



REQUEST FOR QUOTATIONS

RE-ADVERTISEMENT

RFQ Name: Intranet Portal Services for the College

RFQ No: KHC/RFQ/42/2023

Technical Enquires: Mrs. B. Sobekiwe

Contact Details: 047 401 6441

Email address: bsobekiwe@kinghintsacollege.edu.za

SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: nmaseme@kinghintsacollege.edu.za

REQUISITION SPECIFICATION

PLEASE REFER TO THE ATTACHED DOCUMENT FOR FULL SPECIFICATIONS!!!!!!!!!!!!

Important Information:

Please submit the following mandatory compliance documents:

1. Valid SARS Tax Clearance Certificate or pin
2. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (**Obtainable from the website**)
3. Central Supplier Database Registration proof (all report pages)
4. Completed SUPPLIER declaration forms (**Obtainable from the website**)
5. Copy of company registration certificate and certified copy of ID of director(s)
6. MS 365 Certified Teams Administrator Associate
7. Microsoft Certified: Power BI Data Analyst Associate
8. Microsoft 365 Certified: Teamwork Administrator Associate
9. Partner Agreement with Microsoft

All quotations and compliance documents **MUST** be emailed to the following address: nmaseme@kinghintsacollege.edu.za

Closing Date of quotations: 06 November 2023, TIME: 16:30PM

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED



REQUISITION SPECIFICATION

| Item | Full Descriptions | Qty |
|------|--|-----|
| 1 | Create, access, receive and update static, dynamic and rich content on the intranet site to be able to disseminate news and information quickly to a wide College audience. | 1 |
| 2 | Create sub sites for Exams, Quality Assurance, ICT, HR, Facilities, MIS, Risk Management, Internal Audit, Principal's Office, Occupational Programs, Student Support Services, Marketing, Bursaries, Curriculum and Msobomvu Campus, Willowvale Campus, Centane Campus, Teko Campus and Dutywa Campus to enable end users to manage content while maintaining the same look and feel and allow the administrator to select and assign roles and manage access rights with ease to update and keep fresh content as the King Hintsa college changes | 1 |
| 3 | Provide ability to control governance on each individual item within SharePoint. Sites, pages, documents, and list items can all be locked down to individuals or groups based on the requirements. | 1 |
| 4 | Provide functionality to add links to internal and external websites that are affiliated to our College and allow system integration with other College applications. | 1 |
| 5 | Provide intranet that is branded with corporate colours aligned with the approved College branding document. | 1 |
| 6 | Provide a robust set of capabilities like versioning, approval workflows, and two-way syncing to your local computer, document management. | 1 |
| 7 | Interactive Organisation Chart with contact details and common interests | 1 |
| 8 | Provide and configure full search functionality (Powerful search, filter, and view functionality - find information easily) | 1 |
| 9 | Provide Corporate document template library and Image library. | 1 |
| 10 | Provision of up-to-date Microsoft 365 training videos. | 1 |
| 11 | Be able to bring intranet into Microsoft Teams | 1 |
| 12 | Features deployed should support all major browsers. | 1 |
| 13 | Training of the College staff super users on deployed collaboration/content management system | 1 |
| 14 | Provide skills transfer to the system administrators. | 1 |