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**RFI No: KOB/MD/04/2018**

**July 2018**

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## REQUEST FOR INFORMATION

Reference: EDMS - **KOB/RFI/03/MD/2018**

Closing date: **16 July 2018**

### ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)

#### 1.0 Introduction

The Komati River Basin is an international drainage basin that is a source of water for the Republic of South Africa, the Kingdom of Eswatini and the Republic of Mozambique. A Treaty between the Republic of South Africa (RSA) and the Kingdom of ESwatini was signed in 1992 which provides for the development and utilisation of the water resources of the Komati River Basin from its headwaters in RSA to the confluence with the Crocodile River at Komatipoort.

The Treaty gave rise to the Komati Basin Water Authority (KOBWA) which is a bi-national agency in terms of the Treaty for the purpose of implementing Phase 1 of the Treaty. Phase 1 comprises the design, construction, operation and maintenance of the Driekoppies Dam on the Lomati River in RSA (Phase 1a), and the Maguga Dam on the Komati River in Swaziland (Phase 1b). KOBWA operates seamlessly between the two offices one at Maguga Dam in the Kingdom of Eswatini and the other one at Driekoppies Dam in the Republic of South Africa.

#### 1.1 Background & Instructions

1.1.1 KOBWA is seeking a reputable, suitably qualified and experienced company to assist in: designing; testing; implementing; user training; & providing after service to an organizational **ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)**.


Currently KOBWA's organizational workflow is paper heavy. A few ways in which this is operationally problematic are:

- a) It leaves a large carbon footprint
- b) Documents misplacement
- c) Tedious manual processes
- d) Physical space requirements to cater for information accumulation and storage.

The current Information Management System employed at KOBWA was primarily an archiving system that has been modified with additional functionalities over time.

1.1.2 The ideal software (EDMS) should be:

- a) Able to manage, process, store & control all electronic data and information within an organizational workflow. It will also allow for regulated access from without this network (extranet)

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- b) Compatible with existing software currently running across the network. These are but not limited to: MS Office suite; SAGE™ packages; water data processing i.e. HYDSTRA®; OTT®; etc. The EDMS must also be able to process most file extensions (eg txt; docx; xlsx; pdf; jpeg; etc)
- c) Scalable should and when the need arises, be it due to technological advances, staff increment, etc
- d) Secure from all computer threats from within and without the EDMS network

### 1.1.3 EXPECTED OUTPUT / DELIVERABLES

- Functioning EDMS
- Compile a scoping report at inception to ensure mutual agreement regarding outputs, deliverables and time frames;
- A detailed report of the process which includes workshops / consultations;
- An updated and relevant Training Schedule to ensure effective implementation.
- A proposed implementation plan including timeframes and cost implication for all proposed changes.
- After service agreement

1.1.4 Interested and qualifying companies are hereby requested to furnish KOBWA with the details below (**Annexure A**). Please be advised that the details below are the bare minimum KOBWA expects; feel free to include any further pertinent information.

Your responses must be delivered to by **midday 16<sup>th</sup> July 2018**.

### PHYSICAL ADDRESSES:

#### **Komati Basin Water Authority**

Maguga Dam  
Offices  
Pigg's Peak  
**ESWATINI**


OR

R570 Driekoppies Dam  
Offices  
Schoemansdal  
**Republic of South Africa**

Telephone +268 2437 1463/4


Telephone +27 13 7810 317

Electronic Mail: [maguga.office@kobwa.co.za](mailto:maguga.office@kobwa.co.za)

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## 1. AGENCY DETAILS

<b>Name of organisation</b>	
<b>Registered address</b>	
<b>Website address</b>	
<b>Contact name</b> <i>(Name &amp; job title of person handling this RFI for the Agency)</i>	
<b>Telephone number/mobile number</b>	
<b>Email address</b>	
<b>Fax number</b>	
<b>Principle Office Address</b> <i>(If different to registered address)</i>	
<b>Companies registration number</b>	
<b>Year of registration</b>	

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## ANNEXURE A

### 2. AGENCY BACKGROUND


**Please explain in full details of Company ownership/Directorship**

**Where do you have offices that are relevant to this opportunity**

**What are your core business competencies?**  
*(Brief statement of what your organisation does – 100 words max)*

### 3. AGENCY EXPERIENCE AND EXPERTISE

CLIENT PROFILE	Client Name	YEARS HELD
<b>Please list your top five clients.</b> <i>(And give the number of years you've held the account)</i>		
<b>Please give brief details of what you do on each piece of business by discipline.</b> <i>(E.g. business to consumer, business to business, integrated, advertising, direct marketing, digital, media, PR, etc.)</i>	Client 1:	
	Client 2:	
	Client 3:	
	Client 4:	
	Client 5:	

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Do you currently or have you ever provided any services to (KOBWA)? If so please describe the products/services offered	

**SECTOR EXPERIENCE**


**Agency Experience**

*Please detail any recent (last 3 years) sector experience or Target Audience experience that is relevant to this project e.g. client and brief description of the work undertaken.*

<b>BRAND</b>	<b>BRIEF DESCRIPTION OF THE WORK</b> <i>(50 words per client)</i>	<b>CURRENT CLIENT</b>	<b>EX CLIENT</b> <i>(When did you work with them)</i>

**Key People Experience**

<b>EMPLOYEE</b>	<b>BRIEF DESCRIPTION OF THE WORK</b> <i>(50 words per client)</i>	<b>WHEN &amp; WHERE WAS THE WORK COMPLETED?</b> <i>(Year)</i>

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Please comprehensively discuss your proposed solution (EDMS) below:

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