

ANNEXURE A: RESPONSE SHEET

Request for Proposal: Establishment of IT System Tender

COMPANY NAME:	
CONTACT PERSON:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	

Please note that this response sheet must be completed electronically in the prescribed format. Any additional information submitted by the respondent may be included in Section 9.

Four (4) hard copies and one (1) electronic copy of the completed Response sheets must be submitted, in conjunction with Annexure B (Pricing Schedule) and all other required documents (including work sample) by the deadline stipulated in the Request for Proposal document.

1. STATUTORY INFORMATION

The following information must be attached to this Appendix. If the respondents are a consortium, statutory information must be provided for Lead Contractor and all sub-contractors (where relevant)

Please complete the checklist below to confirm:

	Item	Attached? (Y/N)
1.1	Valid (current) Original SARS tax clearance certificate	
1.2	Certified copy of company incorporation certificate(s)	
1.3	Original Vat registration certificates (Vat 103)	

Note failure to comply with statutory requirements may result in automatic disqualification

2. GENERAL INFORMATION

	Item	Attached? (Y/N)
2.1	BEE Rating	
2.2	A reference list of engagements of a similar nature to this project in Southern Africa, including contact details	
2.3	Declaration of any past, present or planned involvement with THE HOPE FACTORY, either by way of employment or by way of any governing board, council or committee.	

3. ORGANISATION INFORMATION

In the event of a consortium response, please provide the following information for your organisation and all consortium members. Please provide details of any proposed Sub-Contractors (if relevant) as indicated in the table below (point 3.6).

3.1 Vision, objectives

3.2 Size, location

3.3 Track record in developing e-Learning and Computer Based Training Solutions

3.4 Experience in developing and/or delivering Ethics Training programmes

3.5 Number of years in operation

3.6 Details of any sub-contractors to be used

4. PROPOSED TEAM

List the names of the persons who will be involved in the project, indicating each person's experience, qualifications, percentage of time to be spent on the project and nature of involvement in the project. If elements of the project are to be outsourced, similar information would be required about the sub-contractor.

Name and surname	Experience & qualification(s)	% of time to be spent on the project	Nature of involvement in the project	Geographic location

5. METHODOLOGY

Please provide details of the methodology and processes to be followed in developing the solution, including:

- Instructional Design and Development of Content:
- Evaluation and Ongoing Maintenance/Support

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6. MAIN TASKS, MILESTONES AND TIMELINES

Complete Table 1 and list the high-level Project Activities, including milestones and timelines/duration

Typical Project Activities have been included in the Pricing response sheet to guide the planning – these project activities include, but are not limited to:

- Develop detailed Statement of Work, and Project and Resource Plans
- Conduct Project Initiation Meeting
- Design instructional materials based on the Curriculum Framework and compile Electronic Storyboard
- Agree on standards for all aspects of the development
- Attend project meetings
- Ongoing Quality Assurance and Project Management

	Main tasks	Milestones	Timelines

Table 1: High-level Project Activities Plan

7. VALUE-ADDED SERVICES

Please provide information on any additional value added services (if applicable) for consideration by THE HOPE FACTORY, which will form part of the overall proposed project. (Please note that should these items involve additional costs, the additional value added Services must be priced separately in the space provided for on the pricing sheet – Annexure B)

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8. TERMS AND CONDITIONS

Please describe any terms and conditions that the Service Provider would want to add into the contract should the proposal be accepted.

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9. ADDITIONAL INFORMATION

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ATTACHMENTS

1. Valid SARS clearance certificates
2. Company Incorporation certificates
3. VAT registration certificates
4. BEE ratings
5. A reference list of engagements of a similar nature to this project in Southern Africa, including contact details
6. Declaration of any past, present or planned involvement with THE HOPE FACTORY, either by way of employment or by way of any governing board, council or committee