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Annexure A: Bid Evaluation

1. Standardised Costing Table for EDRMS Bid
   1.1. Description of the currently state of MQA records:
      - Physical records (estimations):
        - Approximately **3,100** boxes (Standard Boxes) housed at the MQA Head Office.
        - Around **100** boxes in its 6x Regional Offices.
        - Over **4,500** boxes stored off-site with a third-party storage provider.
      - Electronic records (estimations):
        - Cloud, - 20.3 TB
        - Servers – 16 TB
        - Off site – 16 TB for now.
      - Users
        - Current staff complement - 179 employees
        - Planned capacity within the next 3 years is as per operational requirements which could go up to an estimation of 211 or more.
   1.2. Refer to page 9 on the AI capabilities
   1.3. The data migration process must be configured as an automated function to eliminate the need for manual data migration. Should manual data migration be required for whatever reason, the associated services and costs must be included under **Section 2.7: System Support and Maintenance**.

Item No.	Cost Category	Description (Aligned to TOR Scope)	Unit	Quantity	Unit Cost (ZAR)	Total Cost (ZAR)
1.1	Project Initiation & Management	End-to-End Project plan, governance, reporting, overall coordination, control, and oversight.	Once-off	1		
1.2	Records Management Governance	File Plan	Once-off	1		
1.3	Records Management Governance	Records Management Policy	Once-off	1		
1.4	Records Management Governance	Registry Procedure Manual	Once-off	1		
1.5	Records Management Governance	EDRMS User Manual and training material	Once-off	1		
1.6	Registry Office Setup & Implementation	Design, layout, SOPs, secure zones, tracking systems	Once-off	1		
1.7	Records Preparation and Digitisation	Sort, Organise, removal of scanning obstructions, Scan, index, classify and offsite storage preparation (per box)	Per Box	1		
1.8	Data Migration	Automated Migration of records from SharePoint, OneDrive, shared drives and other MQA Electronic Repositories	Per TB	1		

Item No.	Cost Category	Description (Aligned to TOR Scope)	Unit	Quantity	Unit Cost (ZAR)	Total Cost (ZAR)
1.9	EDRMS Configuration & Customisation	System setup, workflows, metadata, Automation	Once-off	1		
1.10	System Integration	Integration with existing systems with automation configuration	Once-off	1		
1.11	User Set Up	User-based licensing for the EDRMS, including Administrator, Records Manager/Power User, Standard User, Read-Only User, and External User licences (where applicable), Configured with Single Sign-On (SSO) Role-Based Access Control (RBAC) and Multi-Factor Authentication (MFA). (per User)	Per User	1		
1.12	AI Assistant Implementation	AI assistant configuration within EDRMS and deployment	Once-off	1		
1.13	Electronic Signature Setup	Templates, workflows, authentication and Signature with Signature chain automation.	Once-off	1		
1.14	Infrastructure / Hosting Setup	Local (SA-based) hosting configuration	Once-off	1		
1.15	Records Disposal Setup & Compliance Configuration	Automated disposal preparations, NARSSA approval processes, destruction workflow setup	Once-off	1		
1.16	Dashboard Development & Reports Customisation	Reporting, analytics, drilldowns, exports, Dashboards	Once-off	1		
1.17	Training & Change Management	Training sessions and workshops (hourly rate)	Once-off	1		
1.18	Testing & Go-Live Support	UAT, deployment, stabilisation	Once-off	1		
	Subtotal (Once-Off)					R

2. Recurring / Operational Costs (3-Year Contract)

Item No.	Cost Category	Description	Unit	Frequency	Unit Cost (ZAR)	Annual Cost (ZAR)
2.1	Licences	System and User-based licensing for the EDRMS, including Administrator, Records Manager/Power User, Standard User, Read-Only User, and External User licences (where applicable), Configured with Single	Per user	Annually		

Item No.	Cost Category	Description	Unit	Frequency	Unit Cost (ZAR)	Annual Cost (ZAR)
		Sign-On (SSO) Role-Based Access Control (RBAC) and Multi-Factor Authentication (MFA). (per User)				
2.2	Records Preparation & Digitisation	Sort, Organise, removal of scanning obstructions, Scan, index, classify and offsite storage preparation (per box)	Per box	Monthly		
2.5	Training & Change Management	Training sessions and workshops	Hourly rate	Annually		
2.6	Hosting & Storage	Secure SA-based hosting, backups	Per TB	Monthly		
2.7	System Support & Maintenance	Helpdesk, support and maintenance as well as Ongoing system management, upgrades, patches, Reconfiguration	Service	As and when required		
2.8	Records Disposal Execution	Disposal preparations, NARSSA approval processes for physical & electronic disposal, destruction certificates	Per Record	As and when required		
2.9	AI Assistant Maintenance	Updates, tuning, monitoring	Service	As and when required		
2.10	Security & Compliance	Audits, monitoring, compliance, updates & Upgrades	Service	As and when required		
2.11	Dashboard and Reporting	Maintenance, customisation, additions and upgrades	Service	As and when required		
2.12	System Integration	Additional Integrations	Per Systems	As and when required		
	Subtotal (Annual)					R

3. CONTRACT COST (3 YEARS)

Item No.	Cost Component	Total (ZAR)
3.1	Once-Off Costs	
3.2	3-Year Operational Recurring / Operational Costs	
	Grand Total (Incl. VAT)	R