

ROAD FUND ADMINISTRATION

Procurement No: NCS/ONB/RFA – 01/2021

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

Road Fund Administration
21 Feld Street, Ausspannplatz
Private Bag 13372
Windhoek, Namibia
Tel: +264 61 433 3049
Fax: +264 61 433 3070
E-mail : procurement@rfanam.com.na

EXECUTIVE SUMMARY FOR THE BID FOR BIDS FOR THE PROCUREMENT OF THE IN-HOUSE LEGAL AND CONTRACT MANAGEMENT SYSTEM MICROSOFT FILES (M-FILES) PROCUREMENT REFERENCE NO: NCS/ONB/RFA – 01/2021

1. SCOPE OF SERVICES

The bidder for the In-House Legal and Contract Management System Microsoft Files (M-Files) for the RFA.

REQUIRMENTS FOR INHOUSE LEGAL AND CONTRACT MANAGEMENT SYSTEM

(a) USER PROFILES

- The system must be able to create user profiles for legal staff members in the department.

(b) REQUEST FOR LEGAL ADVICE FROM DIFFERENT DIVISIONS

- The staff members from different divisions should be able to send requests, fill in the necessary information on a predefined form and attach relevant documents in their request to the legal department.
- The system must create a sequential number (ticket) of all received requests.
- The requester must receive a notification of the ticket number, as well as the legal team should receive a notification of the request submitted.
- The system must enable the supervisor to assign different requests to other users within the legal department.

i. REQUEST ASSISGMENT TO THE LEGAL TEAM MEMBERS

- The system should allow for the supervisor to add notes or comments before allocating files/tickets to a legal team member in the division.

- The system should allow the supervisor to put up a due date and reminders when assigning tickets/files.
- The system should have a dashboard indicating a detailed over viewer of the different files/tickets allocated, to whom their allocated, and provide detailed report summaries.
- The system should notify the requester as to who is working on their request and the contact person.
- The system should make provision for a request status. E.g., Rejected or accepted, Pending, Completed, Referred.

ii. REQUEST MANAGEMENT

- The system must enable the lawyer to manage requests, i.e defining steps to finalize requests, automate processes, schedule consultations, request for further information, diaries the files.
- The system should enable the uploading, saving, downloading and printing of documents from the system.

(c) REQUEUST TRACKING

- The system must be able to track the progress on tickets/request/files.
- The system must allow for follow-ups by the supervisor
- The system must give alerts to the supervisor once lawyer has missed a deadline for submission.

i. DOCUMENT FORMULATION AND ONLINE DRAFTING

- The system should enable online formulation and drafting of documents.
- The system should allow attachments of related documentation, in MS word, Pdf or Excel formats.

ii. REVIEW

- The system should allow for supervisor to review work offline and online.
- The system should enable the supervisor to either return the work for corrections, sign off, transmit or forward for CEO's signature where required or to the relevant department for review.

(d) ELECTRONIC SIGNATURES

- The system should enable electronic signatures for the CEO to sign documents and return to the Legal Division.
- The system should enable electronic signatures for supervisor to sign and return to lawyer or send to dispatch.

i. CLOSURE

- The system should enable acknowledgement of receipt by internal clients
- The system should enable the closure of files.

(e) REPORTING AND ANALYTICS

- The system should enable forecasting, reporting and business intelligence functions, with customized reports for cross-referencing and integration with other databases.
- The system should enable pulling of reports on allocations, time spent, complexity of matters, files closed, pending files and so forth. (Performance Management)

(f) INTEGRATION

- The system should be able to integrate with Microsoft Office products as well Microsoft SharePoint.

i. SECURITY (GUARANTEE SECURITY AT THE DATA ENTRY LEVEL)

- Due to it being the legal department, most if not all documents dealt with are strictly confidential, thus the system must be able to guarantee security to ensure data integrity and to minimize risks of leaked information from the legal department.
- Restriction on user roles, and access.

ii. DIGITAL “FILLING CABINET”

- The system should be able to keep electronic case files, notes and copies of supporting documentation. In addition to this, it should also be easily assessable, which means must contain a search engine that can filter matters.
- The system should enable archiving of files.

iii. OUTSIDE COUNSEL MANAGEMENT

- The system should enable the management of work outsourced to outside counsel of the RFA’s standing legal panel.

(g) USER FRIENDLY AND ACCESSIBLE FROM DIFFERENT LOCATIONS

- The system should be simple and user friendly. It should thus be adapted in a manner to suit users.

2. PROCUREMENT METHOD

The Compliance and Legal Division will procure the In-House Legal and Contract Management System Microsoft Files (M-Files) by way of “Open Nation Bidding” as provided for by Section 29 (b) of the Public Procurement Act, 2015.

3. DATE OF INVITATION OF BIDS

The advertisement was placed in the newspaper on the 7 June 2021.

4. CLOSING DATE FOR SUBMISSION OF BIDS

The closing date for all submissions was on the 6 July 2021 at 11:00 Hours.

5. DATE AND PLACE OF OPENING OF BIDS

The bid opening took place on the 6 July 2021 at 11:10 at the RFA head office.

6. NUMBER OF BIDS RECEIVED BY CLOSING DATE

A total of 2 bids was submitted by the closing date and time.

7. RESPONSIVENESS OF BIDS

No.	Business Entity	Is Bidder Eligible (Yes/ No)	Explanation for Unqualified Bidder
1	The Document Warehouse Pty Ltd	Yes	
2	Riqueza Digital Era Consultants Pty Ltd	Yes	

8. PRICE COMPARISON FOR BIDS THAT WERE TECHNICALLY RESPONSIVE

Financial Proposals Opened			
Company	Price Incl Vat (NAD)	Financial score	Within Budget
The Document Warehouse Pty Ltd	351 275.46	30	Yes
Riqueza Digital Era Consultants Pty Ltd	3 639 181.90	2.89	No

9. BEST EVALUATED BID :

The Document Warehouse Pty Ltd at total cost of N\$ 351 275.46 including VAT.