocket expenses including travelling and/ or overheads;
- The service provider may be required to present and/or produce reports at least four times a year to each of the following structures: ATAF Management, the ATAF Finance and Audit Committee and the ATAF Executive Secretary.
- All fees quoted must include VAT.

1.5. Contractual Obligations

- The contract will be entered into between ATAF and the service provider.
- Reporting on the progress and completion any work undertaken will be made to the management and the Finance and Audit Committee of the ATAF, with a final report to be made to ATAF Exco.
- No other contract relating to the services of ATAF will be entered into between the Service Provider and any third party unless such contract is approved by the ATAF.
- Payment will be made within 30 days on presentation of billing documents as agreed and based on meeting all deliverables and outputs as contained in this Terms of Reference and as per the contractual agreement entered into by the parties.
- The appointment of the service provider will be for a period of 1 year with the option to renew the contract in year 2 and year 3.